MILBORNE PORT PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Tuesday 5th February 2019 at 7pm at the Town Hall

Present: Mr J Oldham (Chair), Mr C Laughton, Mr R Tizzard, Mr T Campbell, Mr T Carty, Mr P Lock, Mrs M Lock, Mr J Edmonds, Mr A Fletcher and Mr G Crudgington

Also Present: County Councillor William Wallace
Emma Curtis – Parish Clerk

Public Question Time:

There were six members of the public in attendance.

A lady mentioned that at the last meeting she had attended she had found it difficult to hear Councillors speaking and requested they speak louder. She continued that she had recently seen a post on social media regarding dog fouling at the recreation ground and on inspection suggested that better signage was required as the current signage was not adequate. The Clerk responded that new signage had been ordered and would in installed shortly and that she was dealing with the Enforcement Manager and new Locality Team at SSDC to help tackle the issue. To conclude the lady stated that she felt the conditions to put a proposal together for the Canadian Solar grant were beyond the scope of an average person to prepare and were not in the remit of the general public which she felt may inhibit people from putting proposals forward. Mr Oldham thanked her for her comment and stated that it was felt by Council the process should be standardised.

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

County Councillor William Wallace: Councillor Wallace commented that he had no further update on the proposed crossing at Crackmore and asked for an update from Mr Campbell. Mr Campbell commented that he had been told the RSA would not be undertaken until the new financial year but that he had been advise a puffin crossing would be best suited. Councillor Wallace continued that several complaints had been received regarding lack of gritting of roads within the County and requested that any complaints should be reported to SCC prior to a review being carried on in May in readiness for the 2019/20 winter period. To conclude Councillor Wallace read a report on the improving performance of Adult Social Care and a statement regarding education and lack of funding.

District Councillor Sarah Dyke: No report received

PCSO: Mr Oldham read a report from the PCSO detailing crime statistics for January.

Mr Campbell: Mr Campbell requested that agenda item 9 be moved to the top of the agenda as he wanted Councillor Wallace present to hear his report. This was agreed and approved by all.

1. **Apologies for Absence:** Received from District Councillor Sarah Dyke, Mr M Lancaster and Mr M Ritchie. Reasons for absence accepted.

2. **Declarations of Interest:** Received from Mr T Carty, agenda item 5.2 and 9, *member of Redcliffe Homes residents Working Party and owns land at Station Road.*

9. **Concerns about Highways representation at the Station Road appeal:** Mr Campbell reported that although he was pleased with the representation made by the

SSDC Planning Officer at the appeal he was disappointed with the Highways officers' statement as they were seemingly ill prepared and appeared to be weighted towards the appellant. He stated that there was no good technical representation made. Councillor Wallace stated that this complaint was a District Council issue and should be direct towards District Councillor Dyke and a complaint made to SSDC through the correct procedures. Mr Tizzard stated that there was a County issue as there had been no submission from the County Council Highways Engineer at the appeal. Mr Carty stated that the felt the Highways officers poorly represented the village and that points were either not made or were made very weakly. Mr Oldham reported that he had spoken with the SSDC Planning Officer who had confirmed that no further evidence would be considered by the inspector. However, he stated that Mr Campbell had gained a quotation for a Topographic Survey of the highway, access and surrounding area and proposed that should the appeal be refused on any basis other than Highways that the survey is conducted and submitted to SSDC in respect of the other planning applications for that site (10 and 30 houses respectively). This proposal was considered by Council and various points raised but it was resolved unanimously to request the Topographic Survey should the appeal be refused on a basis other than highways.

3. **Minutes of the Full Parish Council meeting held on Tuesday 8th January 2019** following proposal from Mr Douglas, which was seconded by Mr Laughton, the minutes were approved and signed as an accurate record of the meeting.

4. **Circulation of the draft Planning Committee and Open Spaces and Footpaths Committee meeting minutes dated Tuesday 22nd January 2019** was noted.

5. **Planning**

5.1 **The following Planning Approval** was noted**:**

18/02414/LBC and 18/03292/FUL The installation of an internal and external wall mounted inverter heat pump/air conditioning unit
Milborne Port Parish Council, Town Hall, High Street

5.2 **Update on proposal for Community Hub at Redcliffe Homes site and approval of Business Plan:** Mr Oldham updated Council on the progress with the community hub layout following a meeting with library and History and Heritage Group representatives. Mr Oldham showcased the newly designed proposed layout of the hub. He commented that issue surrounding the number of toilets was still being discussed as although it is best practice to have separate toilets, it is not a legal requirement. He stated that heating was currently an issue as he was hoped there would be underfloor heating to enable maximum use of wall space, but that Redcliffe Homes had stated they would not fund this. Mr Oldham presented the draft business proposal for use of the hub which was considered by Councillors. Mr Tizzard questioned how many days the library would be open and suggested that other users compatible with the library space may be able to use the hub when it is closed and that this should be added to the proposal. Mr Tizzard also stated it was important to send the proposal to the SSDC Planning Officer. Following Mr Tizzard's amendments, Mr Oldham proposed the business model be accepted. This was seconded by Mr Carty and all voted unanimously to submit the plan. Mr Fletcher questioned how long the peppercorn rent would last and Mr Tizzard responded he believed in perpetuity. Mr Carty asked if there was an update on the sale of the commercial plot, Mr Tizzard confirmed there was not but stressed that this be

monitored throughout the process.
Action – Mr Oldham to submit business proposal to Redcliffe Homes and SSDC Planning Officer.

6. **Review and update Action List:** The Action List was reviewed and updated. The following were discussed in detail:

Neighbourhood Plan – Mr Carty reported that he had attended a meeting with residents from the village and a representative from Yetminster who explained their Neighbourhood Plan process. Mr Carty stated that a lot of information was shared and enthusiasm shown from attendees. He reported that the group had decided to reach out to relevant stakeholders, including the Parish Council, to garner interest in the plan and that a presentation would be made to the Parish Council in due course.

Plastic Free Community – Mr Fletcher updated the Council on the stages and requirements of becoming a Plastic Free Community. It was agreed that Mr Fletcher would speak with some businesses in the village to acquire interest in the project and a formal proposal to proceed would be considered at the March meeting.

Town Hall Stair Lift – Mr Oldham reported that to proceed with the hope of gaining a stair lift the Fire Officer had requested the Parish Council gain a professional Fire Risk Assessment. The Clerk stated the quotation for the assessment was £380 which would include professional advice on a stair lift. Mr Oldham proposed this was accepted, this was seconded by Mr Douglas and all agreed unanimously to accept the quotation.
Action – Clerk to accept quotation and request fire risk assessment is undertaken

7. **Review Parish Council Committee members:** Parish Council committee members were reviewed and it was resolved that Mr Fletcher would join the HR Committee. All other committee membership remained the same.

8. **Confirmation from Somerset County Council of footpath diversion at the Memorial Playing Fields:** The Clerk confirmed that the diversion had finally been approved and would come into effect on 8th February. Mr Oldham asked who was responsible for erecting new signage and who would be paying for the new gates. The Clerk confirmed she was following up these points with the Rights of Way team. Mr Tizzard requested that the Playing Fields Management Committee and sports clubs be notified of the diversion.
Action – Clerk to follow up with Rights of Way and inform PFMC and sports clubs of diversion

10. **Consider reimplementing Village Litter Pick:** The Clerk reported that a village litter pick had not been undertaken for a while and that that due to the increasing amount of rubbish in the village the Parish Council should set an exampled and start a bi-yearly litter pick. The Clerk confirmed she was happy to arrange this and confirm dates. All Councillors agreed and it was resolved to proceed with arranging a litter pick
Action – Clerk to arrange litter pick

11. **Update following S106 Funding meeting with SSDC:** Mr Tizzard reported that following a meeting with the Locality Manager from SSDC he was pleased to confirm there is some S106 funding for use within the village. The Clerk commented that confirmed figures would be circulated once received from SSDC. Mr Tizzard stated

that the funding would be considered in more detail at the next Planning Committee meeting.
Action – Clerk to add to Planning Committee agenda

12. Consider quotations for electrical remedial works at the Town Hall: Mr Oldham reported that following a recent safety inspection the Town Hall required and WI room required a lot of remedial work. The Clerk stated she had hoped to have received three quotations by the meeting, however, some companies had refused the work and others had not responded. Mr Oldham requested that Council give approval to accept the quotation received if a cheaper quotation is not forthcoming. Should a cheaper quote be received, this would be accepted.
Mr Douglas asked whether this was acceptable. The Clerk confirmed it was as per Financial Regulation 11.1 H as she had evidence of striving to obtain three or more quotations. A vote was held, and all Councillors voted unanimously to accept the quote, or a cheaper quote, should one be forthcoming after a further week.
Action – Clerk to continue trying to gain further quotations, but if not forthcoming to accept quotation received.

11. Finance

11.1 Receipt of Financial Statements dated 31st December 2019 was confirmed. Mr Carty requested a copy of the budget and actual spend report which the Clerk said she would circulate.

11.2 Circulation of the six-monthly Internal Auditor Report was confirmed. Points noted. The Clerk confirmed she had commenced the Disaster Business Continuity Plan.

11.3 The following **Payments** were approved**:**

Mrs E Francis – Town Hall Cleaner	£100.00
Mrs E Curtis – Office 365 Reimbursement	£79.99
SSDC – Dog bin emptying Inv: 06000038244	£254.40
K M Dike Nurseries – Grounds maintenance Inv: 425	£1128.98
SSDC – Ranger Labour Inv: 06000038048	£905.76
Coram Construction Training – Chapter 8 Training for SID Inv: 0372	£852.30
Glasdon – Entrance Gates Inv: SI766664	£2501.15
SLCC Membership Renewal Fee: Inv: 13767	£156.00
Viking – Postage Stamps Inv: 770327	£139.94
SSDC – Ranger Labour Inv: 0600003829X	£452.88
Mr P Davis – Repair of tap at allotments Inv: 228	£75.00
H M Revenue and Customs – NI & PAYE	£719.34
D L Crease – Electrical works Inv: 51875	£360.00
Westcotec Limited – Speed Indicator Device Inv: 9639	£3660.00
SSE – Electricity Inv: 0032	£76.66

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

BT – Mobile Phone	£18.00
BT – Telephone and Broadband	£239.57

11.5 Letter to Barclays Bank for Standing Order payment to the Town Hall Cleaner was approved and signed by two banking signatories.

12. Correspondence

12.1 The following Correspondence was considered**:**

- **Letter from Rowles Davis Planning and Highways Law Firm**
- **Email from Rowles Davis Planning and Highways Law Firm** – The letter and email were considered. It was noted that the letter contained no detail, scope or cost of the High Street improvement scheme alluded to in the letter. It was also noted that the letter was written under the misapprehension that the land was public highway as the Parish Council had been informed it was not. Mr Oldham mentioned that the obligation of satisfying the external auditor had been completed by gaining planning permission for the shelter. Mr Lock referred to a SUSTRANS report produced a view years ago which stated that people wanted the High Street to be safe, vibrant and people friendly. Mr Tizzard asked whether the Council had been provided with any details of the scheme, they Clerk confirmed they had not. A member of public commented that a full-blown proposal was imminent. Mr Edmonds stated that he thought the shelter should be removed, Mr Oldham responded that the Council had tried to negotiate but negotiations had failed. To conclude it was agreed that the Clerk and Mr Oldham would draft a response to Rowles Davis with the observations detailed.
- **Letter from resident regarding dog fouling and parking within village –** It was concluded that the Clerk would respond to the resident.
- **Email regarding Somerset Wood** – It was resolved that this scheme would not be supported by the Council
- **Email requesting Silent Solider –** It was resolved that both Silent Soldiers would remain within the village out of respect of those fallen.
- **Letter from the Playing Fields Management Committee regarding the sale of land at Springfield Road** – It was resolved that a copy of the letter would be sent to Mr Falbo along with a letter stating that in view of the tenant's objection the sale of the land could not proceed.

13. Newsletter and Communications: It was resolved to publicise the village litter pick, plastic free community, playing fields footpaths diversion, the new Speed Indicator Device purchased by Mr Fisher and Lord Allen and clarification of the Canadian Solar grant application process.

14. The date of the next Full Parish Council Meeting was confirmed as **Tuesday 5th March 2019.**