The Management Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the Management Committee Meeting

held in The Council Chamber, The Town Hall, Milborne Port.

Tuesday 25th November 2025 @ 7:00pm

Present:

Parish Councillors:	Chris Phillips (Chairperson)	John Price (Vice-Chair)	Margaret Capon
	Alison Flynn	David Grant	Rob Lockey
	Paul Scrivener	Robert Tizzard	Ted Watts

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

Public Questions / Comment:

- There were no members of the public present.

Agenda Number:	Agenda Item:
24	**Apologies for Absence:** None
25	**Declarations of Interests & Dispensations to Participate:** **A. To receive any Declarations of Interests from Members:** Cllr. Capon declared an interest as an allotment tenant, in relation to Item 30. **B. To resolve on any Dispensations to Participate applications:** None.
26	**Adoption of Minutes:** The minutes had been circulated to members ahead of the meeting. **Cllr. Price proposed the adoption of the minutes of Tuesday 19th May 2025; seconded by Cllr. Lockey and resolved unanimously.**
27	**Open Space – Grass Cutting Contract:** The Committee Officer presented and talked through the tenders for the cutting of open spaces grass (inc. Gainsborough, the Cemetery and separately Springfield), providing the context of the quotations. The quotations and contractors were discussed, in particular the quality of the current contractor.

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	Cllr. Tizzard proposed to contract Dyke's at a cost of £15,952 per annum, subject to certain specifications and annual reviews; seconded by Cllr. Flynn and resolved unanimously.
28	**<u>The Town Hall – Hire Agreement with The Glovelies:</u>** The renewal of the current two-year agreement on the use and cost of the Community Room was received and discussed. Cllr. Grant requested some legally technical amendments to the agreement. The Committee Officer shared information about The Glovelies current delicate financial situation, it was felt that rather than changing the room rental agreement charges, the council would instead welcome a community grant application if appropriate. **Cllr. Grant proposed a new two-year hire agreement be agreed, subject to his suggested amendments; seconded by Cllr. Lockey and resolved by 6 votes in favour and 3 against.**
29	**<u>The Town Hall – Fire Risk Assessment:</u>** The Chair explained that this item will be deferred until a future meeting in order to allow time for some further investigation/research into some of the previous suggestions. Cllr. Lockey suggested that some councillors be deployed to assist with any new requirements, for example regular checking of any new system.
30	*Cllr. Capon left the meeting for this item at 7.39 pm.* **<u>Allotments – Rent Fees for 2027:</u>** The Committee Officer reminded councillors that the fees for 2026 have been frozen at £60 for a full plot and £35 for a half plot. The are no plots available at the moment but there might be some movement at renewal time next month. **Cllr. Phillips proposed that the fees for 2027 increase to £65 for a full plot and £40 for a half plot; seconded by Cllr. Lockey and resolved by 8 votes in favour and 1 against.** *Cllr. Capon returned to the meeting at 7.41 pm.*
31	**<u>Cemetery – Fees for 2026/27</u>** The Committee Officer explained that there are some differences between the Parish Council fees and the Church of England fees, but not much. **Cllr. Lockey proposed that the current prices are frozen for 2026/2027; seconded by Cllr. Price and resolved unanimously.**
32	**<u>MANAGEMENT COMMITTEE: Regular Business:</u>** **A. <u>Committee Finance:</u>** The budget lines were received and reviewed.

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	B. Committee Action List - Priorities: The current committee projects and actions were shared by the Committee Officer. Cllr. Flynn asked about the possibility of using the Warm Space grant towards the secondary glazing. **C. Play Parks - Annual Inspection Reports:** The Annual Inspection Report was received and discussed. The concerns/moderate risks around the surface under the swings at Springfield were discussed, especially in relation to the s106 monies available, and whether or not they should continue to be used or be taken out of commission. **Cllr. Lockey proposed that the swings be taken out of commission until the new swings and surface can be installed; seconded by Cllr. Phillips and resolved unanimously.** The condition of the combination ramp at the skate park was discussed; it has been assessed as being of moderate risk. **Cllr. Phillips proposed that one of the lengthsmen be deployed to make the necessary repairs; second by Cllr. Lockey and resolved unanimously.**
33	**Committee Budget 2026/27** The Committee Officer reviewed the work of this Committee 2025/2026 and the costs involved, and reminded councillors of the budget setting process. The current and nominal budget lines were shared and explained. Cllr. Tizzard raised a question about whether a contingency is needed; the general reserves usually provide this. The question of the cost of the new swings at Springfield was raised as a consideration. It was suggested to include an extra budget line - 'Contingency/new equipment' – for £10,000, increasing the total to £65,622. **Cllr. Tizzard proposed that the overall budget be set at £65,622 for 2026/27, to include a contingency/new equipment line set at £10,000; seconded by Cllr. Scrivener and resolved by 6 votes in favour, 2 against and 1 abstention.**
34	**Verbal Updates:** **a) The Chairperson:** ○ Many thanks to the Parish Clerk for the extra work that he put into preparing the budget information; Cllr. Tizzard echoed this and thanked the Parish Clerk for the excellent presentation. **b) The Parish Clerk** ○ The box hedging on Church Walk is diseased with box blight and/or moth; it cannot be saved and will need to be replaced at some point.
	Meeting Closed: 8:52 pm

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