

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Tuesday 6th June 2017 at 7pm at the Town Hall

Present: Mr J Oldham (Chair), Mr M Ritchie, Mrs A Flynn, Mr M Lancaster, Mr R Biss, Mr T Watts, Mr C Laughton, Mr J Edmonds, Mr G Crudgington, Mr P Lock, Mrs M Lock, Mr R Douglas and Mr R Lockey

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

Public Question Time

There were two members of the public in attendance. A lady questioned the wording on the agenda surrounding public question time and the timeframe provided for the public to speak and whether the public were ever permitted to speak during the main meeting. Mr Oldham confirmed that occasionally the public were allowed to speak during the meeting, but only under predefined circumstances and with approval from Council. Mr Oldham commented that the wording would be reviewed.

Receive any reports from County Councillor William Wallace, District Councillor Sarah Dyke, PCSO Thelma Mead, and Parish Councillors

County Councillor William Wallace – Councillor Wallace confirmed that he was now Chairman of Somerset County Council. He stated that he would be pushing forward for a new crossing across the A30 and that the next tranche of applications would be considered in July. Councillor Wallace commented that on Wednesday 14th June he would be officially opening the improved community swimming pool in Milborne Port and felt that there may be a possibility for more funding towards this project at district level and he would discuss this with District Councillor Dyke. Councillor Wallace concluded by commenting that SCC would be concentrating on continuing to support the elderly, children and young people. Mr. Oldham agreed to provide councillor Wallace with data from the recent survey which supports the crossing.

District Councillor Sara Dyke – No report received

PCSO Thelma Mead – No report received but the Clerk commented this would become discussed during agenda item 13

Mr Lockey – Thanked the Clerk and Councillors who helped on the fete gate and stated that takings were approximately £600.

Mr Oldham – Confirmed that the Parish Council had a stand at the fete which enabled feedback to be provided by parishioners. Mr Oldham confirmed that these comments had been passed to the Clerk for processing. Mr Oldham thanked Mr Douglas and Mr Lancaster for their assistance on the stand. Mr Oldham commented that following the previous meeting, the Council was still one member short to represent on the Village Hall Management Committee and suggested that newly co-opted member, Mr Douglas, may like to take this position. Mr Douglas indicated that he would be happy to sit on the committee and all Councillors accepted this nomination and acceptance.

Mr Watts – Mr Watts commented that there had been a lot of dog fouling at Station Copse and suggested some signs be erected. Mr Oldham felt it may be a good idea to install a dog waste bin in this area.

Mr Laughton – Reported that a few people in the village had been tidying weeds around the village making the village look much nicer. Mr Laughton felt that more people should be encouraged to look after areas outside their homes.

1. **Apologies for Absence:** Received from District Councillor Sarah Dyke
2. **Declarations of Interest:** Received from Mr Lancaster, agenda item 11, *Village Hall Treasurer*; Mr Oldham and Mr Douglas, agenda item 11, *members of the Village Hall Management Committee*; Mr Oldham, Mr Lockey and Mr Laughton, agenda item 13, *School Governors* and Mrs Flynn, agenda item 11, *family member lives adjacent to the site*.
3. **Minutes of the last Full Parish Council Meeting held on Tuesday 2nd May 2017:** Mr Lancaster proposed that the minutes were approved, this was seconded by Mr Ritchie and agreed by all, therefore the minutes were signed as a true and accurate record of the meeting.
4. **Circulation of the draft Planning and Finance Committee Meeting minutes held on Tuesday 16th May 2017** were noted.
5. **Update and review Action List:** The Action List was reviewed in detail. The Clerk was requested to update and circulate following the meeting. Items considered were:
 - Kicking wall – Mr Laughton confirmed that he had gained much cheaper quotations by using different materials to erect the wall. The total cost would be approximately £600 which matches the grant received. All voted in favour or Mr Laughton going ahead and arranging for the kicking wall to be installed subject to this financial limit
 - Play equipment at Gainsborough – Mrs Flynn confirmed that herself and the Clerk were making good progress with this for replacement of the swings including a seat for use by children with disabilities and new safety surfacing. Mrs Flynn commented that this should be presented at the next Open Spaces and Footpaths Committee.
 - Chippings at the churchyard – Mr Lock confirmed he has spoken to Mr and Mrs Hall who had had a meeting with the church architect and it was agreed to improve the footpath by adding some washed chippings. It was agreed to close this item.
6. **Consider request from resident at 55 London Road to obtain larger access on piece of land in East Street Car Park:** The Clerk explained that a request had been received from the new owner of 55 London Road requesting a larger access space to the back of his property from East Street Car Park which would result in the loss of approximately half a parking space. A thorough discussion took place regarding the ownership of the car park, the future of the car park and possible recompense for loss of parking space. Mr Watts supplied newer Councillors with the history of the car park and those owners who had gained wider access to their properties in the past. It was agreed by all for the Clerk to contact the district valuer and solicitor at SSDC to gain a present-day value of the piece of land required for larger access, and to report back to the Council at a later meeting. Mrs Flynn mentioned that it may be worthwhile writing to all residents at London Road to make them aware of the legal ramifications of their access arrangements.

Action – Clerk to contact SSDC solicitor and valuer and commence investigating current day values and legal issues.

7. **Consider, amend if necessary and approve ST1, FR1 application form for Adverse Possession of land along the High Street and consider letter received from SSDC Planning Department regarding an enforcement case:** Mr Oldham referred Councillors to the paperwork the Clerk had circulated prior to the meeting. Mr Oldham and the Clerk confirmed that a letter had been received from the SSDC Planning Department regarding an enforcement case regarding the bus shelter, but following correspondence with David Norris, Planning Manager, the Parish Council had been told to ignore the letter and take no action at present. Mr Oldham commented that prior to receiving this notice, he had a conversation with Mr Norris asking if the Parish Council should apply for planning, to which Mr Norris said no.

Mr Watts commented that he had been approached by several members of the public concerned about the costs to the Council the issue of the bus shelter had accumulated. Mr Watts stated that he wished to know the likely future costs if adverse possession of the land was granted and likely cost if the application was refused. Mr Oldham responded that should the application be successful then the land would be the Parish Councils to manage as they wish and if the application was not successful then the other options would be considered.

Mr Watts requested that the following proposal be put forward: To remove the shelter and put it in storage, enter meaningful negotiations with all three adjoining landowners and put the adverse possession application on hold. This proposal was seconded by Mr Edmonds. After long discussion, a vote was taken on this proposal with 2 Councillors in favour, 9 Councillors against and 2 abstentions.

Mr Oldham then proposed that the application for adverse possession be submitted, as already agreed, this was seconded by Mr Lancaster. A vote was taken and 11 Councillors voted in favour of continuing with the adverse possession application and 2 Councillors voted against. It was mentioned that should adverse possession be granted then the Council would hope to engage in meaningful discussion with all three adjoining landowners. The Clerk was requested to submit the application and supporting documentation to the Land Registry.

Mr Watts requested that it was minuted that he did not support the submission of the application for adverse possession to the Land Registry and that he felt the evidence was not an accurate record.

Action – Clerk to submit adverse possession application to the Land Registry

8. **Consider using volunteers from The Gryphon School to refurbish the bus shelter at Crackmore Garage:** Mrs Lock informed Councillors that the WI had commenced refurbishing the bus shelter outside Crackmore Garage and that they had been approached by volunteers from The Gryphon School to help with the project. Mrs Lock commented the children had designed a mural for the inside of the shelter and children from the primary school would also be contributing artwork. Mrs Lock confirmed that the children would be working under supervision of the Gryphon school staff. Mr Lock commented that the crack in the seat would be prepared. Mrs Lock proposed that the Council allow the use of volunteers to refurbish the bus shelter, this was seconded by Mr Lock and all voted in favour.

Action – Mrs Lock to instruct The Gryphon School volunteer scheme

9. Consider A30 entrance proposal: Mr Lock referred Councillors to the paper the Clerk had circulated prior to the meeting setting out the proposals and way forward to improve the entrance to the village along the A30 outside Venn House. The paper was discussed in detail with various ideas and comments made including establishing ownership of the land opposite Venn House and an entrance sign when entering the village. Councillor Wallace said he was happy to pursue the entry sign. Mr Lockey commented that he though the Spirit of Milborne Port had been putting money aside for improvements at the end of the village and may be able to contribute. Mr Lock recommended that the proposal was accepted and work continue, this was seconded by Mr Lockey and all voted in favour of Mr Lock continuing forward with this project.

Action – Mr Lock to continue pursuing project for A30 entrance improvements

10. Discuss proposal for next year's budget and action plan: Mr Oldham confirmed that this was a preliminary item prior to a structured discussion at the August Parish Council Meeting to consider the budget and action plan for the future year. Mr Oldham requested that Councillors considered ideas to be discussed in readiness of August or to pass any ideas to the Clerk. Mr Oldham also stated that the Councillors were requested to encourage members of the public to attend the August meeting to share any ideas they had about the budget and action plan during Public Question Time.

11. Consider financial sum to put towards Springfield Road Car Park improvements: Mr Oldham confirmed that a grant applications had been submitted to both the Big Lottery Fund and SSDC to help funding of the lighting and barrier at the car park and that the estimated costs for the work would be around £16,000. SSDC had requested that Milborne Port Parish Council provide a statement confirming matched funding for any remaining amount of money not covered by grant funding. Mr Oldham proposed that the Council confirm match funding of £3,500 towards the project. This was seconded by Mr Lockey. All members voted in favour of this sum as match funding however Mr Oldham, Mr Lancaster, Mr Douglas and Mrs Flynn abstained due to their declared interests.

Action – Mr Oldham to information SSDC of confirmed match funding

12. Finance

12.1 Receive and adopt the Annual Statement of Accounts for the year ended 31st March 2017: The Annual Statement of Accounts for the year ended 31st March 2017 were received and reviewed and all voted in favour of adopting them as the Annual Statement of Accounts for the year ended 31st March 2017.

12.2 Approve and sign Section 1 of the Annual Return Year Ended 31st March 2017 Annual Governance Statement: The Annual Governance Statement was approved and agreed unanimously by all members. The Chairman and the Clerk signed and dated the relevant section of the Annual Return.

12.3 Approve and sign Section 2 of the Annual Return Year Ended 31st March 2017 Accounting Statements: The Accounting Statements were approved and agreed unanimously by all members. The Chairman and the Clerk signed and dated the

relevant section of the Annual Return.

12.4 Confirm receipt of current Financial Statement dated 30th April 2017:

Circulation of the Financial Accounts dated 30th April 2017 was noted.

12.5 The following Payments were approved:

Pet Waste Solutions – Dog bin emptying Inv: 1354	£212.33
KM Dike Nurseries – Grounds maintenance Inv: 142	£1,026.95
Spirit of Milborne Port – Grant	£500.00
SSE – Town Hall Electricity Inv: 0009	£103.98
SSE – Cemetery Chapel Electricity Inv: 0004	£25.11
Came and Company – Insurance renewal (3 year fixed)	£2,225.87
Safelincs – Anti arson mailbox Inv: SL424892	£140.39
Land Registry – Adverse Possession fee	£40.00
Martin Freeman – Internal audit Inv: 0517	£375.00
Emma Curtis – Reimbursement for flowers for SSDC staff	£42.50
Midwest Office Supplies – Stationery & cleaning supplies Inv:47386	£83.70
Pet Waste Solutions – Dog bin emptying Inv: 1431	£212.33

Mr Biss pointed out that the History and Heritage Group were supposed to have taken over the electricity contract for the Cemetery Chapel and therefore pay that bill. The Clerk was asked to pay the invoice now, but to ask the History and Heritage Group for cover the cost and put the account in their name.

12.6 The following Direct Debit was noted:

BT – Mobile Phone	£18.00
-------------------	--------

12.7 The following Income was noted:

HMRC – VAT Reclaim	£4005.17
--------------------	----------

13. The following Correspondence was considered:

- Consider request for erection of a shed on allotment plot 38 - Approved
- Email from PCSO Thelma Mead – Circulated and discussed
- Email complimenting the bus shelter – Circulated and discussed
- Email regarding relocating the bus shelter – Circulated and discussed
- Email from Milborne Port Primary School regarding the purchase of a printer – Approval was given to purchase the printer at £100
- Email from resident regarding use of the Town Hall for not-for-profit exhibitions – Circulated and discussed. It was agreed that Mr Oldham and Mr Lockey would draft and send a response on behalf of the council.

- 14. Newsletter and Communications:** It was agreed to publicise the WI refurbishing the bus shelter, the South West in Bloom judging date being Tuesday 12th July, a request for residents to clear weeds from outside their properties and the August meeting regarding the budget and action plan for the year ahead.

- 15. Exclusion of Public and Press (Public Bodies Admission to Meetings Act 1960) to exclude the public and press for this agenda items due to their confidential nature (Cleaners contract and Clerk's Pension, HR matters):** At this point the Chairman informed all members that they had entered a confidential session. As both members of the public had vacated the meeting, none were requested to leave.

Discussions took place during the confidential session and it was agreed to enter the Clerk into the Local Government Pension Scheme to comply with the Pensions Regulations and to advertise the temporary position of Town Hall cleaner as soon as possible.

16. The date of the next Full Council Meeting was confirmed as **Tuesday 4th July 2017.**

DRAFT