

MILBORNE PORT PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Tuesday 2nd May 2017 at 7pm at the Town Hall

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

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

Public Question and Comment Time

There were three members of the public in attendance at this point.

One lady mentioned that the swift bird population was diminishing due to modern home insulation and asked whether the Parish Council could approach the Planning Department requesting that new homes built within the village were fitted with swift bricks or swift boxes as other areas had introduced this. This lady went on to say that the brook behind Brookside had been looking like a tunnel for several months covered in scaffolding and wood due to an insurance claim. The lady commented she felt this was detrimental to local wildlife. The Clerk confirmed that she would write to the property owner asking for an update on the work schedule. Councillor Dyke confirmed that she would contact the Planning Department at SSDC to suggest about swift bird boxes. The Clerk confirmed she would also follow this suggestion up.

A member of the Spirit of Milborne Port was present and asked if the Council would add an agenda item to consider the installation of a gate in the fence at the car park at Springfield Recreation Ground for the ease of vehicular access and safety at the village fete. It was added that SOMP would fund and install the gate themselves. It was agreed by all to add the item to be considered, however, Mr Watts commented that the Playing Fields Management Committee should be consulted in the decision making.

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

County Councillor William Wallace – Councillor Wallace confirmed that county elections were being held in two days on Thursday 4th May and that councillors were still within purdah restrictions. Councillor Wallace confirmed that the budget was balanced but that no more could be done until the new administration was in power.

At this point another member of the public entered the meeting.

District Councillor Sarah Dyke – Councillor Dyke confirmed that a new tennis initiative for women would be coming to Milborne Port commencing on Tuesday 16th May being held at the tennis courts in the playing fields. Councillor Dyke confirmed that it was £3 per session with the first session free of charge.

Mr P Lock – Mr Lock confirmed that he had been in contact with this year's judge for South West in Bloom and that the village would be judged on the afternoon of either the 11th or 12th July.

Mrs A Flynn – Mrs Flynn commented that the new dog waste bin along the footpath in Newtown was exceptionally well used and suggested that a further collection may be required. The Clerk confirmed she would discuss this with the contractor.

Mrs M Lock – Mrs Lock confirmed that in preparation for South West in Bloom the WI would be refurbishing the bus shelter alongside Crackmore Garage.

Mr C Laughton – Mr Laughton mentioned that the drains throughout the village appeared to be blocked again and requested that the Clerk follow this up.

Mr R Lockey – Mr Lockey commented that the Spirit of Milborne Port had asked whether volunteers from the Parish Council would help man the gates again this year at the fete. Mr Lockey asked that any volunteers let the Clerk or himself know.

Mr Oldham – Mr Oldham commented that after receiving the audit report for the year 2015/16 the Clerk had raised concerns which she felt should be discussed in detail with the auditors Grant Thornton. Mr Oldham confirmed that himself and the Clerk had travelled to their offices in Bristol and discussed the report in detail which had alleviated some concerns. Both technical and governance issues were discussed. Regarding the bus shelter objection, the auditors recognised that due to the delay in the Parish Council receiving their audit report, that there was not much time to resolve the issue, therefore, the auditors confirmed that they would be satisfied with a statement of progress from the Parish Council regarding the issue.

1. **Election of Chairman for the year 2017/18:** Mr Oldham asked if there were any nominations for Parish Council Chairman for the year 2017/18. Mr Lockey proposed Mr Oldham, this was seconded by Mr Ritchie. No other nominations were made. Mr Oldham left the room at this point for the nomination to be discussed. As no other nominations for Chairman were made, Mr Oldham was elected as Chairman for the year 2017/18 unopposed. Mr Oldham returned to the meeting at this point and he and the Clerk signed the Chairman Declaration of Acceptance of Office.
2. **Apologies for Absence:** None received
3. **Declarations of Interest:** Received from Mrs Flynn, agenda item 17.1 payment to Milborne Port Computers, *spouse of business owner* and Mr Oldham, agenda item 17.2, *purchaser of leftover wine*
4. **Minutes of the last Full Council Meeting held on Tuesday 4th April 2017** were agreed and signed as a true and accurate record of the meeting following proposal by Mr Laughton, which was seconded by Mr Lockey with all agreed. Mr Lockey suggested that the Clerk chase up the PCSO and find out the future plans for policing within the village as there appeared to have been no police presence in the village in recent months and no attendance at Parish Council Meetings.
Action – Clerk to chase up PCSO Thelma Mead
5. **Circulation of the draft minutes from Planning and Open Spaces and Footpaths Committee meetings held on Tuesday 18th April 2017** were noted. No comments were made.

6. **Election of Vice Chairman for the year 2017/18:** Mr Oldham asked for nominations for Vice Chairman for the 2017/18 year. Mr Lock proposed Mr Ritchie, this was seconded by Mr Lancaster and all voted unanimously to elect Mr Ritchie as Vice Chairman. Mr Ritchie confirmed he was happy to accept the nomination and was therefore elected as Vice Chairman for the year 2017/18.

7. **Confirmation of Committees (Finance, Planning, Open Spaces and Footpaths and HR) for the year 2017/18:** Mr Oldham asked if anyone wished to make any changes to current committee membership. No councillor wished to be added or removed from current committees, therefore, committee members remain the same for the 2017/18 year as follows:

Planning – Mr Ritchie, Mr Oldham, Mr Biss, Mrs Flynn, Mr Watts, Mr Edmonds and Mr Laughton

Finance – Mr Oldham, Mr Lockey, Mr Lancaster and Mr Lock

Open Spaces and Footpaths – Mr Lock, Mrs Lock, Mrs Flynn, Mr Biss, Mr Lockey and Mr Laughton

HR – Mr Oldham, Mr Lockey, Mr Lock and Mrs Flynn

8. **Election of Parish Council representatives for the year 2017/18 were agreed as:**

- **Playing Fields Committee** – Mr Edmonds
- **Village Hall Committee** – Mr Oldham
- **Prankerds Trust** – Mrs Lock
- **Sherborne Transport Action Group** – Mr Edmonds
- **Youth liaison** – Mr Lockey
- **Parish Paths Liaison Officer** – Mrs Lock
- **Parish Council newsletter** – Mr Oldham

It was agreed for the time-being to remove Police and Parish Plan Representatives.

9. **Review and update Actions List from the last meeting:** The Action List was Reviewed and updated. Particular attention was given to the following items:

- Kicking Wall – Mr Laughton to bring new quote and idea from Stalbridge Timber to the June meeting.
- Play equipment for children with disabilities – Mrs Flynn and the Clerk are progressing and a paper will be presented at the next Open Spaces and Footpaths Committee.
- Springfield Road Car Park – Mr Oldham has drafted a paper and requested comments from Mr. Lancaster and the Clerk has submitted grant applications.
- CPR Training Meeting – Meeting has been arranged with the Clerk, Mr Oldham and Mr Lancaster
- Churchyard Pathways – Mr Lock reconsidering position with churchwarden in a few weeks

The Clerk was asked to update and circulate the Action List following the meeting.

10. **Co-option of new Parish Councillor:** Mr Oldham confirmed that only one application for co-option had been received from Mr Richard Douglas. As only one application was received, Mr Douglas was automatically co-opted as the new

member of Milborne Port Parish Council. The Clerk confirmed all paperwork was prepared for Mr Douglas and she would contact him following the meeting. Mr Oldham will welcome Mr Douglas to the Council.

Action – Clerk to contact and inform Mr Douglas and arrange for the Declaration of Acceptance of Office to be signed.

- 11. Review Code of Conduct and amend if necessary:** The Code of Conduct was reviewed and it was agreed unanimously that currently no changes or updates were Required. Therefore, it was agreed the Code of Conduct would remain the same.

12. Planning

- 12.1** The following **Planning Application** was considered:

17/01517/FUL Conversion of existing workshop garage to dwelling
Swatchford Cottage, Lower Kingsbury

No Objections – However it was suggested a condition should be made that if the property is sold, it should be sold as one dwelling.

- 12.2** The following **Planning Approvals** were noted:

17/00599/LBC Retention of flue on front elevation
5 Cannon Court, Bathwell Lane

17/00666/FUL Erection of cycle store
5 Cannon Court, Bathwell Lane

- 13. Consider request from the Spirit of Milborne Port to use the WI room for their meetings:** A discussion took place regarding allowing the Spirit of Milborne Port to use the WI room for their meetings. Mr Lockey commented that he felt the group did great things for the village and should be allowed to use the room free of charge. All agreed unanimously to allow the group to use the WI room for their meetings.

Action – Clerk to inform SOMP they can use the WI room for their meetings.

- 14. Consider request from the Spirit of Milborne Port to help fund security cover at the fete and Party in the Port:** This request was considered in detail along with the quotation received for security cover. Questions were raised about how much profit the group were making if they were asking for contributions and also that the Council should be cautious that they should help fund items for everyone in the village, not just a particular sector. Concern was also raised about the number of security guards required for the event. To conclude, it was agreed by all to grant the Spirit of Milborne Port a fixed £500 towards the fete and Party in the Port, however, the Parish Council would request that it is publicised that the Council are supporting the group by contributing towards these costs and request a report, by the end of October, detailing how proceeds from the fete and Party in the Port have been spent.

Action – Clerk to inform the Spirit of Milborne Port they will receive a grant of £500 and request a report by the end of October 2017.

At this point Mr Oldham introduced the request from the Spirit of Milborne Port as mentioned in Public Question Time for the installation of a gate at the playing fields to aid with vehicular access during the fete and Party in the Port. The request was considered in detail and concern was raised about the need for the gate, the position of the gate and the preservation of living trees. Mr Watts also voiced concern about cars parking and crossing the playing fields and the Playing Fields Management Committee not being included in the discussions. Mr Watts stated that he felt it

should be the Playing Fields Management Committee making the decision whether to allow the installation of a gate and that the Parish Council should not override this delegation. Mr Biss felt it may be easier to take the fence down on the day of the fete and then replace it after. To conclude, it was agreed by all that members of the Parish Council along with members of the Playing Fields Management Committee would meet at the site within the next 7-10 days to discuss the request and best location for the gate and feedback to the Spirit of Milborne Port. It was agreed to delegate the decision of this request to members at the meeting, Mr Lockey and Mr Lancaster. Mr Lancaster agreed to lead on this and arrange the meeting.

Action – Mr Lancaster to arrange meeting with members of the Parish Council and Playing Fields Management Committee.

15. **Consider Parish Council stand at the village fete:** Mr Oldham recapped on last year's stand and the Planning for Real model which was used at the fete. Mr Oldham asked to gauge opinion on whether the Parish Council should have a presence at this year's fete, and all felt it would be beneficial for the Parish Council to be there to interact with parishioners. He further mentioned that it was hoped to have some initial analysis of the questionnaire ready for this event. Mrs Flynn suggested that information be supplied and feedback received. The Clerk confirmed that she had reserved a stand at the fete within the marquee but had been warned that music would be playing in there this year. The Clerk was asked to request if the stand could be moved within the Village Hall. Mr Oldham requested that any volunteers to man the stand and help on the gate inform the Clerk.

Action – Clerk to change location of the stand from marquee to Village Hall and volunteers for the stand and gate to make themselves known

16. **Consider request from SSE to complete safety tree works at the Memorial Playing Fields:** Mr Oldham referred Councillors to the request which had been circulated prior to the meeting along with a plan showing the planned works. It was highlighted that two areas on the plan belonged to the Medlycott Estate so the Council could not authorise for those works to commence without approval from Mrs Smith. The Council agreed collectively to allow SSE to complete the safety tree works at the playing fields on that which they owned and the Clerk was asked to respond to SSE informing them of this and of who the owners of the other pieces of land were.

Action – Clerk to instruct SSE to carry out tree works in the playing fields but not on land owned by the Medlycott Estate.

17. Finance

Mr Lockey informed Councillors that the Clerk had finalised the end of year accounts. Mr Lockey referred Councillors to a chart he had prepared which presented that the Council were 1% underspent at the end of the 2016 financial year.

17.1 The following **Payments** were approved:

Milborne Port Computers – Laptop and data transfer Inv: 11975	£402.00
Booker Limited – APM supplies - INV 0337641	£96.65
John Turner Parish Plan Survey Winner	£150.00
Sarah Copley Parish Plan Survey Runner Up	£50.00
Brian Tindale Parish Plan Runner Up	£50.00
Grant Thornton – Audit fee Inv: 8676477	£1637.60
Emma Curtis – Petty Cash	£50.00
Battle Virtual Assistants + - Annual Support Inv: 690	£240.00
Battle Virtual Assistants + - Parish Plan Software Inv: 669	£50.00

17.2 The following **Income** was noted:

SSE – Wayleaves	£87.97
SSDC – Precept and tax base grant	£70,610
Mr J Oldham – Purchase of left over wine	£43.92

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

Public Works Loan Board – Loan repayment	£1692.75
BT – Office phone	£204.58
BT – Mobile phone	£18.00

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

- Email from Royal British Legion regarding moving their noticeboard – *Clerk to respond on behalf of the Parish Council stating that the noticeboard would be better located on posts as the walls are Grade 2 listed. Clerk to request images showing what the mounted noticeboard would look like and the best location.*
- Emails from residents regarding the condition of Streamside Walk – *Clerk to respond to each email stating that the Parish Council would express concern to the landowner and suggest forming a society to maintain the river. Clerk to follow up whether the culvert needs clearing.*
- Letter from Barber regarding room rental at the Town Hall – *Clerk to respond stating that the Council are happy for the change of name on the rental agreement and invoices*

The following matters of correspondence were considered in some depth and it was agreed that Mr Oldham would draft responses to each and forward to the Clerk to circulate to Councillors to comment should they wish.

- Email from resident regarding the bus shelter
- Further email from resident regarding the bus shelter
- Email from resident regarding moving the bus shelter and conservation area
- Letter from resident regarding relocating the bus shelter to the cemetery

During this item a member of the public asked if they could speak, to which Mr Oldham denied as it was not Public Question Time. This person attempted to speak a further time, to which Mr Oldham reminded them the protocol of public speaking during Parish Council meetings and commented that if they interrupted again he may suspend the meeting. This person attempted to interrupt proceedings of the meeting a further time prompting Mr Oldham to ask them to leave the meeting. This person left the meeting while commenting that the Parish Council were not being transparent and that they were very upset. Following this Mr Watts commented that there was no record of the piece of land ever being registered to the Parish Council and Mr Biss stated that he felt this issue should have been dealt with last year. Mrs Flynn reminded Councillors that a resolution had been made by Council to commence the Adverse Possession of the land, to which Mr Oldham commented that if this was received would allow the Council to do more with the land and make improvements.

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

- Letter from Commonalty Charity Lands regarding looking at their deeds
20. **Newsletter and Communications:** It was agreed to publicise the following items; new co-opted Parish Councillor, election of Chairman and Vice Chairman for the Year, South West in Bloom, location of polling place for forthcoming elections and Council presence at the summer fete.
21. Confirm the date of the next Full Council Meeting as **Tuesday 6th June 2017.**

Draft