

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Council Meeting held on Tuesday 4th October 2016 at 7pm at the Town Hall

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

Also Present: County Councillor William Wallace (arrived during agenda item 5)
District Councillor Sarah Dyke
Emma Curtis – Parish Clerk

Public Question Time

Mr Oldham welcomed everyone to the meeting and welcomed Mrs Curtis back to office.

There were two members of the public in attendance.

No questions were asked, however, the lady present highlighted the Council to the fact that a video of the September 2016 meeting was now on YouTube with some comments and descriptive text. Mr Oldham commented that he hoped this had not been edited out of context. The lady went on to say that following on from viewing the video and from being present at the last meeting she had completed some research into closed meetings and excluding the public in limited scenarios. The lady commented that she understood that 28 clear days notice should be given in order for a closed meeting to take place. The lady concluded by saying that the information on the Milborneport.com website stated the wrong information about the Parish Council. Due to this website no longer being used by the Parish Council the Chairman requested that the Clerk ask for all Parish Council details to be removed from the site.

Mr Edmonds wanted to make a comment about the expenses of the ranger scheme in connection with agenda item 11.2. Mr Oldham suggested that this should be covered during the relevant item and invited Mr Edmonds to make his comments then.

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

County Councillor William Wallace – No report received at this time as Councillor Wallace had not yet arrived.

District Councillor Sarah Dyke – Councillor Dyke commented that it was currently South Somerset District Council's Women's Sport Week and that women within the district could try out taster sessions of various sporting activities free of charge. Councillor Dyke also confirmed that permits were now required for anyone wishing to use a recycling centre using a trailer, van or pick-up truck. These permits are free but have to be applied for and cover two vehicles.

Receive any reports from Parish Councillors

Mr Edmonds – Mr Edmonds expressed that he felt the seats and benches around the village needed to be refurbished. Mr Lock commented that the handyman had paint to complete this task at East Hill and it was only two years since the benches at Springfield Road and Coombe Hill had been refurbished. Mr Laughton stated that the white board in the Parish Council office was for jobs like this to be put on so that the Clerk can arrange for jobs like these to be undertaken between meetings. Mr Lock pointed out that if more volunteers came forward tasks like these would not take so long to be completed.

Mr Lockey – Mr Lockey commented that he felt the hedge at the cemetery needed to be cut back from the road by the cemetery gates as it was becoming hazardous. Mr Lockey questioned whether this was the responsibility of Highways or the land owner. Mr Lock mentioned that he had spoken with KM Dike Nurseries about cutting back the bottom hedge and would discuss further with Mr Tizzard.

Mr Ritchie – Mr Ritchie felt that the owners of gardens with overgrown hedges along East Street be written to again and asked to cut back their hedges. The Clerk confirmed she would write again and a suggestion was made that it be promoted to the whole village to ask for homeowners to maintain hedges protruding from their properties.

Mrs Flynn – Mrs Flynn confirmed she had been to a MTIG (Market Towns Investment Group) meeting in August which was a very positive experience and asked if she could give a short presentation at the next meeting detailing information she obtained. Mrs Flynn mentioned she had spoken with the barber who requested that the windows at the Town Hall be cleaned. Mrs Lock commented that she had suggested she get a quotation for window cleaning to which, she felt, the Chairman appeared unimpressed. Mr Oldham commented he felt that was an unfair comment and Mrs Lock felt it was not.

- 1. Apologies for Absence:** Received from Mr Watts
- 2. Declarations of Interest:** Received from Mr Oldham, agenda item 13, *Mrs Linn a personal friend.*
- 3. Confirm and sign the revised minutes of the Full Council Meeting held on Tuesday 2nd August 2016:** Mr Oldham commented that although Mr Watts had said he would provide amendments to the original minutes, he had not done so. Therefore Mr Oldham had taken the liberty of making the changes himself and asked for approval that the amended minutes now be accepted. Mr Lock proposed they were accepted, this was seconded by Mrs Lock and all voted in favour of the August 2016 minutes being signed and approved as a true and accurate record of the meeting.
- 4. Confirm and sign the minutes of the last Full Council Meeting held on Tuesday 6th September 2016:** Mr Oldham asked for permission to sign the minutes, however, Councillor Dyke requested that they be amended to reflect what she had said about her name change and commented she had not mentioned a decree absolute. This change was agreed and made to the minutes. Mr Laughton commented that he thought it would be obvious he would be absent from the last meeting as he was

away but his name was not shown as an apology. An amendment was made to the list of those Councillors who are members of the HR Committee as Mr Ritchie had not put himself forward. With those amendments made to the minutes Mr Lockey proposed they were accepted, Mrs Flynn seconded and all agreed in favour of approving the minutes as a true and accurate record of the meeting.

5. Action from the last meeting: The following Actions were updated via the Action List. The Clerk will update the Action List and circulate to all Councillors after the meeting.

- 5.1 Churchyard Remedial Work – Mr Lock confirmed that the church had now received permission from the diocese for works to be undertaken and progress was being made to commence tree felling which would be in accordance with advice from Phil Poulton. No planning permission is required for the pathway work. Still waiting for one more quotation.
- 5.2 Councillor Training – Mr Stephenson attending a course next week. Mr Laughton and Mr Ritchie are still to book themselves a place on a course.
- 5.3 Electricity supply to Cemetery Chapel – Mr Lancaster hoping to get all Parish Council metres under the same supplier under one contract. Hope to finalise by November.
- 5.4 Quotations for gym equipment – The Clerk confirmed now she was back in office she would pick up this project and seek quotations and funding advice.
- 5.5 Kicking wall – Contractor due to put in metal posts in order for the wall to be built.
- 5.6 Quotations for play equipment for children with disabilities – As 5.4.
- 5.7 Public meeting regarding table – Meeting arranged for Thursday 20th October at 7.30pm.
- 5.8 PRS and PRL licenses – Mr Lancaster to discuss with Clerk.
- 5.9 Guidance notes for Saturday opening – Mr Lancaster to discuss with Clerk and present at November meeting.
- 5.10 Playground equipment maintenance – Still awaiting some quotations. As the playground inspection did not highlight any issues which posed a high risk it was agreed to wait until a whole contract could be let when all quotations are received.
- 5.11 Mr. Biss has not yet written to allotment holders and he commented that this needs to be done with sensitivity
- 5.12 Pavement outside Queens Head – Clerk to try and locate land registry for pavement

County Councillor William Wallace joined the meeting at this point.

6. Co-option of new Parish Councillor: Mr Oldham confirmed that there had been one applicant for the vacant post of Parish Councillor and that therefore, the applicant, Mr Crudgington was automatically co-opted. The Clerk was asked to inform Mr Crudgington and prepare necessary paperwork including meeting with Mr Crudgington to complete his Acceptance of Office form.

Action – Clerk to inform Mr Crudgington and prepare paperwork.

At this point, Mr Oldham asked Councillors if they would like to hear County Councillor Wallace's report as he was absent at the beginning of the meeting. All agreed so Councillor Wallace gave the following report:

Councillor Wallace congratulated Mr Oldham on his appointment and welcomed back Mrs Curtis. Councillor Wallace commented that he had missed out on a few recent emails. Mr. Oldham asked forgiveness for his omission. Councillor Wallace asked if the Parish Council had heard from the Post Office regarding arguments against a new pedestrian crossing on the A30. The Parish Council stated they had not heard directly from the Post Office so Councillor Wallace confirmed he would email the Clerk all correspondence in order for it to be discussed at the next meeting as although the Post Office appeared to be against a crossing the general consensus in the village is that one is needed. Councillor Wallace commented he was in discussion with Tim Cook from SSDC regarding the possibility of further grant funding for the Community Swimming Pool. Mr Lockey asked Councillor Wallace if he knew about members of SSDC completing a door to door survey in Milborne Port regarding the need for a swimming pool. Councillor Wallace commented he was not aware of this. Mr Lock questioned whether Councillor Wallace was aware of the information circulated by NALC encouraging objection to the proposal for a referendum vote for setting precepts. Councillor Wallace commented he was not aware of this and requested the Clerk forward the emails.

- 7. Proposal to purchase and install projector system in the Town Hall:** Mr Oldham referred everyone to the proposal, specifications and quotations he had circulated prior to the meeting. Mr. Oldham noted that installation costs and power supply would need to be added to the overall figure. A discussion took place as to whether a wired or wireless option would be most suitable. Mr Edmonds commented that he felt before a projector system was purchased that a sound and microphone system should be purchased. Mr Oldham confirmed that this was being investigated and part of the action plan to improve the Town Hall and reminded Mr Edmonds that it had already been agreed at a previous meeting to purchase a projector system. To conclude, Mr Lancaster proposed the Option A wireless option at £652+VAT. This was seconded by Mr Lock with a total of ten votes in favour and one against. Therefore the motion was carried to purchase the wireless projector system Option A at £652+VAT.

Action – Mr Oldham to place order for the projector system.

- 8. Proposal to pay for Council utility bills by variable direct debit:** Mr Oldham referred everyone to the document he had sent about paying for the Parish Council's utility bills via variable direct debit due to some utility companies having a short payment window and the Parish Council only raising cheques once a month. Mr Lock proposed the Parish Council went ahead and set up variable direct debits, this was second by Mr Ritchie and agreed by all. Mr Biss raised concern as to why the Parish Council were paying for the Cricket Pavilion's electricity supply commenting that they should be responsible for paying their own bills. It appeared an agreement had been made for the Parish Council to pay the electricity bill, which nobody present was certain of. The Clerk confirmed she would contact Mr Farley and Mr Tizzard to seek clarification. It was agreed that no direct debit would be set up for the Cricket

Pavilion until this issue had been resolved.

Action – Clerk to arrange for utility bills to be paid via variable direct debit and to contact Mr Farley and Mr Tizzard for clarification.

- 9. Physical security of Council offices:** Mr Lancaster confirmed that now the Clerk was back in office a date would be set to complete and finalise risk assessments which would include security of the Parish Council Office. Clerk and Mr Lancaster to set a date to complete assessments. It was noted that these assessments needed to be carried out ASAP to ensure that any changes are made swiftly.

Action – Clerk and Mr Lancaster to arrange a date for assessments

10. Planning

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

16/04015/FUL Erection of 5 detached dwellings with associated access and parking.

Land at Nursery House, Wheathill Lane

Milborne Port Parish Council's object to this planning application due to inadequate parking facilities. None of the houses have garages meaning cars would be required to park on the road in what is becoming a densely populated area in the village. It was suggested that reversion to the original plan of four houses could allow for greater adequacy of parking

- 10.2** Note the following **Planning Approvals**:

There were no planning approvals received.

County Councillor William Wallace left the meeting at this point.

11. Finance

- 11.1 Current Financial Statement:** Due to the Clerk only returning to the office that day, no financial statement was circulated. The Clerk confirmed she would update the accounts as soon as possible and circulate to all Councillors.

- 11.2** The following **Payments** were approved:

Mr Oldham asked if an extra cheque for the sum of £22.50 could be approved for Mrs Eleanor Wilson for temporary hours covering the Parish Council Office. This was agreed by all. Mr Edmonds expressed his concern at the amount of money being spent on the Ranger Scheme. Mr Lock confirmed that the current amount of money spent was in line with the billing schedule with no variance and that the billing will equal out over the year in line with the agreed budget. Mrs Flynn commented that she believed the invoice for Porter Dodson was higher than she expected. Mr Oldham confirmed that this amount was correct with VAT added. The Clerk pointed out an error on the agenda stating that the amount for SSDC cemetery rates was actually £645.24 and not £654.24 as shown on the agenda.

The following payments were approved:

N Dungey – Toilet cleaning (August)	£130.00
SSE – Electricity supply to Cricket Pavilion (Invoice 0019)	£128.25
Mrs Flynn – Supply of polystyrene sheets for Planning for Real	£35.88
SSDC – Cemetery Rates (1 st instalment)	£645.24
SSDC – Ranger Scheme July 2016 (Invoice 06000029340)	£1132.20
SSDC – Ranger Scheme August 2016 (Invoice 0600002943X)	£981.24
Pet Waste Solutions – September servicing dog waste (Invoice 0821M)	£182.00
Milborne Port Computers – Backup (Invoice 10826)	£36.00
KM Dike Nurseries – August 2016 (Invoice 25)	£1006.82
Midwest Stationers – Toilet supplies (Invoice 45642)	£36.17
Porter Dodson – Solicitor consultation (Invoice 646630)	£607.20
Mrs E Wilson – Temp Clerk cover	£22.50

11.3 The following **Receipts** were noted:

Mr LE Wells (Hairdresser)	£208.50
A.J. Wakeley	£75.00
S. Folkes Memorials	£146.00
H.F. Miles	£110.00
M. Schimmel	£45.00

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

- Card from Mrs Corner on appreciation of the hanging baskets
- Copy of letter sent to The Planning Inspectorate from Mrs Bagwell regarding the proposed Solar Farm.

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

- Letter from Mrs Linn regarding possibility of funding school clothes: This was considered in detail by all Councillors and it was agreed that Mr Oldham would respond thanking Mrs Linn for her letter but commenting that a donation such as this would be difficult to manage and that the school already receives a grant from the Parish Council. It was agreed Mr Oldham would agree the wording of the letter with fellow Councillors Mr Lockety and Mr Laughton.
- Emails between Ms Wilton and Mr Oldham: These emails had been circulated between Councillors prior to the meeting and all approved the response which Mr Oldham had already sent to Ms Wilton stating that the matter was closed. It was agreed that on behalf of the Parish Council Mr Oldham would respond one last time confirming that the matter is closed and would remain a closed issue.

14. Parish Council Newsletter and Communications: It was agreed the following items would be promoted via the Community website; hedge cutting, parking on pavements, the appointment of Mr. Crudgington and the notes of thanks and appreciation the Parish Council has recently received.

- 15.** The date of the next **Full Parish Council Meeting** was confirmed as **Tuesday 1st November 2016** at 7pm at the Town Hall.

DRAFT