

## **MILBORNE PORT PARISH COUNCIL**

### **Minutes of the Full Parish Council Meeting held on Tuesday 5<sup>th</sup> December 2017 at 7pm at the Town Hall**

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

**Also Present:** Emma Curtis – Parish Clerk

#### **Public Question Time**

There was one member of the public in attendance. No questions were asked.

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

**County Councillor William Wallace** – No report received

**District Councillor Sarah Dyke** – No report received

**Mr Oldham** – Reported that he had attended a recent Market Towns Investment Group (MTIG) meeting where the digital audit was reviewed. It was apparent that many towns had similar issues to Milborne Port. Mr Oldham reported that some funding for digital technology may be available in the future.

**Mr Oldham** – Stated he had recently had a telephone conversation with Mr Falbo regarding the piece of land at Springfield Road and requested this be added to agenda item 19.1 to be considered. This was agreed by all and it was resolved to add to agenda item 19.1.

- 1. Welcome and Introductions to new Councillors:** Mr Oldham welcomed the three new co-opted Councillors and suggested for their benefit everyone introduced themselves. Introductions were made by all present.
- 2. Apologies for Absence:** Received from District Councillor Sarah Dyke, County Councillor William Wallace and Mr C Loughton
- 3. Declarations of Interest:** None received.
- 4. Minutes of the Full Parish Council Meeting held on Tuesday 4<sup>th</sup> November 2017** after a minor amendment were approved and signed as a true and accurate record of the meeting.
- 5. Circulation of the draft minutes of the Planning and Finance Committee meetings held on Tuesday 21<sup>st</sup> November 2017** was noted.
- 6. Receive information on Public Space Protection Orders from Chris Cooper of Streetscene:** Mr Oldham welcomed Mr Cooper and thanked him for attending the meeting. Mr Cooper introduced himself and explained his job role stating that he was attending the meeting to explain Public Space Protection Orders (PSPO's) and how they could help combat dog fouling in Milborne Port. He explained that Dog Exclusion Zones were expensive, difficult to implement and hard to legislate. Mr Cooper provided information on PSPO's stating that if Milborne Port wished to enforce the order they would require an official enforcement officer. Mr Tizzard

asked whether this officer could be nominated by the Parish Council and if it were possible to have more than one officer. Mr Cooper confirmed the Parish Council could nominate an official and there could be more than one, but they would need to be qualified. Mr Tizzard also requested information from Mr Cooper on who to contact should the Council not be happy with the current service received from the dog wardens. Mr Cooper explained this was managed by the Enforcement Team within Environmental Health. Mr Cooper distributed statistics from complaints made directly to SSDC during 2017 regarding dog fouling and commented that as there were only five calls related to fouling, it didn't strike him as a huge problem. Councillors commented that the Parish Council receive numerous complaints. Mr Stewart asked how Milborne Port compared to other villages and Mr Cooper responded that Milborne Port did not appear to have a larger problem than anywhere else and that fouling issues lay with a minority of dog walkers. Mrs Flynn commented that the new bin at Newtown footpath had delivered a positive impact and was well used but that concern was given to the Playing Fields where many community sports clubs were having to pick up mess prior to matches and asked how this could be improved. Mr Cooper explained he felt it was about education and getting the message across that dog fouling would not be tolerated by sharing information and coordinating action. Mr Oldham thanked Mr Cooper for his advice and attending the meeting.

- 7. Review and update Action List:** The Action List was reviewed in detail and the Clerk was requested to update and circulate following the meeting.  
**Action – Clerk to update and circulate Action List**
- 8. Confirmation of new committee members:** New committee members were confirmed and approved following some minor amendments. The updated list would be distributed by the Clerk following the meeting.  
**Action – Clerk to amend and circulate committee list**
- 9. Consider proposed S106 and CIL funding for Milborne Port in regard to 17/03964/OUT Station Road and 17/03985/OUT Wheathill Lane:** It was resolved by all to agree the proposal in principle, but the Clerk was requested to ask SSDC if any S106 or CIL monies could be used to fence in pitches at the Playing Fields or used towards community outdoor gym equipment. The Clerk confirmed she would respond to SSDC and request answers on these queries.  
**Action – Clerk to respond to SSDC and request answers to queries raised by Councillors.**
- 10. Consider budget, approve action plan and confirm precept for the year 2018/19:** The Action Plan was considered in detail and the draft budget deliberated. However, due to the tax base and grant information having not been received yet from SSDC, nor full information about the village agent scheme, it was resolved to postpone the final decision on the budget and precept until the January meeting when these figures will have been received from SSDC.  
**Action – Clerk to add to January agenda**
- 11. Consider Review of South Somerset Local Plan 2006 – 2028:** The information from SSDC was considered. Mr Tizzard stated that he was happy to review the plan on behalf of the Council and summarise and make proposals at the January Full Council Meeting which could then be forwarded to SSDC. All agreed in favour of Mr

Tizzard reviewing the plan.

**Action – Mr Tizzard to review the plan and report back at the January Full Council Meeting.**

- 12. Consider Devon & Somerset Fire & Rescue Service Draft Integrated Risk Management Plan (2018 - 2022) Consultation:** Councillors contemplated the email sent from Devon & Somerset Fire & Rescue. Concerns were raised about the water pressure and location of fire hydrants within Milborne Port following the severe fire at Bazzleways. The Clerk and Mr Oldham were tasked with gaining an official response from the fire service regarding water pressure in the village and the location of hydrants following conflicting information received after the fire.

**Action – Clerk and Mr Oldham to contact the fire service and report back to Council**

- 13. Consider tree pollarding quotes for Lime Trees at The Grove Garden:** The quotations received were considered by Councillors. It was resolved that Company A at £480 + VAT be awarded the contract.

**Action – Clerk to inform Company A and ask them to commence work**

- 14. Consider Request to plant memorial tree at Station Copse:** The Clerk stated she had received a request for the planting of a memorial tree at Station Copse. Mr Lock proposed that this be approved providing the tree was indigenous, this was seconded by Mr Ritchie and all voted in favour of allowing the tree to be planted. The Clerk was tasked with informing the enquirer and speaking with Mr Spencer and the Tree Warden regarding the best type of tree. Mr Lock commented that a fruit tree may be suitable but to avoid chestnut.

**Action – Clerk to inform enquirer, speak to Mr Spencer and the Tree Warden.**

- 15. Consider email from SSDC regarding electric car charging posts at the Weighbridge Car Park:** The information received from SSDC was considered with Councillors commenting that they felt the Weighbridge Car Park may be too small for the charging posts and they may be best placed in East Street Car Park as the Weighbridge was mainly used for short term parking which would be incompatible with long term charging. Given this point, it was felt that a rapid charger may be better than the one proposed. To conclude it was resolved to respond to SSDC that the Parish Council felt that East Street Car Park may be a better location with rapid chargers.

**Action – Clerk to respond to SSDC**

- 16. Consider completing a Housing Needs Survey:** Mrs Flynn explained that Mr Tizzard, the Clerk and herself had recently had a meeting with James Divall and Tim Cook from SSDC regarding the possibility of implementing a Neighbourhood Plan. At the meeting it was felt that the Parish Plan should be concluded prior to commencing a Neighbourhood Plan but that a Housing Needs Survey (HNS) of the village would be hugely beneficial and supplement the Parish Plan. Mrs Flynn explained that this would be free of charge and undertaken by SSDC. Mr Tizzard explained that the purpose of a HNS was to find out what housing is required in the village which isn't currently available and is used to assist the mix of affordable housing while informing of housing needs. Mr Oldham asked whether the Parish Council could shape how the survey was introduced to the village as he felt if it was not introduced correctly the survey would be ignored given that the Parish Plan

survey had also introduced the subject. Mr Tizzard responded that it would come directly from SSDC and was a tried and tested standard survey which would probably arrive with a standard introduction letter. Mr Stewart questioned the amount of employment land within the village and asked whether there was a similar survey to assess possible employment areas. Mr Tizzard responded that if you looked at the SSDC Local Plan a vast amount of allocated employment land had not been taken up. To conclude, Mr Douglas proposed that the Parish Council request a HNS from SSDC. This was seconded by Mr Tizzard and all voted in favour of proceeding. It was therefore resolved to request a HNS.

**Action – Clerk to contact SSDC and request a Housing Needs Survey for Milborne Port**

## 17. Planning

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

**17/03739/FUL** Erection of single storey porch extension to south elevation of the dwelling. Insertion of window to the west elevation to replace the existing front door. Infilling the existing boundary wall pedestrian access to the property.  
*Bybrook, Lower Kingsbury*

## 18. Finance

18.1 Circulation of the **Financial Statements dated 30<sup>th</sup> October 2017** was noted.

18.2 The following **Payments** were approved:

Mr R Lockey – Reimbursement for painting supplies	£82.33
K M Dike Nurseries Ltd – Grounds Maintenance Inv: 241	£1,006.82
Emma Curtis – Reimbursement for paper towels	£4.15
SSDC – Business Rates	£713.00
HMRC – PAYE and NI	£364.78
Play UK Playgrounds – Olympic swing Inv: 1106	£5208.00
Matta Products – Play Matta Recover Inv: 140971	£3731.40
Bruton Tree Care– Christmas Tree Inv: 17/18/573	£260.00
Emma Curtis – Burial Fees x 2 (Swan)	£40.00
Central Convenience – Mower Fuel Inv: 288	£45.39
Mrs E Francis – Town Hall Cleaning Nov 2017	£80.00
Mr S Davis – Handyman Inv: 50	£441.60
Emma Curtis – Petty Cash	£50.00
David Gay – Repair of bench at Gainsborough Play Area Inv: 754	£115.00
SSDC – Dog bin emptying Inv: 0600003443X	£254.40
SSDC – Ranger Scheme Inv: 06000034304	£150.96
K M Dike Nurseries – Grounds Maintenance Inv: 257	£1,006.82

18.3 The following **Direct Debit** was noted:

BT – Mobile phone	£18.00
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18.4 The following **Income** was noted:

Peter Jackson Funeral Services – Burial Fees	£159.00
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## **19. Correspondence**

**19.1** The following **Correspondence** was considered:

- Email from resident regarding dog fouling – This email was considered, and Mr Stewart stated he would speak with the resident.
- Telephone call from Mr Falbo regarding land at Springfield Road – Mr Oldham commented he had spoken with Mr Falbo who was interested in the Parish Council making another offer for the land. Mr Tizzard explained that the Parish Council had a “ransom” over the owner of the land, and may be entitled to a third of the value of the land. It was agreed that Mr Tizzard would review the last valuation information and prepare a letter to send back to Mr Falbo.

**Action – Mr Tizzard to review and prepare letter to Mr Falbo**

**19.2** The following **Correspondence** was noted:

- Several emails to the Chairman from a resident concerning various matters
- Letter from resident regarding destruction of wall along Brook Street

**20. Newsletter and Communications:** It was agreed to publicise the continued issue with dog fouling, Parish Council Committee members, the budget and precept being postponed until January and a Christmas greeting from the Council.

**21.** The date of the next **Full Parish Council Meeting** was confirmed as **Tuesday 2<sup>nd</sup> January 2018.**