

Full Council

MILBORNE PORT PARISH COUNCIL

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

Tuesday 7th October 2025 @ 7:00pm

Present:

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

In Attendance:

The Parish Clerk: Simon Pritchard
Deputy Parish Clerk: Nathalie Hetherington
Community Projects Officer: Phil Davis
6 members of the Friends of Milborne Port Library
1 other member of the public

❖ **Meet the Friends of Milborne Port Library Trustees:**

Rick Jones explained the history of the FoMPL from its inception in 2010 and expressed the charity's deep-felt thanks to the Parish Council for its continuing support and for the work done to ensure the provision of The Hub, for use as a Library, by Redcliffe. Cllr. Carty described the value that is placed on the role of the Milborne Port Library in the community.

❖ **Reports from Somerset Council:**

Cllr. Hayward Burt had provided a written report which was received with no comments.

❖ **Public Statements and Comments:**

- Cllr. Tizzard had received a report from a resident that children have been gaining access to the MUGA development site and playing there.
- Cllr. Carty reported that a member of the public had noted, that a number of expensive cars are visiting and parking at an address on Wick Road and queried whether this might be an indication of suspicious activities there.

Agenda Number:	Agenda Item:
56	<u>Apologies for Absence:</u> ○ Cllr. David Grant
57	<u>Declarations of Interest & Applications for Dispensations to Participate:</u> A: Declarations of Interests from Members: Cllr. Lockey asked for it to be noted that he is involved with the Playing Fields Committee (Item 61A) – a non-pecuniary interest.

Full Council

	B: Applications submitted to the Proper Officer for a dispensation to participate: None.
58	<u>Adoption of Minutes:</u> The minutes had been circulated ahead of the meeting. Cllr. Carty proposed that the minutes of the Full Council meeting held on Tuesday 2nd September be adopted seconded by Cllr. Scrivener and resolved by 10 votes in favour with 1 abstention.
59	<u>Community Library Partnership Agreement:</u> The trilateral, legal agreement between Somerset Council, the Parish Council and the FoMPL was received and the financial commitment to the Parish Council for the duration of this agreement until 31 st March 2033 was noted. Cllr. Carty noted that he tried to have the clause removed that states that Somerset Council will no longer be contracted if Somerset Council ever goes into Special Measures, but without success. Cllr. Carty proposed that the agreement and related staffing costs be approved; seconded by Cllr. Price and be resolved unanimously.
60	<u>Delivery of the Community Hub by Redcliffe Homes:</u> Work has begun and the damp course and scree are in place. The length of the lease is to be arranged, but the section 106 specifies a peppercorn rent. The Projects Officer has already obtained a £4k grant for the fitting out cost; when the lease has been agreed in principle, larger grants can be applied for. (5 of the Friends of Milborne Port Library left the meeting)
61	<u>PARISH COUNCIL'S S106 PROJECTS:</u> A. Sports Club Extension (at Springfield): The Projects Officer talked through a presentation and explained the potential costs and risks. There was a detailed discussion about the costings provided by Est-E-Mate of Yeovil which show a provisional estimate of up to a top end of approximately £700k. There was surprise expressed by some councillors and the Projects Officer was able to unpick the estimate to explain things further. He noted that there was a wide range, and that the expectation would be that the actual costs would be significantly lower. £3,600 has already been spent on professional fees and this would be reimbursed by s106 monies only on completion of the project. Putting the contract out to tender (as is required for s.106 projects) will also incur costs. Cllr. Lockey reminded councillors that part of the costing plan is to ask local tradesmen to work at a reduced rate for a community project; Cllr. Phillips suggested that a main contractor would be required. Some grants can be applied for to add to the £130k in available s.106 and earmarked reserves. The Projects Officer suggested 3/4 main options for how to proceed, one of which would be to research the West Coker pavilion model. How other councils fund such projects was discussed. There is another £180k due from s106 money but that will only be available on completion of the Wheathill Lane development, so many years ahead, and the pavilion is only one potential use of these funds..

Full Council

	- It was agreed that Cllr. Lockey will report to and share the options with the Playing Fields Committee at the meeting on 14th October and that the Projects Officer will attend a working group meeting to be arranged by Cllr. Lockey for soon afterwards; a report back can be made at the next Management Meeting. The Playing Fields Committee's own contribution to the project would be very limited as it relies mainly on Parish Council grants. - It was agreed that the Projects Officer will research the West Coker model further and procure a quotation for something similar at Springfield through PJ Hardwill. B. MUGA Installation (at Springfield): - The Projects Officer reported that work has started and so far so good with the contractors; the old fencing has been removed, the tarmacking will be done on the 15th of October, and the new fencing will be installed the following week. C. New Springfield Equipment The Projects Officer reported that there is £120k S106 to spend on play equipment at Springfield. It was suggested that the swings and matting beneath them are priorities for upgrading/replacing. The possibility of a pump track was discussed; these are very popular at Henstridge and Stalbridge so a site visit to those playparks would be a good idea as there was a debate about whether there would be space at Springfield in order to gauge what sort of space is needed (perhaps better to site at pump track at Gainsborough?) D. New Gainsborough Equipment - The Projects Officer confirmed that the Rhino play equipment will be installed in the week of 10th November. - It was noted that there is still £1,778.82 to spend with a short spend date (by January 2026 and obtaining approval can take time). The notion of installing further equipment using Parish Council reserves and remaining s106 funding was discussed. It was proposed by Cllr. Carty that the Office will find something to buy for up to £2k that fits the spending criteria; seconded by Cllr. Phillips and resolved unanimously. The Office will see if it can add to the Rhino order. - The new water bottle filler that was agreed upon has not yet been ordered; £4-4.5k had been set aside for this. Other options were discussed, including fitting a vandal-proof tap which would save money for spending on other things.
62	<u>Octagon Theatre Project</u> A request from Yeovil Town Council for a grant towards the project was discussed. Cllr. Carty proposed that the Clerk write to Yeovil Town Council to explain that the Parish Council will not be making a donation due to the currently financially straightened times; seconded by Cllr. Lockey and resolved unanimously.
63	<u>Somerset's Local Nature Recovery Strategy 2025/26 – Consultation Response:</u> The deadline is 31st Oct 2025 for responses. Cllr. Capon noted that she would like to be involved but that she has particularly limited time at the moment. It was agreed that Cllr. Carty will look into it and liaise with Cllr. Capon.

Full Council

64	PARISH COUNCIL POLICIES: A. <u>Health & Safety Policy:</u> Cllr. Carty proposed that the Health & Safety Policy be re-adopted; seconded by Cllr. Scrivener and resolved unanimously. B. <u>Social Media Policy & Electronic Communication Policy:</u> Cllr. Carty thanked Cllr. Tizzard for his feedback and suggestions and had circulated his suggested amendments before the meeting. It was agreed to defer this item to the next Full Council meeting in order to allow time for councillors to digest and respond to the amended version.
65	<u>PARISH COUNCIL ACCOUNTS:</u> A. <u>Monthly Payments:</u> Payments numbers: 159 to 192 totaling £ 25,837.47 for October had been circulated Cllr. Carty proposed that the payments list for October be approved, seconded by Cllr. Lockey and resolved unanimously. B. <u>External Audit 2024/25 Result and Certificate:</u> The result was received and published before 30th September 2025. The Parish Council formally received the Certificate and noted the clean audit. The Parish Clerk noted that there will be an extra test in the 2026 audit: an email policy must be in place. C. <u>Parish Council's Bank Account:</u> Following a request from a member of the public at the last Full Council meeting to review its banking arrangements, the process by which this could happen was discussed. Cllr. Carty reported on a 'gateway' organization represented at the SALC Conference last week offering this type of migration service. Cllr. Price proposed that the Office look into alternative options and report back; seconded by Cllr. Watts and resolved unanimously. It was agreed that this action will be given a low priority on the Activities Planner. D. <u>Full Council Accounts & Bank Reconciliation:</u> These were received. • Reserve Account £372,086.10 – 31/07/2025 • Current Account £5,000.00 – 31/08/2025
66	<u>Insurance Valuation Renewal:</u> A Reinstatement Cost Assessment for insurance purposes that was last carried out in 2022, the company that undertook the work is recommending a re-valuation every 3-years. Cost £1,930 + VAT. There was a discussion about the value of having this done, given that there are other ways of finding out what revisions might need to be made, e.g.

Full Council

	scrutiny of the building index calculator and revising the insurance company ourselves of any necessary changes. Cllr. Carty proposed that the Parish Council does not proceed with this assessment; seconded by Cllr. Scrivener and resolved unanimously.
67	<u>Activities Planner:</u> This was not available. It was noted that the action from Item 65(C) will be added as a low priority.
68	<u>Verbal Reports:</u> a) Council Chairman's report: • Cllr.Carty reported that the SALC Conference was better than last year but less well attended. He attended sessions about Parish Online and the Community Working Review, and raised a question about Planning. • Cllr. Carty is now co-chairing the LCN; the admin is still weak, although this seems to be typical of most LCNs in the county. • Cllr. Carty attended a meeting about Neighbourhood Plans; there is a possibility of up to 400 new homes being built in our area in the next 20 plus years or so. • The new SID at Crackmore was vandalized in the early hours of Sunday morning; this has been reported to the police and Cllr. Carty has already visited the garage to look at CCTV. A metal mounting bar is required, rather than a plastic one. b) Parish Clerk's report: • The current Village Hall Manager has resigned as he is moving away from the village; his last day of employment will be 30th November 2025. The VH Committee and HR Committee had a special joint meeting and has decided upon a different model of management for the VH. There will be a self-employed Bookings Manager, overseen by the Parish Clerk. The scope of this post will be narrower, overall, there will be a saving of a 1/3 of the current costs to the Parish Council. There has been a very positive response to the advertisement for a Bookings Manager; it is hoped to appoint as soon as possible in order to allow time for a good quality handover. c) Neighbourhood Plan Update – Cllr. Grant (not at meeting) d) Members' Reports from outside organisations: • Cllr. Flynn reported that there has been some progress in finding volunteers to be involved in footpath/rights of way maintenance. • Cllr. Flynn reported that the Community Plan Communications Steering Group met last week with 14 attendees, which was very encouraging. Amongst other initiatives being discussed as an ongoing process, there will be a <i>Milborne Port: Community Matters</i> event on Saturday 9th May 2026 in the Village Hall where stakeholders, groups/organisations and businesses will have the opportunity to promote themselves, their activities and what is on offer in the village, along the lines of similar events held in Church House in the past. This

Full Council

promises to be an exciting and galvanizing event, from which other ideas/initiatives might well evolve. A planning meeting for this event has been scheduled for 22nd October at 6.30 pm in the Town Hall. Cllr. Tizzard asked Cllr. Flynn to ensure that local farmers are invited to the event.

Cllr. Phillips asked that Cllr. Carty, as the Council's Chair, write a thank you letter to Paul Heath for the drawings that he has donated to the Parish Council and which have now been hung in the Council Chamber. This was agreed too.

End of formal meeting at 8:52 pm