

**MILBORNE PORT PARISH COUNCIL**

**MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 20<sup>TH</sup> MAY 2014 AT THE TOWN HALL**

**AT 7.30PM**

**Present:** Mr J Farley (Chair), Mr M Ritchie, Mrs S Shingleton, Mrs M Lock, Mrs P Alexander, Mr E Davis, Mr R Duckworth, Mr C Laughton, Mr R Lockey, Mrs W House, Mr R Biss and Mrs R Douglas

**Also Present:** County Councillor William Wallace  
Emma Curtis – Clerk

**Public Question Time**

There were four members of the public in attendance.

Mrs Hurst of Wheathill Lane wanted to remind the Council of the continuing road issues in and around Wheathill Lane and Wheathill Close and asked that now the meeting with Colin Fletcher from SSDC had concluded, that the issues are not forgotten. Mr Farley gave the Council a summary of the meeting held with Mr Fletcher and confirmed that a new white line would be painted on to the road to make it appear visually narrower. He also confirmed that the Headteacher of the Primary School would speak to parents to try and minimise parking in Wheathill Close.

Mr Watts, in connection with agenda item 14.1, wanted to point out that he felt that the point the planning appeal had been approved was not highlighted enough. He followed up his comment by reading out paragraph 8 of the Appeal Decision along with his feelings that Parish and District Councillors should adhere to previously agreed plans. A discussion took place as to what the word “unreasonable” meant in the Appeal Decision with County Councillor William Wallace explaining how the planning decision was reached.

Mrs Lock mentioned that she would like to know why the pathway behind the Bellway development was still not open. The Clerk confirmed that despite chasing this up recently, there had been no response from SSDC so she would contact them again.

Mr Lockey commented that the hedges and foliage around the village should have already been cut by SSDC but hadn't been. Councillor Wallace responded by stating that the hedge cutting would be imminent. Mr Biss also mentioned that the property on the edge of Gainsborough Corner was again overgrown and blocking views and asked the Clerk to write again to the owners.

Mrs Lock concluded Public Question Time by informing the Council that a tree had fallen over in the river by the bridge in Rosemary Street. The Clerk confirmed she would follow this up.

## **Reports from District Councillor Lucy Wallace, County Councillor William Wallace and PCSO Callum Davis**

**District Councillor Lucy Wallace** – No report received

**County Councillor William Wallace** – Councillor Wallace gave District Councillor Lucy Wallace's apologies. He went on to state that he was in receipt of a Health and Wellbeing grant from central government for about £2,000 - £3,000 and was interested in seeing this spent in Milborne Port. He asked Parish Councillors to come up with some ideas on how these funds could be spent in the parish stating that the latest date it could be spent was November 2014.

**PCSO Callum Davis** – PCSO Davis was not present at the meeting and in his absence the Chairman informed the Council that PCSO Davis would be leaving the village at the end of July and the village would be receiving a new PCSO. The Chairman also gave the news that PCSO would be starting Police Force training next year, which the Council congratulated PCSO Davis on. Following the Chairman's news, the Clerk read a brief monthly report from PCSO Davis.

- 1. Apologies for Absence** were received from Mr J Edmonds, PCSO Callum Davis and District Councillor Lucy Wallace
- 2. Declarations of Interest** were received from Mr Davis, agenda item 15.1, payment to Steve Davis (*son*), and Mr Lockey, Mr Laughton and Mr Farley, agenda item 16, letter from Milborne Port Primary School (*governors*)
- 3. Election of Chairman and Vice Chairman for the year 2014/15**  
Mr Davis proposed the re-election of Mr Farley as Chairman for the year. This was agreed by all and Mr Farley accepted the re-election.

Mr Farley proposed the re-election of Mr Ritchie as Vice Chairman for the year. This was agreed by all and accepted by Mr Ritchie.

- 4. Election of Committees (Finance, Planning, Open Spaces, Footpaths) for the year 2014/15**  
Mr Davis proposed these were discussed on block and be agreed to be kept the same providing each committee members was happy to remain on the relevant committee. All agreed to be kept the same, therefore each committee members is as follows with the Chairman to be elected at the first meeting of each committee.

Finance: Mr Farley, Mr Ritchie, Mr Davis, Mrs House, Mr Lockey and Mrs Douglas

Planning: Mr Farley, Mr Ritchie, Mr Davis, Mr Biss, Mrs Douglas, Mr Edmonds, Mr Laughton and Mrs Shingleton

Open Spaces: Mr Farley, Mr Ritchie, Mrs Alexander, Mr Biss, Mr Lockey, and Mrs House

Footpaths: Mr Farley, Mr Ritchie, Mrs Lock, Mrs Alexander and Mr Biss

Mr Farley informed the Council that the current Tree Warden, Tony Copper, had given his apologies to the Clerk for the evening and passed on Mr Copper's message that he wished to stand down as the village Tree Warden. It was agreed by all to put an advert in the Parish

Magazine and website looking for a new Tree Warden with relevant expertise and interest.

**5. Election of Parish Council representatives for the year 2014/15**

The following members were elected as Parish Council representatives on other bodies:

Playing Fields Committee: Mr Lockey and Mr Edmonds

Village Hall Committee: Mrs House and Mr Duckworth

Prankerds Trust: Mr Duckworth

Parish Plan Action Forum: Mrs Lock, Mrs Alexander and Mrs Douglas

Sherborne Transport Action Group: Mr Edmonds and Mr Farley

Police Liaison: Mrs Douglas

Youth Liaison: Mr Lockey

Parish Paths Liaison Officer: Mrs Lock

Newsletter: Mr Lockey

**6. Minutes of the meeting held on Tuesday 15<sup>th</sup> April 2014** were agreed and signed as a true and accurate record of the meeting.

**7. Consider gardening maintenance contracts and quote from Lifestyle Landscapes for The Grove**

Mrs Alexander expressed her frustration at the apparent lack of expertise and supervision of the gardeners completing the monthly maintenance contract at The Grove and Ball Court. Mrs Alexander commented that despite being cleared recently, the areas were now weedy again. Mrs Lock and Mrs Alexander voiced their concerns about the Parish Council spending any more money on asking Lifestyle Landscapes to complete any further work. The Chairman concluded that a new annual contract had been agreed. The Clerk confirmed that she had looked through records in the Parish Office and could not find an in-depth contract for either Lifestyle Landscapes or KM Dike who carry out monthly grass cutting in the village. It was agreed by all that in preparation for next year, new contracts would be drawn up prior to going out to tender. In the interim, it was decided that no more money be spent on The Grove garden but in order to prepare it for South West in Bloom after the summer fete, The Gardening Club would plant left over plants in the garden to tidy it up. It was also approved in outline, providing reasonable cost, by the Council for the Clerk to get quotes for new wooden retainers for the garden.

**Action – Clerk to draw up new contracts in preparation for next year, The Gardening Club to plant in The Grove Garden in preparation for SWIB and the Clerk to gain quotations for new wooden retainers.**

**8. Gainsborough Play Area Garden Areas**

Mrs Lock showed the Council photographs of the plant areas in the Gainsborough Play Area looking weedy, untidy and very overgrown. The Clerk informed the meeting that she had spoken to Rob Parr at SSDC and he had confirmed that no new planting would now take place until November. Therefore, in order to tidy the areas and make them more presentable for SWIB, it was agreed by all to accept a quotation of £80 from Mrs Abernathy to weed and tidy the areas.

**Action – Mrs Douglas to instruct Mrs Abernathy to weed and tidy the areas**

**9. Consider pavement improvements along the High Street**

The Clerk explained that this item had been added to the agenda by request of the Chairman after a letter was received and read out at last month's meeting. It was felt that the seat was old and tired and in the wrong place and that the ground could be improved. The Council felt the best way forward would be to gain quotations for a new seat and also for a bus shelter over the seat. Mr Laughton also suggested gaining quotations for new surface coating for the pavement.

**Action – Clerk to gain quotations for a new seat, bus shelter and surface coating and report back at a later meeting.**

**10. Consider Parish Council Insurance Renewal and review of Fixed Assets (Appendix One)**

The Clerk and Chairman gave an overview of the insurance renewal received from Came and Company and the Council reviewed the list of Parish Council fixed assets. It was agreed by all to go ahead with the insurance renewal with Came and Company.

**Action – Clerk to renew insurance**

**11. Adopt new Financial Regulations reviewed by the Finance Committee (Appendix Two)**

The Chairman informed the Council that the new Financial Regulations had been considered in-depth at the last Finance Committee meeting and pointed out the main changes to the regulations. The Chairman also mentioned that quarterly bank reconciliation now had to be conducted by a Parish Councillor and Mrs Alexander volunteered to complete the first one. It was agreed by all to adopt the new Financial Regulations as circulated by the Clerk prior to the meeting.

**12. Speed Indicator Devices**

The Clerk read out an email received from SSDC regarding the possibility of the Parish Council managing the devices in the village. The Council agreed to find out further information.

**Action – Clerk to request further information from SSDC**

**13. Consider quotation from D.W. Rose for WI Kitchen Refurbishment**

The quotation received from D.W. Rose was considered by the Council and all voted in favour of the refurbishment going ahead.

**Action – Clerk to instruct D.W. Rose to commence the refurbishment of the kitchen**

At this point in the meeting the Chairman took the opportunity of asking the Council for their approval to add a new pathway leading from the play area and Camelot Room at the village hall to the new Cricket Pavilion. The costs for this would be split between the Parish Council and Playing Fields Committee. The estimate received was £52 per metre run and the estimated contribution from the Parish Council would be about £1800. The Council all voted in favour of the new pathways.

## **14. Planning**

**14.1** The following **Planning Application** was considered:

**14/016/44/FUL** Change of use of land to garden and the installation of a decking platform and an African safari tent for use as a holiday let accommodation (retrospective)

*Land At East West House, 268 Millers Hill, Milborne Wick*

**The Council felt that the plans received did not give clear enough detail for them to comment and felt that first hand eyesight of the safari tent would be beneficial in order to give fair opinion. Therefore, the Council voted in favour of asking for an extension in their comment time and the application would be considered at the next Planning Committee Meeting when Councillors had had the opportunity to view the tent.**

**14.2** The following **Notification of Appeal Decision** was noted:

**13/02559/OUT** Demolish existing buildings, residential development of land and formation of new vehicular and pedestrian access. Appeal granted.

*Wheathill Lane Nurseries, Wheathill Lane*

**14.3** The following **Discharge of Planning Approval** was noted:

**14/00633/DPO** Application for a complete discharge of the Section 52 Agreement dated 8<sup>th</sup> January 1980 and amending deed Section 106 Agreement dated 20<sup>th</sup> June 2003

*Land At Wheathill Nurseries, Wheathill Lane*

**14.4** The following **Tree Preservation Order** was noted:

**14/01523/TPO** Application to carry out fell 1 No Redwood, within the Tree Preservation Order SSDC (MIPO 5) 2001 and to carry out surgery work to other trees

*Chewton House, Station Road*

**14.5** The following **Section 73 Application** was noted:

**14/00452/S73** Section 73 application to vary conditions 5 (access) and 13 (commencement) of planning approval 09/04978/OUT

*Land And Buildings, Wheathill Lane*

**14.6** The following **Planning Approval** was noted:

**14/00821/FUL** Two storey extension to rear of property and addition of porch to existing single storey lean-to at rear of property

*The Dairy House, Lower Kingsbury*

## 15. Finance

### 15.1 The following **Payments** were approved:

Office Furniture Online – Table for WI	£321.60
Mr John Oldham – Reimbursement for website improvements	£100.00
Southern Electric	£121.67
Mrs S Tizzard – Cricket Pavilion Clock	£1,104.00
DG Creighton – Water works at the Playing Fields	£172.30
Crackmore Garage	£31.00
Lifestyle Landscapes - Gardening	£176.40
Steve Davis – Handyman	£273.00
KM Dike- Grass cutting contract	£967.73
Wessex Water – Town Hall	£46.44
Wessex Water – Allotments	£76.12

### 15.2 The following **Income** was noted:

SSDC – Section 106 Payment	£36,129.00
HMRC VAT Reclaim	£6568.72
Viridor Grant	£37,495.80

### 15.3 The following **Direct Debit** was noted:

Plusnet Broadband	£9.99
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## 16. The following **Correspondence** was considered:

- Letter from Andrew Stephenson of Milborne Port Primary School requesting donation for community swimming pool and notification of Auction of Promises  
**Clerk asked to write a reply to Andrew informing him this will be added to next month's agenda and a donation considered by the Council**
- Email from Steve Leatham, manager of the Coop with concerns about maintenance around the village  
**Clerk confirmed she had replied and passed details to SSDC**

At this point in the meeting Mrs Lock took the opportunity to inform the meeting that the judges for South West in Bloom would be in the village on 3<sup>rd</sup> July 2014.

Mr Farley closed the meeting by asking Councillors for their voluntary assistance at this year's fete.

## 17. The date of the next Full Council Meeting was confirmed as **Tuesday 17<sup>th</sup> June 2014.**