MILBORNE PORT PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Tuesday 2nd October 2018 at 7pm at the Town Hall

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

Also Present: District Councillor Sarah Dyke
Emma Curtis – Parish Clerk

Public Question and Comment Time:

There were twelve members of the public in attendance. Mr Oldham informed those present that a member of the public was recording the meeting.

A lady commented that she was present concerning three issues which she had addressed in letters to the Parish Council. She commenced by stating that the letter on the agenda regarding the Milborne Port Bag was about plastic. She felt the village should seriously consider becoming a plastic free community and that it was a very important issue. The lady continued by suggesting that perhaps some of the grant funding received by the Council could be spent on installing swift boxes in new properties as they would be useful for a breed potentially threatened with extinction. To conclude, the lady commented that outdoor gym equipment would be a huge asset to the village and that it was popular in other localities and be beneficial to those members of the community with little money or transport to attend expensive gyms. The lady stated she had conducted research on costings for gym equipment and spoken to the surgery who were supportive of the initiative. She asked whether the Parish Council would be deciding on the funding this evening and if there had been enough time to consider all options.

A gentleman stated that he was aware of a couple of houses in the village who had not received the recent Housing Needs Survey and that the Clerk had had to send them the online link. He commented that he had hoped the survey would clarify matters considering the amount of antagonism surrounding the overwhelming majority of proposed developments, which people were against, but that the survey focused on social housing which was a disappointment. Mr Oldham commented that he too had been disappointed in the questions on the survey but that it was a generic survey developed by South Somerset District Council and the Parish Council were given no opportunity to modify it. The gentleman continued by thanking the Parish Council for their recent submission to SSDC commenting on the apparent backtracking by the developer on the Redcliffe Homes development regarding the shop and community hub. He commented that this was very worrying as SSDC were proposing to support the application and he hoped that this recent correspondence would be echoed. He stated that without any potential benefits the proposed development could be significantly damaging. The gentleman concluded by registering his concern about the two new planning applications for the land at the end of Station Road for 10 and 30 houses commenting that he was concerned the original objection for planning on this site may not be replicated for a smaller amount of housing. Mr Oldham commented that he had spoken to a Planning Officer at SSDC who had confirmed that submitting multiple applications was a common feature, but he personally saw no reason why the Parish Council would change their view on development at this site.

A woman asked if she could know the reasoning for the recent resignation of a Councillor. Mr Oldham responded that this was a personal matter for the ex-Councillor and would not be discussed.

The lady who had spoken earlier during public question time commented that she was strongly against the Parish Council spending more money on people who transgress the law by allowing their dogs to foul at the recreation ground. She stated she felt it was supporting antisocial behaviour.

A man commented that he felt it was a pity the Parish Council had not engaged with the developer at an earlier stage regarding the plot of land at the end of Station Road.

To conclude, a lady stated that she supported the comments made by the gentleman earlier during public question time and the comments made by the lady regarding dog fouling.

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 – Cllr Dyke reported that the Redcliffe Homes development would be considered at Area East on Wednesday 10th October and that as it had been graded two starred it would automatically be referred to the regulation committee. Cllr Dyke stated that there were still digital high street grants available but that uptake in Milborne Port had been poor. She suggested looking at a strategy to engage with smaller businesses. Cllr Dyke concluded by reporting that Val Keech had recently been elected Leader of the Council at SSDC and that the next Full Council would take place on November 19th at 7pm.

Mr Tizzard – Mr Tizzard reported that he had met with the District Valuer and landowner at Springfield Road and a valuation had been undertaken. He confirmed the Parish Council were awaiting the valuers report.

Mr Oldham – Informed Councillors that following the recent resignation of Mr Stewart the position would be filled via a by-election on the 8th November and he encouraged any nominations. The Clerk confirmed that all nominations needed to be received by SSDC by Friday 12th October. Mr Oldham informed Councillors that although not on the agenda, the Clerk had been approached by a local businessman asking if he could sell homemade bread from the WI room. Mr Oldham confirmed that the Clerk would be liaising with the WI.

1. **Apologies for Absence:** Received from Mrs A Flynn, Mr G Crudgington and County Councillor William Wallace. Reasons for absence approved.

2. **Declarations of Interest:** Received from Mr Oldham, agenda item 12.2, *payment for reimbursement of plans.*

3. **Minutes of the Full Parish Council meeting held on Tuesday 4th September 2018** following proposal to accept by Mr Lock and seconded by Mr Laughton with all Councillors in agreement, were approved and signed as an accurate record of the meeting.

4. **Circulation of the draft Planning, and Open Spaces and Footpaths Committee meeting minutes dated Tuesday 18th September 2018** was noted.

5. **Planning**

5.1 The following **Planning Applications** were considered**:**

18/02409/OUT Outline application for residential development for up to 10 dwellings including access (Revised application)
Land OS0059, Station Road

18/02859/OUT Outline application for residential development for up to 30 dwellings including access (Revised application)
Land OS0059, Station Road

These two planning applications were considered together. Mr Oldham outlined the plans including access for both proposals. A discussion took place based on the recent objection to the planning appeal for the original application and it was felt by all that the reasons for objection still stand. It was therefore concluded that the response to the planning appeal would be amended to reflect the two new planning applications. The Clerk, Mr Tizzard and Mr Campbell would draft the response to forward to SSDC.
Action – Clerk, Mr Tizzard and Mr Campbell to draft response to submit to SSDC

5.2 The following **Informal Hearing** notification was noted:

PLANNING INSPECTORATE APPEAL REFERENCE: APP/R3325/W/18/3198725
APPEAL IN RESPECT OF APPLICATION DECISION REFERENCE: 17/03964/OUT
APPEAL STARTING DATE: 16 July 2018 **APPEAL TYPE:** Informal Hearing

It was confirmed that this Informal Hearing would take place at the Village Hall on Tuesday 22nd January 2019.

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

7. **Consider quotations for Springfield Road Car Park Lighting:** Deferred until the November meeting due to quotations not being forthcoming. Clerk has requested a further extension from the Big Lottery Fund until the end of March 2019. Mr Campbell stated that the specification had now been split into two parts – civil works and electrical works.

8. **Considerations for use of funding received from Canadian Solar:** The Clerk listed all suggestions received from members of the public and these were considered by Councillors. Mr Tizzard suggested that a decision-making process be implemented which included decision making criteria and full costings of each suggestion be presented. He recommended that this be conducted by a working party of members of the Parish Council. A lady in the public gallery asked if she could speak, Mr Oldham permitted this request so long as it was in relation to the agenda item. The lady stated she felt a relevant marketing plan for the village could benefit communication and have huge rewards and that arts and cultural experiences could also be considered. Mr Lock suggested that the Parish Council could have a panel of adjudicators and that the funding should cover a tangible asset. Mr Douglas agreed with Mr Lock and suggested that residents could champion their ideas. It was resolved for a working party consisting of Mr Oldham, Mr Douglas and Mr Lock to produce a criterion for selection, produce a process and advertise deadlines for suggestions.
Action – Mr Oldham, Mr Douglas and Mr Lock to set up working party and investigate funding criteria

9. **Consider response to AGAR objection received:** Mr Oldham reminded Councillors that to maintain confidentiality they must not mention individuals. Mr Oldham stated that Councillors had seen the objection and request for a response. He thanked the

Clerk and Mr Douglas for spending time constructing the response. Mr Oldham stated that all Councillors had now read the draft response and asked for any suggested changes. Mr Lock queried if the response had been vetted by the Parish Council insurers, Mr Oldham confirmed that it had. To conclude, Mrs Lock proposed that the response was sent to the external auditors. This was seconded by Mr Lock and all members voted in favour of sending the response to the auditors with Mr Edmonds abstaining. It was resolved that the Clerk would send the response to the external auditors.
Action – Clerk to send response to the external auditors

10. **Consider quotations for Fixed Assets Valuation:** All quotations were considered in detail. Mr Lock proposed that Company C was awarded the contract. This was seconded by Mr Laughton and all members voted in favour of instruction Company C to undertake the valuation.
Action – Clerk to instruct Company C to undertake the valuation

11. **Consider quotations for War Memorial Cleaning:** Both quotations were considered in detail, the Clerk stated that she had strived to obtain further quotations, but they were not forthcoming due to current excessive workload of contractors. Mr Tizzard asked whether the memorial required cleaning. It was explained that this would be a positive contribution to mark the centenary of the First World War. Mr Lock proposed that Company B were awarded the contract, this was seconded by Mr Lancaster and all members voted in favour of instructing Company B barring Mr Tizzard who abstained.
Action – Clerk to instruct Company B to undertake memorial cleaning

12. **Finance**

12.1 Receipt of the **Financial Statements dated 31st August 2018** was confirmed. No queries were raised. Mr Oldham informed Councillors that Mr Douglas and the Clerk had investigated producing reports in a graphical form. Mr Douglas commented that reports in graphical form would commence in the new financial year.

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

Emily Francis – Town Hall Cleaner	£80.00
Emma Curtis – September Salary	£169.91
Midwest Office Supplies – Stationery and cleaning supps Inv: 00050294	£47.87
Fireline Ltd – PAT Testing & Extinguisher Service Inv: 59415	£174.55
Bradfords Building Supplies – Postcrete Inv: 67320109	£22.74
K M Dike Nurseries – Grounds maintenance Inv: 390	£1128.98
Emma Curtis – Fire Safety Signs Reimbursement	£3.29
Mr J Oldham – Buy A Plan Reimbursement Inv: 184972-1	£25.92
Emma Curtis – Fire Safety Signs Reimbursement	£11.88
Associated Safe Systems Ltd – Fire Proof Safe	£1130.40
Viking – Filing cabinet inserts Inv: 387891	£55.18
Central Convenience Stores – Mower fuel Inv: 466	£26.99
SSDC – Dog bin emptying – Inv: 0600003731X	£254.40
PKF Littlejohn – External Audit – Inv: SB201802833	£360.00

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

BT – Mobile Phone	£19.99

12.4 Approve and sign letter to Barclays Bank amending Standing Order for Clerks pay due to increase in hours commencing 30th September 2018 (not completed last month due to signatory issue): Letter was approved and signed by two banking signatories

13. Correspondence

13.1 The following **Correspondence** was considered**:**

- **Email from SSDC regarding Community Infrastructure Levy –** Correspondence noted
- **Letter from Commonalty Charity Lands –** Finance Committee to consider this response in further detail at the Finance Committee meeting in November.
- **Email regarding crossing outside Fish and Chips Shop –** The Clerk and Mr Oldham stated that Highways had confirmed this was not a suitable location for a crossing due to the proximity of the bus stops, but that Highways were investigating introducing dropped kerbs.
- **Email from Planning Sphere regarding Redcliffe Homes proposed development** – It was noted that the Planning Committee had responded to the latest email from Planning Sphere and that there should be Parish Council presence at the Area East meeting the following week to reiterate the reasons for recent objections. It was agreed that the Clerk would attempt to attend along with possibly Mr Oldham and Mr Douglas.
- **Email from SSDC regarding Potential Leisure Planning Obligations –** It was agreed to investigate what was covered within each funding criteria. Clerk to arrange meeting with SSDC representatives and Mr Tizzard. Mr. Oldham commented that it would be sensible if for future applications, the Parish Council could be consulted with sufficient time to provide meaningful input as to needs in the Parish.
- **Email from Somerset Libraries Service with updated decision timetable** – Correspondence noted.
- **Letter from resident regarding possible purchase of land for dog walkers** – Mr Tizzard outlined the progress the working group were making and confirmed that the re-routing of the footpath was in progress. He requested consent to proceed with a meeting with the owner of Bullens Field, this was agreed by all and the Clerk was requested to write to the landowner. Mr Douglas commented that he sympathised with the costs involved but that the Parish Council had a duty to ensure the safety of users of the playing fields.
- **Letter from resident swift boxes –** This was considered in detail including the purchasing of swift towers. It was agreed to consider this suggestion within the Canadian Solar funding criteria.
- **Letter from resident regarding Milborne Port Bag –** The benefits of a Plastic Free Community were considered and some Councillors acknowledge that plastic within the village was an issue. Mr Douglas commented that Somerset Waste Partnership were increasing the types of plastic which could be recycled. It was agreed that a proposal should be considered, and Mr Lancaster agreed with work with the member of the public to investigate Plastic Free Communities.

14. Newsletter and Communications: It was agreed to publicise Canadian Solar funding suggestions, the cleaning of the War Memorial to coincide with the centenary of Word War One, the possibility of a Plastic Free Community, possible relocation of of the “Silent Soldiers” and the date of the by-election taking place in the Camelot Room at the Village Hall.

15. The date of the next **Full Parish Council Meeting** was confirmed as **Tuesday 6th November 2018**