

MILBORNE PORT PARISH COUNCIL

Minutes of the Management Committee Meeting
held in The Council Chamber, The Town Hall, Milborne Port.

Tuesday 27th January 2026 @ 7:00pm

Present:

Parish Councillors: Chris Phillips (Chairperson)
Alison Flynn Rob Lockey
Paul Scrivener Margaret Capon

In Attendance:

Parish Clerk & Burials Officer: Simon Pritchard
Deputy Parish Clerk & Allotments Officer: Nathalie Hetherington

Public Questions / Comment:

- o There were no members of the public present.
- o Cllr. Lockey reported that the Football Club has reported an increasing problem with dog faeces at Springfield. It was agreed that it is for the Playing Fields Committee to decide on the appropriate course of action. There is currently a Somerset Council consultation regarding dog control; Cllr. Lockey will scrutinize and report back. Noted there has been no meeting between the Playing Fields Committee and Parish Council for a while, one will be arranged.

Agenda Number:	Agenda Item:
35	<u>Apologies for Absence:</u> Cllrs: Tim Carty, David Grant, John Price and Robert Tizzard.
36	<u>Declarations of Interests & Dispensations to Participate:</u> A. To receive any Declarations of Interests from Members: None. B. To resolve on any Dispensations to Participate applications: None.
37	<u>Adoption of Last Committee Meeting Minutes:</u> The minutes had been circulated to members ahead of the meeting. Cllr. Lockey proposed the adoption of the minutes of Tuesday 25th November 2025, seconded by Cllr. Flynn and resolved unanimously.

38	<u>The Cemetery – Grass Cutting:</u> A verbal update was received following the site meeting on Tuesday 20th January 2026. Five councillors attended a meeting at the cemetery with the contract manager and the Parish Clerk. It was agreed with the contractor that a wider berth will be given to sensitive plots. There will be ongoing supervision by councillors of the grass cutting when the contractor is onsite, with the contractor letting the Parish Clerk know in advance when cuts are to be carried out. In the event of further issues, new contractors will be considered and tenders invited. Cllr. Capon expressed concerns about the use of strimming, noted that strimming is always going to be the tricky bit. It was agreed that the Parish Council will send a letter to the member of public who has complained about the contractor to explain what has happened since: site meeting with the contractor; a better understanding reached regarding the space to leave uncut around the grave in question; ongoing monitoring of the work; review of the current cemetery rules.
39	<u>Gainsborough Play Park – Water Tap:</u> A verbal report on the damage to the vandal-proof water tap was received. How the tap might have come to be damaged was discussed. It was only installed this month. It was agreed that the manufacturers will be contacted for their response and be asked to replace. Some members expressed a reluctance to invest any more money in providing a drinking tap at this time.
40	<u>The Churchyard – New Lawnmower:</u> A verbal report was received regarding a request by the volunteer group for a new narrow-bed lawnmower for Summer 2026, at a value of up to £600. Cllr. Locky proposed approving a budget for up to £600 for a new lawnmower, seconded by Cllr. Scrivener and resolved unanimously.
41	<u>MUGA – Maintenance Contract:</u> Tenders were received for the Maintenance Contract of the MUGA and the Parish Clerk provided further information about what the requirements are both at the moment and will be in the future. Cllr. Locky proposed to contract JB Courts Maintenance at a cost of £200+vat per visit, 3-visits per year, seconded by Cllr. Flynn and resolved unanimously.
42	<u>Parish Council's Trees – Tree Risk Assessment:</u> The last assessment, including suggested works, was carried out in December 2023 by NB Tree Management at a cost of £795; this contractor has quoted £790 for a new assessment and report, which was agreed to be competitive, rather than starting the mapping process again with another company.

	Cllr. Locky proposed that the NB Tree Management is contracted to carry out a risk assessment report at a cost of £790.00, seconded by Cllr. Scrivener and resolved unanimously.
43	<u>MANAGEMENT COMMITTEE: Regular Business:</u> <u>A. Committee Finance:</u> The budget lines were received and reviewed. • Cllr. Locky requested clarification regarding the grass cutting costs and the overspend on this line, it was explained that the committee had agreed to extra cuts last year, but that this hadn't been budgeted for. • Cllr. Locky requested clarification regarding the churchyard railings expenditure, this had been budgeted for in the previous year, so showed as an underspend in the last financial year and an overspend in this year. <u>B. Committee Action List - Priorities:</u> The current committee projects and actions were shared by the Committee Officer. • The deployment of Minnie Reygate from the Village Hall to carry out fire alarm checks at the Town Hall was discussed. <i>(Cllr. Locky left at 20.12 and returned at 20.14.)</i> • The work to reconfigure the entrance to the Gainsborough playpark was discussed; the consent is in place and the work should start in early February and will be paid for by s106 monies. <u>C. Play Parks - Inspection Reports:</u> The December 2025 professional inspection reports were received and discussed: • The medium risk swings at Springfield have been decommissioned; they have been removed. New swings/frame/matting are on order via Playdale. • The medium risk Timber UniMini at Springfield has been fixed. • The medium risk Surface Holes at Springfield will be looked at by the Lengthman. • One of the concreted-in picnic benches at Gainborough has been moved, creating a medium risk; the Parish Clerk is liaising with a potential contractor to reinstall it. • Bird droppings issue: a secure tap for jet washing has been installed and this will be used to clear the medium risk bird droppings from play equipment. • There is still some filling in of gaps in the stake park to be done.
44	<u>Verbal Updates:</u> a) The Chairperson: Nothing further. b) The Parish Clerk: Nothing further.
	Meeting Closed: 8:24 pm