

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Tuesday 3rd January 2017 at 7pm at the Town Hall

Present: Mr J Oldham (Chair), Mr M Ritchie, Mr M Lancaster, Mrs M Lock, Mr P Lock, Mrs A Flynn, Mr R Lockey, Mr J Edmonds, Mr T Watts, Mr R Biss, and Mr I Stephenson

Also Present: Emma Curtis – Parish Clerk

Public Question Time

There were two members of the public present, no questions were asked.

Receive reports from County Councillor William Wallace, District Councillor Sarah Dyke, PCSO Thelma Mead and Parish Councillors

County Councillor William Wallace – No report received

District Councillor Sarah Dyke – No report received

PCSO Thelma Mead – The Clerk read out a brief report on behalf of PCSO Mead detailing crime statistics for December 2016 in the Milborne Port area.

Parish Councillors – No reports received

1. **Apologies for Absence:** Received from Mr C Laughton and District Councillor Sarah Dyke
2. **Declarations of Interest:** Received from Mr L Lancaster agenda items 10 and 17.3 *member of the Village Hall Management Committee and cheque signatory.*
3. **Minutes of the Full Parish Council Meeting held on Tuesday 6th December 2016** after two minor amendments were agreed and signed as a true and accurate record of the meeting.
4. **Circulation of the draft minutes of the Planning and Open Spaces Committee Meetings held on Tuesday 19th December 2016** was noted, no queries or questions raised.
5. **Planning**

5.1 The following **Advice of Appeal Receipt** was noted:

Appeal in respect of application decision reference: 16/02371/OUT

Outline planning application for residential development consisting of 3 dwellings, with all matters reserved, except for means of access and scale
Land off Higher Kingsbury

5.2 The following Planning Refusal was noted:

16/04237/OUT Outline application for the development of up to 46 residential units (including 35% affordable housing), associated access, parking, landscaping and infrastructure
Land at Gainsborough

5.3 The following Appeal against Enforcement Notice was noted:

APP/R3325/C/16/3158942 East West House, 268 Milborne Wick

6. Actions from the last meeting: The Action List was reviewed and updated as follows, with a number of actions being closed. The Clerk was asked to circulate the updated list following the meeting:

- 6.1 Churchyard remedial work – Quotes for tree works obtained and on agenda for consideration. Clerk to chase up PCC regarding the pathway.
- 6.2 Councillor training – Councillors Lancaster, Ritchie and Laughton are booked on for a course in January. Clerk chase Mr Crudgington to urge him to book a course.
- 6.3 Cemetery Chapel electricity supply – Direct debit arrange, Clerk has sent out tenders for cabling.
- 6.4 Quotations for gym equipment – Ongoing
- 6.5 Kicking Wall – Clerk asked to chase Mr Tizzard regarding prices for concrete slabs for the wall.
- 6.6 Quotations for play equipment for children with disabilities – Ongoing project being led by the Open Spaces Committee and Mrs Flynn and the Clerk
- 6.7 Security for Town Hall – Security lock ordered risk and fire assessments underway
- 6.8 Working party for High Street land – Clerk had received information from the Land Registry. It was agreed by all to include the land along Wheathill Lane in this working party. Agreed the working party is to meet as soon as possible.

7. Motion to adopt new Parish Council policies: The policies the Clerk circulated in November were discussed in detail. After a few suggested amendments the motion was passed by the Council to adopt the policies. The Clerk will make amendments to the final policies and put on the website. Policies will be reviewed in January 2018.

Action – Clerk to amend policies, distribute and put on website.

8. Consider Traffic Control throughout the village and Highways issues with particular reference to the possibility of a crossing at Crackmore: Mr Oldham explained the reason for the agenda item was mainly due to the relocation of the Post Office to Crackmore Garage with no pedestrian crossing across the A30. This along with the increase in housing and cars in the village was causing highways and parking issues. A long discussion took place about various highways issues in the village. Mrs Lock confirmed she would be writing to the Highways Department on behalf of the Tuesday Luncheon Club and its elderly members to express concern

about them having to cross a busy road to reach the Post Office. Mrs Flynn commented that the traffic in the village had increased massively causing dangerous conditions. Mr Lock suggested that the village was proactive and positive towards the Highways Department in seeking assistance to improve the road systems around the village. Speed limits throughout the village were discussed with the aspect of limits in some areas being reduced to 20mph. This was considered quite difficult to implement, so the Clerk was asked to contact West Coker Parish Council who had managed to implement 20mph areas in their village. Mr Lancaster suggested that Central Convenience were contacted for their input and requested the Clerk chase the Post Office as prior to its relocation they had suggested a crossing would be installed. The Clerk suggested writing to the Highways Department to ask if they would attend a meeting with relevant stakeholders including the Parish Council, Post Office and Central Convenience. Mr Edmonds suggested the local MP was also invited to attend. This was agreed by all and it was suggested that parishioners were encouraged to write directly to the Highways Department with their highways concerns.

Action – Clerk to write to Central Convenience, the Post Office, MP and Highways department and contact West Coker Parish Council. Parish Council to encourage residents to pass their highways concerns to the Highways Department

9. **Consider response to Dependent Carers Survey:** The Clerk referred Councillors to the survey she had circulated in December. The survey was then completed with the Clerk being asked to complete the survey online on behalf of the Parish Council.
- Action – Clerk to complete the online survey**

10. **Consider Parish Council's position regarding tentative proposal regarding an AED for the village:** Mr Oldham commented that the Spirit of Milborne Port were interesting in funding an AED for the village. Mr Lancaster referred Councillors to the documentation he had put together and distributed prior to the meeting regarding AED's. Mr Lancaster outlined the document including locations for an AED in the village, the "Chain of Survival", success rates, CPR training and time constraints of applying CPR and an AED to the casualty. A detailed discussion took place about the purchase of an AED for Milborne Port and the conclusion was that in order for an AED to be effective, a number of villagers would need to be correctly trained in applying both CPR and the AED. It was therefore agreed to gain quotations for First Aid training in CPR and AED and also quotations for the AED itself. It was also agreed to seek any volunteers in the village who would be willing to be trained in CPR and AED usage including shop owners, library assistants and publicans.

Action – Clerk to gain quotes for training from the Red Cross and St John's Ambulance, Mr Lancaster to gain quotations for AED's and statistics of how many casualties lives have been saved as a result. Clerk to contact the local doctor's surgery to find out if they have an AED in-situ.

11. **Renewal of contract and conditions for Michelle Schimmel The Beauty Room Revive:** Mr Oldham explained that The Beauty Room Revive's trial contract had now expired. Mr Lancaster explained that the Parish Council were unable to purchase a music license on behalf of Ms Schimmel as it is now a requirement to purchase Hair

and Beautician License's from both PRS and PPL directly. It was therefore resolved to renew Ms Schimmel's contract, to be reviewed in a year, but with a clause stating that if music is to be played for any of her treatments she is to purchase the required licenses and supply a copy to the Parish Council. Mrs Lock commented that she was finding out whether the WI needed a music license and would report back at a later meeting.

Action – Clerk to renew Ms Schimmel's contract and add the music license clause

- 12. Consider motion to return the mahogany table to the Town Hall:** Mr Oldham explained that following a public meeting regarding the mahogany table, although the Parish Council were not obliged, he felt it appropriate to bring the issue back to Full Council. Mr Watts commented that he felt it would be arrogant of the Parish Council if they did not pass the motion to return the table back to the Town Hall as the vast majority at the public meeting voted in favour to return it. Mr Oldham reminded Mr Watts that seven people voted for its return at the public meeting, three of which were Parish Councillors present at the current meeting and that he felt this did not constitute a huge majority of the village. Mr Lock commented that the table would gain more exposure at the Cemetery Chapel during the History and Heritage Groups summer open days. Mr Ritchie questioned where the table would be placed if it were returned to the Town Hall as space was scarce. Mrs Flynn suggested that for clarity if the table were to remain in the Cemetery Chapel that the History and Heritage Group be written to explaining that the council would remain responsible for its maintenance and ownership and it should not be tampered with in any way. Mr Lockey commented that this item was discussed many months ago, was voted on and the Parish Council should stick with the motion passed. Mr Oldham asked for a show of hands to pass the motion of "returning the table to the council chamber" – there were three votes in favour of this, Mr Watts, Mr Edmonds and Mr Biss. All other Councillors voted against the motion of returning the table apart from Mr Lock who abstained. Therefore the motion was not passed and it was resolved the table would remain in the Cemetery Chapel with the Clerk writing to the History and Heritage Group regarding its ownership and maintenance.

Action – Clerk to write to the History and Heritage Group regarding the ownership and maintenance of the table.

- 13. Consider motion to purchase additional software for the community website:** Mr Oldham explained that to progress with the parish plan refresh it had been decided that a survey would be produced and in order to capture a wide audience it would be best to produce both paper and electronic copies of the survey. In order to do this, a piece of software would need to be purchased as an addition to the community website at a cost of around £50. Mr Oldham proposed the purchase of this software; this was seconded by Mrs Flynn and all agreed in favour. Therefore the motion was passed to purchase the software.

Action – Mr Oldham to purchase software for survey.

- 14. Consider quotations for tree works at the churchyard:** Mr Oldham referred Councillors to the quotation documents for consideration. All three quotations A, B and C were contemplated and it was felt by the majority of Councillors that the

quotations differed somewhat and as they were not exactly the same could not be considered “like for like.” It was therefore resolved to ask the PCC for a copy of the formal specification for tender which they gave to the contractors so that the formal tender documentation could be considered by the Parish Council. The general consensus was that particularly in respect of the elapsed time since some of the quotations were received, a new tender specification would need to be sent out to contractors and they would be invited to re-quote for the work.

Action – Clerk to contact the PCC for copies of the specification and tender documentation and if necessary seek new quotations.

- 15. Consider quotations for hedge works at the cemetery:** The Clerk referred Councillors to quotations A, B and C for consideration. Councillors were happy that they were equivalent quotes. Mr Lockey proposed company A was awarded the contract at the cost of £1050.00 for the hedge cutting and £575.00 for the pollarding of lime trees. This was seconded by Mr Ritchie and agreed by all.

Action – Clerk to award contract to Company A.

- 16. Consider upgrading Parish Council’s computer software to Office 365 and obtaining “Onedrive” storage for the Council:** Mr Oldham explained that as the Clerk worked from home as well as in the Parish Council office on both a laptop and office computer it would be beneficial that the Parish Council look at the value of centralising storage of Parish Council files. Mr Oldham explained that he and the Clerk had considered various cloud storage options, and Onedrive appeared the simplest to worth with. However, in order for Onedrive to work effectively it would be beneficial for Parish Council computer software be updated to Office 365 at a cost of £79.99 per annum. Mrs Flynn agreed that it was vital to have efficient computer file storage and back up. Mr Oldham proposed that Office 365 be purchased at a cost of £79.99 per annum and Onedrive be used as file storage. This was seconded by Mr Stephenson and agreed by all.

Action – Mr Oldham to purchase Office 365 and install and Clerk to create a Onedrive account.

17. Finance

17.1 Confirm receipt of current Financial Statements until 30th November 2016:

Receipt of the financial statement was noted and Mr Lockey confirmed that the Parish Council was currently tracking forecast spend and there appeared to be no cause for concern,

17.2 The following Payments were approved:

South Somerset Community Speedwatch Grant	£100.00
N Dungey – Toilet cleaning	£130.00
Play UK Playgrounds Ltd – Gainsborough play area works (Inv 1022)	£781.20
Midwest Office Equipment – Stationary supplies (Inv 00046309)	£17.23
SLCC Membership Renewal	£139.00
Pet Waste Solutions – Dog bin emptying (Inv 01021)	£182.00
A Parker – Hedge cutting (Inv068)	£120.00
KM Dike Nurseries – Grounds maintenance (Inv 56)	£1006.82

17.3 The following **Income** was noted:

Village Hall Management Committee – Hedge cutting contribution	£142.00
SSE Credit Balance	£2.63
Hocknell – Memorial fee	£75.00

17.4 The following **Direct Debits** were noted:

BT – BT Business Mobile Solo	£18.00
Wessex Water	£99.66

18. The following **Correspondence** was noted:

- Email from Dave Grabham, Somerset Highways, confirming dates for SIDS installations in Milborne Port during 2017
- Letter from Battens Solicitors entitled “Dispute with Parish Council” – Mr Oldham and the Clerk confirmed that this letter had been passed to the Parish Council’s insurers and the Parish Council were awaiting guidance from them.

19. Newsletter and Communications: It was agreed to promote highways issues in the village encouraging residents to write to John Nicholson at Highways, possible CPR and AED courses and purchase and the mahogany table remaining in the Cemetery Chapel.

20. The date of the next **Full Parish Council Meeting** was confirmed as **Tuesday 7th February 2017.**