

## **MILBORNE PORT PARISH COUNCIL**

### **Minutes of the Full Parish Council Meeting held on Tuesday 1<sup>st</sup> May 2018 at 7pm at the Town Hall**

**Present:** Mr J Oldham (Chair), Mr M Ritchie, Mr M Lancaster, Mr G Crudgington, Mr R Tizzard, Mr I Stewart, Mr T Campbell, Mrs A Flynn, Mrs M Lock and Mr R Douglas

**Also Present:** County Councillor William Wallace  
District Councillor Sarah Dyke  
Emma Curtis – Parish Clerk

#### **Public Question and Comment Time**

There were seven members of the public in attendance.

A member of the Village Hall Management Committee (VHMC) stated that he was present in connection with agenda item 17.1 and the letter from the VHMC Chairperson concerning the safety improvements at the Springfield Road Car Park. The gentleman summarised again the points made in the letter and concerns from the VHMC about the proposed lighting and security barrier. Issues raised included lack of communication, source of electricity supply, cost of the project, maintenance and opening and closing of the barrier. It was also stated that the VHMC felt the barrier was not a viable concept and attention should be given to the lighting and resurfacing of the car park. He commented that most antisocial behaviour occurred in the summer months and that the majority of undesirables would be present in the car park by 9.30pm. He requested that the VHMC booking clerk be consulted prior to any work being undertaken.

A gentleman asked if the Parish Council could contact the Post Office and make representation regarding the closure of the post box along the High Street. The Clerk confirmed that she had already contacted the Post Office and is awaiting a response.

Prior to the commencement of the meeting Mr Oldham requested approval to move agenda items 14 and 15 to the beginning of the meeting to allow Mr Stewart to vacate the meeting early. This was approved by all Councillors.

#### **Receive any reports from County Councillor William Wallace, District Councillor Sarah Dyke and Parish Councillors:**

**County Councillor William Wallace:** No report received. Mr Oldham asked if there was any update on the SIS application for a crossing over the A30. Councillor Wallace commented that responses should be distributed in the next few weeks.

**District Councillor Sarah Dyke:** Councillor Dyke thanked the members of the Parish Council who attended the annual Area East AGM the previous week and stated she was pleased with the Parish Councils continued attendance at the MTIG meetings. Councillor Dyke stated that the A303 consultation was nearing its end and commented that an email had been circulated to all Town and Parish Councils. She confirmed that the next Area East Committee would be meeting the following week and SSDC Full Council on the third Thursday of the month. Councillor Dyke commented that she had been in discussion with officers at SSDC regarding some possible funding and consultation support to help complete the Parish Plan. To conclude Councillor Dyke stated that she was disappointed to learn that a member of the Parish Council had perceptions that she had an undisclosed conflict of

interest. Councillor Dyke stated that as a District Councillor she was required to declare any possible conflicts and that these could be seen on the SSDC website. Similarly in her role as Programme Manager for the Heart of Wessex LAG Councillor Dyke confirmed she had declared any relevant interests.

1. **Election of Chairman for the year 2018/19:** Mr Oldham asked for any nominations. Mr Douglas nominated Mr Oldham as Chairman for the upcoming year. This was seconded by Mr Campbell and all voted in favour of Mr Oldham staying as Chairman for the 2018/19 year. Mr Oldham accepted this election and continued chairing the meeting.
2. **Apologies for Absence:** Received from Mr J Edmonds and Mr C Laughton. Reasons for absence accepted.
3. **Declarations of Interest:** Received from Mr Douglas, agenda items 9 and 17.1, *lives adjacent to the Medlycott Centre and member of the VHMC*, Mr Campbell, agenda item 17.1, *member of the VHMC*, Mr M Lancaster, agenda items 16.2 and 17.1, *treasurer of the VHMC* and Mrs Flynn, agenda item 17.1, *son lives neighbouring the Village Hall*
14. **Consider response to Land Registry concerning Adverse Possession application (Item moved):** Mr Stewart confirmed that BT had confirmed they would remove their objection to the application providing the Parish Council approve a Wayleave agreement confirming that if adverse possession is approved, their existing kit can stay on site. Mr Stewart commented that unfortunately the resident who has objected to the application is refusing to remove their objection despite negotiations taking place. He therefore proposed that the Land Registry be written to confirming that negotiations had ended and providing evidence of the efforts at negotiating with the resident. Mr Stewart stated that the resident wished for the shelter to be removed prior to the objection being lifted, but Mr Stewart stated that this was not an option due to the ownership issues and insurance concerns. Mr Oldham confirmed he supported Mr Stewart's proposal. Mr Tizzard questioned what would happen in the meantime and Mr Stewart explained that although the Parish Council had agreed to Option 5 at the previous meeting, due to the resident not removing their objection, that this could not go ahead and in the meantime, until ownership was established, nothing could happen. Mr Lock stated that he felt this situation wasn't satisfactory due to the maintenance work the ranger undertakes on the site. Mrs Lock commented that should the issue go to tribunal that this may be costly. Mr Crudgington commented that he saw hardly anyone using the bus and felt that in the future the bus service may be terminated, and that the Council should move the shelter further along the site. Mr Oldham explained to Mr Crudgington that he had not grasped the concept and asked him to refrain from making further comment. Mr Tizzard commented that following the last meeting and Option 5 being adopted that it appeared there was a potential for resolution and that if the Council gained adverse possession they could then move the shelter. Mr Tizzard commented that it begged the question as to why the resident was continuing with their objection. At this point a member of the public requested to speak, which was granted. The lady commented that although she was grateful for the negotiations she was frustrated that she still had not received a response to a letter sent on 10<sup>th</sup> January. She also commented that she felt mediation should have been sought two years ago and that the auditor had deemed the shelter unlawful. Mr Stewart commented that despite seemingly making progress to move with option 5, pending

adverse possession being approved, that the resident had confirmed in an email that their objection would not be removed unless the shelter was taken down. He stated that he felt negotiations could go no further while a ransom was in place regarding moving the shelter. Mr Oldham reminded Councillors that planning permission had been granted for the shelter and that since option 5 had been accepted by all parties then the shelter would be moved once the adverse position is resolved. The lady replied that she had received nothing in writing. Mr Oldham commented that all decisions were recorded in the minutes and Mr Stewart contested her comment. Mr Stewart asked the resident if she would be willing to remove her objection. She responded that the situation was sensitive and there were “30 against 1”. Mr Campbell commented that this was not truth. To conclude, Mr Stewart proposed that the Land Registry be written to with an update on the Council’s effort at negotiation, confirming they had come to a close, and enclosing evidence. This was seconded by Mr Oldham. Eight voted in favour, with Mr Crudgington voting against and Mr Lock and Mr Lancaster abstaining. It was therefore resolved to write to the Land Registry.

**Action – Clerk to write to the land registry with an update on negotiations and enclose evidence.**

15. **Consider and if approved sign BT Wayleave agreement (Item moved):** BT had confirmed that they would remove their objection providing a Wayleave agreement was signed by the Parish Council. This would be on the proviso that adverse possession was granted. Mr Oldham proposed the agreement was signed, this was seconded by Mr Stewart and all voted in favour of signing the agreement. Therefore, it was resolved the Clerk would sign and return the agreement on behalf of the Parish Council
- Action – Clerk to sign and return agreement to BT**

*At this point Mr Stewart left the meeting.*

4. **Minutes of the last Full Council Meeting held on Tuesday 3<sup>rd</sup> April 2018** were proposed for approval by Mr Ritchie, this was seconded by Mr Douglas and agreed by all. Therefore, the minutes were signed and approved as an accurate record of the meeting.
5. Circulation of the draft minutes from the **Planning and Open Spaces and Footpaths Committee** meetings held on **Tuesday 17<sup>th</sup> April 2018** was noted.
6. **Election of Vice Chairman for the year 2018/2019:** Mr Oldham requested any nominations for Vice Chairman. Mr Lock proposed Mr Tizzard but Mr Tizzard rejected this nomination. Mr Oldham proposed Mr Douglas, and Mr Douglas accepted this nomination. All voted in favour of Mr Douglas becoming Vice Chairman for the 2018/19 year, therefore Mr Douglas was elected as Vice Chairman.
7. **Confirmation of Committees (Finance, Planning, Open Spaces and Footpaths and HR) for the year 2018/19:** No amendments were made to the committee members; therefore, committee members remain the same.

8. **Election of Parish Council representatives for the year 2018/19:** No changes were made to the Parish Council representatives so they remain the same. However, the Parish Clerk was elected as the police liaison for the Council.

- Playing Fields Committee – Mr Edmonds
- Village Hall Committee – Mr Campbell and Mr Douglas
- Prankerds Trust – Mrs Lock
- Sherborne Transport Action Group – Mr Edmonds
- Police liaison – Parish Clerk
- Youth liaison – Mrs Flynn
- Parish Paths Liaison Officer – Mrs Lock
- Parish Council newsletter – Mr Oldham

## 9. **Planning**

9.1 The following **Planning Approvals** were noted:

**18/00478/LBC** Replacement front door and frame for the porch  
*35 Newtown*

**18/00575/LBC** The carrying out of external alterations to replace roof slates, rainwater goods and replacement fascia boards  
*61 Newtown*

**18/00582/LBC** The carrying out of internal alterations to include removal of modern walls and ceilings  
*Medleycott Centre, Gainsborough*

10. **Review and update Action List:** The Action List was reviewed in detail and can be seen in Appendix 1.

11. **Consider South Somerset Playdays Grant Request:** The request from South Somerset Playdays was considered in detail. Mr Oldham proposed that the Parish Council support the cost of Laser Tag at £280. This was seconded by Mrs Flynn and all voted in favour of granting £280 towards this cost. The Clerk was requested to ensure it was made clear to the Playdays organiser that it be promoted that the Parish Council are supporting the event.

**Action – Clerk to inform the SSDC Playdays coordinator and request promotion**

12. **Consider Spirit of Milborne Port – Donation Request:** The donation request of £500 towards the insurance costs of the fete was considered. Mr Tizzard commented he was uncomfortable awarding a donation towards insurance in case any errors were made, and the Parish Council could be held liable. He suggested instead that an open donation of £500 was gifted to the SOMP. This was agreed by all and it was resolved to award a donation of £500. It was suggested that SOMP submit a grant request in future years rather than ask for a donation.

**Action – Clerk to inform SOMP of the £500 donation**

13. **Consider Parish Council presence at this year's fete:** Mr Oldham asked Councillors if the Parish Council should have a presence again at this year's fete. And if so, what would be the Parish Council's message. Mr Tizzard suggested that the Council had a stand at the fete with the message about

communications and showing that the Parish Council were there to hear peoples views about anything. This was agreed by all, so it was resolved to request a stand at the fete inside the marquee and for the Clerk to prepare a rota of Councillors to man the stand.

**Action – Clerk to request a stand within the marquee and prepare a rota**

## 16. Finance

**16.1 Note Circulation of Financial Statements dated 31<sup>st</sup> March 2018:** As the Clerk had been absent when the agenda was distributed the Financial Statements were yet to be circulated. The Clerk confirmed she would circulate them following the meeting. The Clerk confirmed that she had completed the end of year annual return and was currently preparing for audit.

**15.2** The following **Payments** were approved:

Commonalty Charity Lands – Grant payment	£1,000
Playing Fields Management Committee – Grant Payment	£3,750
Milborne Port Primary School – Grant Payment	£1,500
Milborne Port Primary School PTFA – Grant Payment	£1,000
Village Hall Management Committee – Grant Payment	£1,344
Mr J Oldham – Reimbursement for APM refreshments	£45.72
Emma Curtis – Burial Fees (Rolls x 2)	£40.00
Mrs E Francis – Temporary Town Hall Cleaner	£80.00
K M Dike Nurseries – Grounds maintenance (Inv 301)	£1,006.82
Royal British Legion – Silent Soldiers	£200.00
Remous Print – Welcome Pack (Inv 72755)	£318.00
D W Rose – Water trough repairs (Inv 3839)	£286.89
SSDC – Ranger Scheme (Inv 06000036092)	£603.84
SSDC – Dog bin emptying (Inv 06000036261)	£254.40
Midwest Office Supplies – Cartridge (Inv 49494)	£72.46
Rochfords Garden Machinery – Mower repairs (Inv 844)	£49.26
Mr P Lock – Reimbursement for paint	£14.09

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

SSDC – Precept	£73,315
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**15.3** The following **Direct Debits** were noted:

BT – Telephone and Broadband	£235.50
BT – Mobile phone	£18.00

## 16. Correspondence

**17.1** The following **Correspondence** was considered:

- Email regarding dog fouling – This email was passed to the working party looking at dog fouling
- Letter from the Land Registry – Letter considered during item 14
- Email from Highways regarding Lower Gunville – The Clerk was requested to respond to Highways asking them to consult with neighbours in Higher and Lower Gunville
- Email from the Chairperson of the Village Hall Management Committee regarding Village Hall Car Park safety improvements – This item of correspondence caused long debate. Mr Lancaster expressed that the

VHMC were not happy with the progress of the project and that the committee had not been communicated with correctly by the Parish Council. He expressed concern regarding the installation of the lights and where the electricity supply would be coming from as it appeared that the VHMC were expected to provide the electricity but had not been asked to do so and had not received an official request to provide the electricity. He commented that the barrier was a major concern and that the police were not supporting the use of a barrier as the VHMC had increased usage of the hall and the car park was not derelict land. He added that there were concerns regarding the management and maintenance of the barrier and who would be responsible if things were to go wrong or emergency access was required. Mr Lancaster added that the barrier may have been a good idea back in 2015 but that the circumstances had changed. He stated that the PFMC were also not happy with these plans and that rather than a barrier money would be better spent resurfacing the car park. Mr Lancaster went on to say that the lighting was an issue and that residents neighbouring the car park had not been approached, again indicating poor communication. Mr Oldham expressed that he was disappointed that Mr Lancaster felt the VHMC had not been kept informed as he had spent time with Mr Lancaster last summer putting together the specification and he was not being held as a person who does not communicate. He stated that six times between June 2016 and November 2017, the VH minutes show that he had updated the committee on progress of the project. To conclude, Mr Tizzard suggested that all interested parties regroup to address all issues. It was agreed that Mr Campbell and Mr Douglas would represent the Parish Council.

- Letter from landowner concerning land at Springfield Road – It was agreed for the Clerk and Mr Tizzard to draft a response to the landowner clearly stating terms.

**17.2** The following **Correspondence** was noted:

- Email from Somerset Rivers Authority

**18.** Newsletter and Communications – It was agreed to publicise the election of Parish Council Chairman and Vice Chairman, the Parish Council stand at the fete the ongoing issue with dog fouling and the South Somerset Playday.

**19.** Confirm the date of the next **Full Council Meeting** as **Tuesday 5<sup>th</sup> June 2018**.