Full Council

NOTICE OF MEETING:

The next Full Council Meeting will be held on

Tuesday 6th October 2026 at **7:00pm**

in The Town Hall, The High Street, Milborne Port, Somerset.

Chair: **Cllr T. Carty**
Vice-chair: **Cllr R. Lockey**

Membership: **Cllr M. Capon, Cllr D. Grant, Cllr R. Tizzard, Cllr T. Watts, Cllr C. Phillips, Cllr G. Coombs, Cllr J. Price, Cllr A. Flynn & Cllr P. Scrivener**

To all Members of Milborne Port Parish Council, you are hereby summoned to attend the above meeting, to resolve on the business as outlined below:

Signed: Mr S. Pritchard PSLCC

Parish Clerk & Responsible Finance Officer - Milborne Port Parish Council

Reports from Somerset Council:

To receive a verbal report from Somerset Councillor Nicola Clark and/or Councillor Hayward Burt. Also, an opportunity for anyone (including the public) to ask questions of them.

Public Statements and Comments:

Before the start of the formal meeting the public have the opportunity to make a statement. Questions may be answered in writing or deferred to a committee. Once the formal meeting has started the public are reminded that they have no right to speak.

Agenda:

51) Apologies for Absence:

To receive any apologies for absence.

52) Declarations of Interests & Applications for Dispensations to Participate:

A. To receive any declarations of interests from members:

Members are reminded of their obligation to declare any Pecuniary or Other Interests they have under the Localism Act 2011 and the Somerset Code of Conduct. Members are reminded that they should leave the room for any item they have an interest in.

B. To resolve on applications submitted for a dispensation to participate:

NB: Dispensations to participate to be applied for in advance of the meeting by submitting the application form to the Parish Clerk.

1) **Cllr Grant application: for matters relating to the Neighbourhood plan, as a local landowner.**

2) **Cllr Carty application: for matters relating to the Neighbourhood plan, as married to a local landowner.**

53) Adoption of Full Council Minutes:

To adopt the Full Council minutes of: **Tuesday 1st September 2026**

54) Delivery of the Community Hub by Redcliffe Homes:

To receive a verbal update from the Projects Officer on the progress of the delivery/building of the much-anticipated community hub for use as a community library. To resolve on any matters raised.

55) Community Hub – Appointment of Contractors:

To resolve on the notion of formally streamlining the process for the appointment of contractors during the fitting out at the Community Hub. It is suggested that in order to manage the project as efficiently as possible the following is adopted:

a) It is agreed that just two tenders will be required to be obtained for any works.
b) That delegated authority is given to the Office to appoint all contractors, as and when required.
c) That it is recognised that the cheapest contractor may not always be used, as price will be balanced against speed of delivery of service.
d) An ongoing dialog will be maintained by the Projects Officer with Cllrs Carty & Phillips and contractor appointments made in conjunction with.
e) A spreadsheet of all jobs / tenders / costs will be kept, including who was appointed and reason of appointment recorded – this will be available to all Members. Monthly updates will continue to be made at the Full Council meetings, including the current project spend.

56) New Youth Work Contract – Update:

To receive a verbal report from Cllr Lockey about the progress towards tending for this service including any possible new suppliers from April 2027.

57) Further Contractor Damage at the Cemetery:

To receive a verbal report of further damage to an item on a grave that has opted out of being cut. To resolve on any further action.

58) PARISH COUNCIL ACCOUNTS:

A. Monthly Payments:

To receive and approve the payments list for: **Sep 2026**
Full listing is on the Council's website. www.milborneport-pc.gov.uk/finance/

B. Accounts & Bank Reconciliation:

To receive Full Council accounts and bank reconciliation.

C. Current Account Balance Increase:

To approve increasing the current account balance from £5,000 to £10,000

59) External Audit 2025/26 Result:

To receive the external audit certificate and agree to publish.

60) Neighbourhood Plan – Request for Increased Budget:

For the 26/27 year the budget has been set at £500, with a spend to date of £344.
The working group is requesting an increase to £5,000. To resolve on the request.

61) Activities Planner - Priorities:

To receive the activities planner and adjust any priorities as appropriate.

62) Planning Application made to Somerset Council:

To receive applications made to Somerset Council. To resolve on any response.

a) **26/02090/HOU at Ven London Road, Milborne Port**
b) **26/02084/HOU at Ven London Road, Milborne Port**
c) **26/02085/LBC at Ven London Road, Milborne Port**
d) **26/02220/TCA at 218 High Street, Milborne Port**
e) **26/02287/TCA at The Clockspire, Gainsborough, Milborne Port**

63) Verbal Reports:

To receive and note any urgent verbal updates and refer to a committee if appropriate.

a) **Council Chairperson's report:**
b) **Parish Clerk's report:**
c) **Neighbourhood Plan Group:**
d) **Members' reports from outside organisations:**
e) **Update from the HR Committee – NB: the Council should move into confidential session for this agenda item.**

Please Note: If any members of the public have mobility issues that prevents them from being able to climb stairs, please let us know before the meeting so that we can arrange to relocate to the downstairs room.