

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Tuesday 3rd April 2018 at 7pm at the Town Hall

Present: Mr J Oldham (Chair), Mr M Ritchie, Mr G Crudgington, Mr T Campbell, Mr R Tizzard, Mrs M Lock, Mr P Lock and Mr I Stewart

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

Public Question Time

There were four members of the public in attendance.

The Chairperson of the Village Hall Management Committee (VHMC) was present in connection with agenda item 8 and the Village Hall Car Park security improvements. She questioned what the ongoing costs were to be and asked that it be recognised that the Village Hall and its users were not the only users of the car park. She asked that the VHMC be kept in the loop with the progress of the car park improvements and commented that as the car park surfacing was in such bad condition she felt resurfacing was more important as it posed a trip hazard and a health and safety risk. Mr Oldham commented that the VHMC had previously said they would be happy to carry the running cost of the lights and that the lights being used were low wattage and would not be on for extended periods. Mr Campbell suggested that a temporary measure to ease the condition of the car park surfacing may be to use a granular substance to fill the holes. Another member of the public questioned where the location of the barrier would be and if it was on land leased to the Playing Fields Trustees. Mr Oldham explained the planned location for the barrier.

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

County Councillor William Wallace – Councillor Wallace reported he did not have an update on the Highways Small Improvement Scheme application. He confirmed he had chased the application, but the process was taking some time. Councillor Wallace reported on an issue between Somerset County Council Highways and Wessex Water confirming that Wessex Water had been fined for breaching regulations. Councillor Wallace confirmed that SCC were working with the Heart of the South West LEP on a joint committee to discuss devolution and increasing productivity in the county. To conclude, Councillor Wallace reported that a successful social work initiative “Step into Social Work” had been very successful across the county.

- 1. Apologies for Absence:** Received from Mr C Loughton, Mr R Douglas, Mrs A Flynn, Mr M Lancaster and District Councillor Sarah Dyke. Reasons for absence accepted.
- 2. Declarations of Interest:** Received from Mr Crudgington, agenda item 12, *interest in telephone box*, Mr Tizzard, agenda item 18.2, *related to letter writer* and Mr Oldham, agenda item 17.1, *reimbursement payment to himself*.
- 3. Minutes of the Full Parish Council meeting held on Tuesday 6th March 2018** after a minor amendment were proposed for approval by Mr Lock and seconded by

Mr Tizzard. All voted in favour and the minutes were approved and signed as a true and accurate record of the meeting.

Mr Stewart joined the meeting at this stage.

4. Planning

4.1 The following Planning Application was considered:

18/00612/FUL The erection of a detached dwelling and garage
Land At Nursery House, Wheathill Lane

No Objections

4.2 The following Amended Planning Application was considered:

17/03854/S73 Application to vary planning condition 2 (approved plans) of approval 15/02951/FUL to reorganise fenestration, increase headroom at first floor level and make internal alterations

Barn At Land OS 6540, Corton Denham

No Objections

4.3 The following Hedgerow Notification was noted:

18/00738/HDG Removal of 4 sections of hedgerow whilst existing water main is repaired

Millers Hill, Milborne Wick

5. Review and Update Action List: The Action List was reviewed in detail. The Clerk was requested to update and circulate the Action List following the meeting. The updated Action List can be viewed in Appendix 1.

6. Consider working with parish magazine following meeting with PCC: Mr Lock referred Councillors to papers distributed prior to the meeting including an extract of the minutes from the meeting with the PCC and his notes. Mr Lock reported that the PCC had canvassed every household in the new developments within the village and there appeared to be resistance to get involved with the parish magazine. Mr Lock suggested a more neutral survey may be the way forward. Mr Lock commented that magazines were widely purchased from various drop zones within the village but to deliver a free copy to each home would mean a significant increase in funding. Mr Lock commented that the editor of the magazine had said the Parish Council could have more of a presence in the magazine. The Clerk suggested that a way forward may be for the Parish Council to produce their own quarterly newsletter and drop this to each household. Mr Stewart suggested they could be put as an insert into the BVM. To conclude it was resolved for the Clerk to gain quotations on producing a four-page colour quarterly newsletter and for Mr Oldham to look at improving the layout for Parish Council content in the parish magazine.

Action – Clerk to gain quotations for the quarterly newsletter and Mr Oldham to look at improving layout in the parish magazine.

7. **Consider signing Wayleave agreement with BT regarding land along the High Street and adverse possession application:** The Clerk confirmed she had contacted BT Openreach regarding the seemingly premature Wayleave agreement asking them for written confirmation of their intention to withdraw their objection to the Adverse Possession application. The contact at BT was currently on leave so no response had been received. It was therefore agreed by all to postpone this agenda item until the next meeting.

Action – Clerk to add to the May agenda

8. **Consider quotes for Village Hall Car Park lighting and barrier:** Mr Oldham referred Councillors to the specification and quotation summary sheet distributed prior to the meeting. Mr Oldham confirmed that he would abstain from any decision made on the tenders and put forward no proposals as he had looked at the quotations to assure their technical content. Mr Oldham and the Clerk confirmed they were happy that the quotes matched that of the specification document but that he was investigating the option to reduce the number of posts from six to three. A discussion ensued with various issues being considered such as the number of light support posts, key fobs, type of lighting and the benefits of LED lighting along with comments about improving antisocial behaviour and the safety of the car park and trying to eliminate illegal dealings taking place on site. Concerns were raised about access to the car park along with the ongoing maintenance costs of the new system. The Clerk confirmed the new lighting and barrier would be added to the Parish Council insurance schedule. The Clerk stated that the Parish Council had received £10,000 from the Big Lottery Fund towards the project and another £10,000 from Parish Council budget. It was hoped the remaining figure would come from a grant from SSDC. To conclude, Mr Stewart proposed the Parish Council instruct Company A to undertake the work. This was seconded by Mr Tizzard and all voted in favour of instructing Company A with Mr Oldham abstaining.

Action – Clerk to instruct Company A and follow up grant application with SSDC. Mr Oldham to investigate reducing the number of posts from six to three.

9. **Consider implementing Councillor Surgeries and improving Public Engagement:** Mr Oldham informed Councillors that the idea for Councillor Surgeries was raised around two years ago but did not progress. Mr Stewart stated that he thought surgeries could be a good initiative, but only if advertised correctly. He also stated he felt they invited people who were self-selecting and engaged and would be good for controversial issues. Mr Stewart suggested they could be run via an appointment system. Mr Tizzard raised concerns about the use of surgeries with members of the public becoming emotive about contentious issues such as planning and dog waste in a one on one situation with a Councillor. Instead, Mr Tizzard suggested the Council better publicise the already well attended Parish Council office opening hours where the Clerk is there to assist members of the public and signpost them accordingly. Mr Lock suggested that a sponsor system could be introduced with members of the Council assisting members of the public with any issues and the Chairperson of the various Committees better publicised. Mr Tizzard suggested a good stance could be “We’d like to hear your views....” and invite people to comment. To conclude, it was resolved to increase promotion of the Parish Council office

opening hours and invite people to visit the Clerk along with promoting committee Chairmen.

Action – Clerk to increase promotion of the Parish Council opening hours and invite comments from the public.

- 10. Consider grant request from Wiggles and Giggles:** The grant application form was considered, and the Clerk reminded Councillors they had already met their grant budget allocation for the coming year. As Chairman of the Finance Committee Mr Stewart commented that he would be happy to support the grant but required further information on how the grant would be spent and more in-depth accounting information. Mr Tizzard agreed with Mr Stewart's comments and stated that it appeared the grant system was on a first come first served basis which was not necessarily fair. To conclude, it was resolved that the Clerk would write to the grant applicant requesting further information to be considered at a future meeting.

Action – Clerk to write to Wiggles and Giggles and request further information

- 11. Consider distribution method for the Housing Needs Survey along with expected delivery date and number required:** It was resolved that the Housing Needs Survey would be hand delivered to each household by members of the Parish Council. It was agreed to request that 1,800 copies be printed with an anticipated delivery time of June or July. Mr Tizzard commented it would be important to deliver the survey with an introductory letter. The Clerk stated she would ask SSDC if they have a sample letter.

Action – Clerk to inform SSDC of delivery method, timeframe and number of copies and ask if they have a sample introductory letter

- 12. Receive report from Mr Douglas and Mr Stewart following meeting with resident concerning adverse possession application:** Mr Stewart referred Councillors to the paper circulated prior to the meeting. He commented that he and Mr Douglas had looked at the area in a new light and agreed that it was a significant area in the village which had deficiencies with the layout and it would be proactive to look at the area from a fresh start. Mr Stewart thanked the residents who had attended the meeting with himself and Mr Douglas and commented it was beneficial to bring those in the community with issues into the decision-making process. Mr Stewart stated that his recommendation was Option 5 – Plan to move the bench and shelter to another location on the site. The Clerk commented that Option 5 would only be viable should adverse possession be gained by the Council and would be dependent on adverse possession being granted. Mr Tizzard agreed that nothing could be done without adverse possession. Mr Oldham asked how far forward Mr Stewart and Mr Douglas had got with the resident regarding withdrawing the adverse possession objection. A member of the public asked if it would be helpful if they could comment. Mr Oldham agreed they could comment briefly. The member of the public stated that they had made an offer in a letter to the Parish Council on the 10th January, which had certain restrictions, which she believed to be fair. She commented she still had not received a response. The lady then stated that she wanted a truly inclusive community project and that she felt community involvement was needed. Mr Oldham pointed out that the sticking point in her letter of 10th January was that a request for a covenant had been made and the Parish Council had been advised by their insurers not to agree to a covenant under any

circumstances. Mr Tizzard commented that everyone wanted the issue resolved and that Option 5 was the best way forward but that this would not happen until the objection to the adverse possession had been withdrawn from both the resident and BT. He stated that without adverse possession, nothing could happen. Mr Stewart therefore proposed that Option 5 be accepted in principle, dependent on adverse possession being granted. This was seconded by Mr Tizzard and all voted in favour of Option 5 with Mr Crudginton abstaining. Mr Lock commented that he felt it was important that the street scene of the area was considered. Mr Oldham requested that an action be put to Mr Stewart and Mr Douglas to ensure the residents objection to the adverse possession application is withdrawn. This was agreed by all.

Action – Mr Stewart and Mr Douglas to meet with resident to consider withdrawing adverse possession objection.

13. **Consider revised Speed Indicator Device (SID) programme and note the latest SID results:** The latest SID results were noted by Councillors. The options for a revised SID programme were considered in detail with the benefits of the programme deliberated. Mr Oldham proposed that Option 4 (Parish Council contributing towards a revised SID programme at £100 per installation) be adopted. This was seconded by Mr Campbell and the motion was carried to accept Option 4. Mr Crudginton and Mr Stewart voted against this motion.

Action – Clerk to inform SCC they wish to take part in the new SID programme

14. **Consider response to Draft Somerset Strategic Housing Framework 2018-2022:** Mr Tizzard felt it was important that the Parish Council made a response and proposed that the document be reviewed and completed at the next Planning Committee Meeting. This was seconded by Mr Oldham and all voted in favour of it being added to the next Planning Committee agenda.

Action – Clerk to add to the next Planning Committee Agenda

15. **Consider Parish Council involvement in an Armistice commemoration display:** Mr Oldham reported that he had had a meeting with the History and Heritage Group. He commented that the History and Heritage Group were keen on doing an exhibition the weekend of Remembrance Sunday in the Town Hall showing what Milborne Port was like for people at home during the war. The group had requested that the hire fee for the hall be waived and Mr Oldham proposed that this was accepted. All councillors voted in favour of waiving the hire fee for the exhibition. The Clerk referred Councillors to an email she had sent regarding purchasing “Silent Soldiers” from Stalbridge Town Council. It was resolved to purchase two of the soldiers and locate them at either end of the A30.

Action – Clerk to inform the History and Heritage Group there will be no hire fee for the Town Hall and the Clerk also to order two Silent Soldiers from Stalbridge Town Council.

At this point Mr Oldham noted that the meeting had overran its two-hour length and requested approval to finish the final items on the agenda. Approval was granted.

16. **Consider attendance at Annual Town and Parish Council meeting:** It was resolved that the Clerk, Mr Oldham and Mr Stewart would attend the meeting. Any other Councillors wanting to attend were requested to inform the Clerk.

17. Finance

17.1 The following **Payments** were approved:

Emma Curtis – Burial Fees (Dawson x 2)	£40.00
Mrs E Francis – Temporary Town Hall Cleaner	£80.00
Mr J Oldham – Reimbursement for web hosting and domain services	£81.84
Wincanton Community Venture – GDPR Training Inv: 3128	£30.00
Rochford Garden Machinery – Lawnmower service Inv: 000714	£227.69
Rochford Garden Machinery – Lawnmower service Inv: 000715	£255.95
Kingsmere Surfacing Ltd – Churchyard pathway Inv: 2468	£10,560
Emma Curtis – Hoover bag reimbursement	£10.33
K M Dike Nurseries – Grounds maintenance Inv: 290	£1,516.82
David Gay – Repairing of noticeboards Inv: 767	£200.00
Emma Curtis – Petty Cash	£50.00
SSDC – Playground Inspections Inv: 04510097395	£127.20
Gordon Morris – Hearing Loop Listener Inv: 12435	£102.60
Remous Print – Welcome Pack Leaflets Inv: 72735	£397.00
SSDC – Town Hall Rates Inv: 067969	£264.04
SSDC – Cemetery Rates Inv: 048897	£789.39
SSDC – Ranger Labour Inv: 06000035542	£1,207.68
SSDC – Dog bin emptying Inv: 06000035800	£254.40
B & G Down – Tree Pollarding Inv: 10189	£576.00

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

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

18. Correspondence

18.1 The following **Correspondence** was considered:

- Letter from landowner concerning access to site at Springfield Road – The Clerk was requested to write to the landowner informing him that he would need to commit to paying the District Valuer's fee, regardless of whether the matter proceeds to sale, or the Parish Council cannot proceed.

18.2 The following **Correspondence** was noted:

- Letter regarding Milborne Port Conservation Area

19. **Newsletter and Communications:** It was agreed to publicise a possible quarterly Parish Council newsletter, Village Hall Car Park safety improvements, Parish Council Office opening times, the Housing Needs Survey and Armistice Commemoration.

20. The date of the next Full Parish Council Meeting was confirmed as **Tuesday 1st May 2018**. Councillors were reminded of the Annual Parish Meeting taking place next Tuesday 10th April at 7pm at the Town Hall.