MLBORNE PORT PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Tuesday 4th September 2018 at 7pm at the Town Hall

Present: Mr J Oldham (Chair), Mr R Douglas, Mr R Tizzard, Mr C Laughton, Mr J Edmonds, Mrs A Flynn, Mrs M Lock, Mr P Lock and Mr M Lancaster

Also Present: Emma Curtis – Parish Clerk

Public Question Time

There were three members of the public in attendance.

A gentleman asked what the status of the chair lift installation at the Town Hall as the Parish Council had received a grant some time ago. Mr Oldham and the Clerk responded that the fire safety improvements had just concluded so approval should soon be received from Building Control which would enable the installation. The gentleman also asked why the public and press were being excluded from agenda item 15 as it was not clear. The Clerk and Councillors responded that it was clear as it stated HR Matters which are confidential between the Clerk as employee and the Parish Council as employer. The gentleman responded that it was not clear and transparent as HR Matters could cover items such as planning and Councillor expenses. The Clerk explained that HR did not cover these matters, only staffing concerns.

Receive any reports from County Councillor William Wallace, District Councillor Sarah Dyke and Parish Councillors

County Councillor William Wallace: No report received

District Councillor Sarah Dyke: No report received

Mr Oldham: Mr Oldham reported that he and Mr Douglas had attended a meeting with Bovis Homes who were in the process of purchasing the site at Gainsborough. He commented that Bovis appeared to be happy to engage with the public and had suggested to them an exhibition of plans may be beneficial. Mr Oldham stated that design and elevation had been discussed and Mr Douglas commented that it was only the top field which may be developed, and the houses were planned to be away from Gainsborough.

1. **Apologies for Absence:** Received from Mr M Ritchie, Mr T Campbell, Mr G Crudgington and District Councillor Sarah Dyke. Reasons for absence approved. Mr Oldham informed Councillors that Mr Stewart had resigned from the Council and that the Clerk had started the vacancy process.

2. **Declarations of Interest:** Received from Mr Lancaster, agenda item 6, *member of the Village Hall Management Committee.*

3. **Minutes of the Full Parish Council meeting held on Tuesday 7th August 2018** following proposal to approve from Mr Lancaster and seconded by Mr Lock, all Councillors voted in favour to approve the minutes. They were therefore signed as an accurate record of the meeting.

4. **Circulation of the draft Planning, Finance and HR Committee minutes dated Tuesday 21st August 2018** was noted.

5. **Review and update Action List:** The Action List was reviewed and updated in detail. The Clerk was requested to update and circulate following the meeting. The Action List can be found in Appendix 1.

6. **Consider draft Emergency Plan:** The draft Emergency Plan was reviewed, and a number of additional locations proposed. It was concluded to communicate with residents to find volunteers to find join the Emergency Management Team and reconsider the draft at the October meeting. The Clerk stated she would update all contacts as appropriate and gain written consent to comply with GDPR regulations. Mr Lancaster and the Clerk agreed to meet with the Chairperson of the Village Hall Management Committee to update all information regarding the Village Hall.
Action – Clerk and Mr Oldham to advertise for volunteers. Clerk to update all contact details and gain consent. Clerk and Mr Lancaster to meet with the Chairperson of the Village Hall Management Committee.

7. **Report on Parish Plan meeting:** Mr Oldham and Mr Douglas reported that they had met with a representative consultant from SSDC to discuss how they may support the parish in completing their Parish Plan. Mr Oldham commented that the concept of a Neighbourhood Plan had been discussed and that grants were available for professional support and that perhaps this may be a way forward as volunteers to aid with the Parish Plan had waned. He said grants for around £8,000 were available. Mr Tizzard commented that a Neighbourhood Plan would carry significant weight if properly produced and adopted and would bear weight regarding future planning applications. Mrs Flynn and Mr Tizzard reflected on a meeting they had attended the previous year with members of SSDC who had discouraged them from moving forward with a Neighbourhood Plan due to the resources required to prepare a Neighbourhood Plan due to it being time consuming and laborious. However, Mr Tizzard did comment that some local towns and villages were currently producing Neighbourhood Plans and it may be worth investigating further. To conclude, it was resolved that the Clerk would investigate further on grant funding available and contact local Town and Parish Councils for their feedback on the process and report back at the October meeting.
Action – Clerk to investigate on grant funding and gain feedback from local Town and Parish Councils on the process

8. **Consider East Street Car Park Electrical Charging points lease:** Councillors voted unanimously to sign the amended lease following changes suggested by Mr Douglas. Therefore, it was resolved the Clerk would sign the lease accompanied with the Parish Council seal.

9. **Considerations for use of funding received from Canadian Solar:** The Clerk and Mr Oldham reported that so far, they had only received two suggestions from the community in regard on how to spend the funding. The Clerk suggested it may be best to wait another month to give others the opportunity to comment and bring suggestions forward. This was agreed by all. Some ideas were suggested by Councillors on how the money may be spent. It was resolved to combine all ideas once received and review in October.
Action – Clerk and Mr Oldham to promote and request for further ideas from the community.

10. **Consider information from Somerset County Council regarding re-routing of footpaths across the Playing Fields:** Councillors voted unanimously to proceed with the diversion of the footpath across the Playing Fields. The Clerk was requested

to inform Somerset County Council to proceed further with the application. The Clerk confirmed she would write to all relevant stakeholders to inform them of the progress of the application.
Action – Clerk to inform SCC the Council wish to proceed and update stakeholders

11. **Consider grant request from Glovers Retreat CIC:** Mr Oldham reminded Councillors that the Council had already overspent their grant budget and that previous advice from experts regarding AED's was that they were not beneficial unless there were trained people to use them (prior discussion with the grant applicant indicated that this was to be the ultimate use of the kiosks). The Council's attempt to gain volunteers to be trained on AED's had not been successful. Mrs Lock questioned where funding was coming from to purchase the AED's and that the land on the High Street was a contentious issue. Mrs Flynn concurred with this. Mr Douglas commented he felt uncomfortable granting to a CIC with only one member which had no funding. A vote was taken, and all Councillors voted unanimously to refuse the grant application.
Action – Clerk to inform Glovers Retreat CIC that the grant request is denied

12. **Finance**

12.1 Receipt of **Financial Statements dated 31st July 2018** was confirmed. The Clerk confirmed that she and Mr Douglas were meeting shortly to discuss various graphical reporting.

12.2 The following **Payments** were approved**:**

HMRC – PAYE and NI	£367.90
Emily Francis – Town Hall Cleaner	£80.00
SSDC – GDPR Training Inv: 04810030044	£45.00
Southern Electric – Electricity Inv: 351661152	£106.68
Total Safes – Fire Proof Safe Inv: 00000037	£1,130.40
K M Dike Nurseries – Grounds Maintenance Inv: 370	£1,128.98
Emma Curtis – Petty Cash	£50.00
SALC – GDPR Training Inv: 035	£25.00
Central Convenience – Mower Fuel Inv: 71	£61.21
Radio Ninesprings – Grant	£100.00
SSDC – Hanging Baskets Inv: 06000037140	£1,411.20
SSDC – Dog Bin Emptying Inv: 0600003707V	£763.20
SSDC – Ranger Labour Inv: 0600003687X	£2,717.28
Glasdon UK – Dog Waste Sack Dispensers Inv: 757435	£353.80
Green Point Partnership – Printer Cartridges Inv: 1061	£193.66

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

BT – Mobile Phone	£19.99

12.4 **Approve and sign letter to Barclays Bank requesting £30,000 is transferred from the Current Account to the Deposit Account**: The letter was approved and signed by two banking signatories

12.5 Approve and sign letter to Barclays Bank amending Standing Order for Clerks pay due to increase in hours commencing 30th September 2018: The letter was approved and signed by two banking signatories

13. Correspondence

13.1 The following **Correspondence** was considered:

- **Email from resident regarding Parish Council Meeting Etiquette** – Discussed in detail and the Clerk will respond
- **Email from resident regarding water pressure and Redcliffe Homes site boundary –** Considered in detail and the Clerk was requested to contact Wessex Water for detailed layout of the whole village
- **Email from resident regarding Fire Risk –** Considered and Clerk was requested to correspond with the Planning Officer
- **Letter from resident regarding irresponsible parking** – Clerk confirmed this had been forwarded to Highways
- **Email from resident regarding irresponsible parking** – Clerk confirmed this had been forwarded to Highways and a response received.

14. Newsletter and Communications: It was agreed to publicise suggestions for spending Canadian Solar grant funding, volunteers for the Emergency Plan, irresponsible parking throughout the village, footpath diversion at the playing fields and the new electric car charging points at East Street Car Park.

15. The date of the next **Full Parish Council Meeting** was confirmed as **Tuesday 2nd October 2018.**

16. Exclusion of Public and Press (Public Bodies Admission to Meetings Act 1960) to exclude the public and press for the remainder of agenda items due to their confidential nature (HR Matters): Mr Oldham requested all members of the public vacate the meeting. The Clerk and the Chairman approved and signed the Clerks amended contract.