

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Council meeting
held in The Council Chamber, The Town Hall, Milborne Port.

Tuesday 5th May 2026 @ 7:00pm

Present:

Parish Councillors:	Tim Carty (Chair)		
	Alison Flynn	David Grant	Rob Lockey
	Chris Phillips	John Price	Glenn Coombs
	Robert Tizzard	Ted Watts	Margaret Capon

In Attendance:

The Parish Clerk: Simon Pritchard
Deputy Parish Clerk: Nathalie Hetherington
Community Projects Officer: Phil Davis

❖ Reports from Somerset Council:

None provided.

❖ Public Statements and Comments:

Cllr. Coombes noted that the market square and grass area in front of Gascoigne Park is being used by children for skateboarding; a mud track has been created and is looking rather untidy.

- ❖ Cllr. Lockey has received a query from a resident at Little Ven regarding tree works. This resident will need to apply for permission from Somerset Council.

Agenda Number:	Agenda Item:
1	<u>Election of Parish Council Chairperson for the Municipal Year 2026/2027:</u> Cllr. Carty expressed his willingness to stand. Cllr. Lockey proposed that Cllr. Carty be re-elected as Chairperson for the municipal year 2026/2027; seconded by Cllr. Price. There were no other nominations. Resolved by nine votes in favour with one abstention that Cllr Carty be elected as Chair.
2	<u>Apologies for Absence:</u> Cllr. Paul Scrivener had sent his apologies.
3	<u>Declarations of Interest & Applications for Dispensations to Participate:</u> A: Declarations of Interests from Members: None. B: Applications submitted to the Proper Officer for a dispensation to participate: None.

4	<u>Adoption of Minutes:</u> The minutes of Tuesday 7th April 2026 had been circulated before the meeting. Cllr. Flynn noted a typographical error in item 138(d) – it should read ‘are proceeding’. Cllr. Carty proposed that the minutes of the Full Council from Tuesday 7th April 2026 be adopted subject to this amendment; seconded by Lockey and resolved by 7 votes in favour with 2 abstentions due to absence at that meeting.
5	<u>Election of Vice-Chair of the Parish Council:</u> Cllr Carty proposed that Cllr. Lockey be elected as the Vice-Chair of the Parish Council to serve until May 2027; seconded by Cllr. Price and resolved unanimously.
6	<u>Fitting out of the Community Hub by Redcliffe Homes:</u> The Projects Officer provided an update: • Building work is less than a week behind schedule and the completion date is the end of June. There will be an inspection by Redcliffe’s surveyor before the legal conveyancing. The Projects Officer shared screenshots of the plan that was accepted last year. The Parish Council’s solicitors are currently looking into some issues; the documents are prepared in draft, and the Projects Officer will chase Redcliffe’s response. Redcliffe will sell the Community Hub to the Parish Council for a nominal fee of £1. • We will need a surveyor; the Projects Officer is procuring 2 quotations for inspecting, reporting and reviewing Building Control certificates before fitting out can begin. Next steps: there must be no snag list after completion; the mechanism of how Redcliffe will put right anything is required. • The costs of the fitting out the Hub could be up to £80,000 or around £56,000 depending on how much has been done when the Parish Council take possession. • Currently, the Parish Council has £40,000 in earmarked reserves. £9,500 has been pledged in donations/grants; there is some CIL money available, and possible Arts Council grant. There is a possible shortfall. • Cllr. Tizzard’s view was that it is important to try to find local contractors, if competitive; Cllr. Flynn has a list of local businesses that could be contacted again. • The Projects Officer will have more info in the Summer and will return to the council then; the Hub opening could be in early November this year. • Some ambiguous wording has been flagged up with our solicitor. A dispute mechanism required. Cllr. Tizzard suggested that the Milborne Port Community Matters Day on 9th May could be used to make requests for further donations. Cllr. Lockey proposed thanks to the Projects Officer for his work done so far on this project.
7	<u>Gainsborough Play Park – Water Tap:</u> The Projects Officer reported that the supplier has offered to replace the vandalized tap at no cost to the Parish Council. It was agreed to proceed with the replacement.

8	<u>New Play Equipment at Springfield – Spending of s106 funds:</u> The is c. £70k left specifically for play equipment at Springfield recreation ground for S106 funds. There is no space currently for extras in the play area itself. Cllr. Flynn suggested refurbishing the climbing frame. Other options include gym equipment, e.g. monkey bars, exercise bikes. Cllr. Coombes suggested looking at equipment at West Bay for examples. It was agreed that the Projects Officer will continue to research ideas with Cllrs. Flynn and Lockey.
9	<u>PARISH COUNCIL ACCOUNTS:</u> <u>A. Monthly Payments:</u> The payments for May 2026 were received. Payments numbers: 1-31 totaling £54,719.99 had been circulated. Cllr. Carty proposed that the payments list for May be approved; seconded by Cllr. Lockey and resolved unanimously. <u>B. Full Council Accounts & Bank Reconciliation:</u> The full council accounts were received • Reserve Account £341,750.51 - 30/04/2026 • Current Account £20,390.15 – 30/04/2026 It was noted that the totals at the bottom of the earmarked reserves sheet don't add up, also that the forecasting on the accounts wasn't correct, the Parish Clerk explained that this is because the whole of the 26/27 financial year on the accounting software isn't fully set up yet, this will be done ASAP. The updated reports will then be circulated.
10	<u>Appointments to Council Committees:</u> There were no changes to the membership of the Management and Planning Committees: • Management: all councillors except for Cllr. Combes (plus Cllrs. Carty and Lockey ex-officio). • Planning: Cllrs. Capon, Phillips, Price, Tizzard & Watts (plus Cllrs. Carty and Lockey ex-officio). The Human Resources Committee membership was discussed, currently made up of 5 councillors (Capon, Phillips and Scrivener, Carty & Lockey). Cllr. Tizzard expressed a wish to join this Committee and explained he is an employer himself. Cllr. Carty reminded members that the function to the HR Committee is to provide support to employees. Cllr. Capon noted that that this item is not on the agenda. She also explained the process that she has been through to inform herself about what is and is not confidential using the Local Government Act; some information is on a 'need to know' basis. Cllr. Carty explained that the HR Committee membership is set at 5 members, but this does not mean that there cannot be more. The Parish Clerk confirmed that it is a Parish Council policy that the membership is 5 and that in terms of employment law, it is important that numbers are limited as employees have a right for their employment to be treated confidentially, it also means that there is a group of councillors that can form an appeals committee should this impartial involvement be required.

	Cllr. Flynn observed that in her experience, the fewer people the better on an HR Committee. Cllr. Carty expressed view that it is very important that the numbers of this Committee be limited. Options were discussed, including the possibility of Cllr. Capon standing down in order to open a slot or amending the Terms of Reference of the Committee to allow up to 6 members. Cllr. Lockey questioned why HR membership was not on the agenda. It was agreed this topic be on the agenda for the next Full Council meeting on 2nd June.
11	<u>Appointment of Parish Council Representatives for 2026/27</u> • The Playing Fields Committee: Cllr. Carty • Somerset Council's LCN: Cllrs. Carty and Capon • Sherborne Transport Action Group: no-one at this point • Resilience Planning: Cllr. Capon • Youth Liaison: Cllrs. Carty and Lockey • Health & Wellbeing Champion: Cllr. Lockey • Environment Champion: no-one at this point • Flood Warden: Cllr. Capon For information: Community Plan Communications Steering Group is led by Cllr. Flynn. Cllr. Flynn is also applying to be the Footpath Warden for Somerset Council.
12	<i>The Parish Clerk, Simon Pritchard left the meeting at 20:12 because he is an employee of Somerset Association of Local Councils</i> <u>SALC Affiliation 2026/27</u> The membership renewal of the Somerset Association of Local Councils was discussed at the cost of £1,285.01. Cllr. Carty gave some context for the increase in fees and an explanation of the work of SALC. There was some discussion about value for money, and the issue of the relationships between SALC/Somerset Council funding of the Youth Project from which Milborne Port benefits. Cllr. Lockey proposed that the membership be renewed at a cost of £1,285.91; seconded by Cllr. Price and resolved by 8 votes and 2 against.
13	<i>The Parish Clerk returned to the room</i> <u>Risk Assessment 2026/27</u> The risk assessment was received and reviewed. Risk around GDPR was changed from high to medium. There was some discussion about the chancel repair risk. Impact of staff illness moved to high from medium. Cllr. Carty proposed that the Risk Assessment 2026/27 be adopted; seconded by Cllr. Lockey and resolved unanimously.
14	<u>Assets Register 2026</u> The 2026 Assets Register was received and reviewed. Cllr. Lockey noted that the new spider climber at Springfield needs to be added; the Parish Clerk will update.

	Cllr. Carty proposed that the Assets Register be adopted; seconded by Cllr. Price and resolved unanimously.
15	<u>Insurance Renewal 2026/27</u> The Insurance Renewal had not been received in time for the meeting. The Projects Officer noted that the Community Hub will need to be added. Cllr. Tizzard noted the need for full reinstatement insurance.
16	<u>Appointment of Bank Account Signatories 2026/2027</u> Cllr. Carty proposed that the Council's bank signatories will be: Cllrs. Carty, Coombs, Lockey and Phillips; seconded by Cllr. Coombes and resolved unanimously.
17	END OF YEAR AUDIT 2025/26: A. <u>Internal Audit Report 2025/26:</u> The report was received. It was agreed that The Clerk will pursue the recommendations and bring them back to the Full Council. Cllr. Carty proposed that the Parish Council accept the results of the audit; seconded by Cllr. Lockey and resolved unanimously. B. <u>Annual Governance Statement 2025/26:</u> Cllr. Carty proposed that the Parish Council give a positive response to all the statements on the annual governance statement; seconded by Cllr. Price and resolved unanimously. C. <u>Annual Accounting Statement 2025/26:</u> Cllr. Lockey proposed that the Parish Council adopt the accounting statement; seconded by Cllr. Carty and resolved unanimously. D. <u>Confirmation of Public Rights Period:</u> Cllr. Carty proposed that the Parish Council confirm the dates for public rights as Wednesday 3rd June – Tuesday 14th July 2026; seconded by Cllr. Watts and resolved unanimously.
18	<u>Verbal Reports:</u> a) Council Chairman's report: The Police Commissioner attended the LCN meeting; topics raised by Cllr. Carty included anti-social behaviour, shoplifting, possible anti-social behaviour at an address on Gainsborough, the requirement for greater PCSO presence. b) Parish Clerk's report: Nothing to report. c) Members' Reports from outside organisations: None.

End of formal meeting at 20:38

Page 5 of 5

Milborne Port Parish Council: Tuesday 5th May 2026

Parish Clerk: Simon Pritchard

Website: www.milborneport-pc.gov.uk

Signed:.....Date:.....