

Full Council

MILBORNE PORT PARISH COUNCIL

Minutes of the **Full Council** meeting

held in The Town Hall on:

Tuesday 5th November 2019 @ 7:00pm

Present:

Councillors; Mr C. Laughton, Ms K. Gough, Mr R. Tizzard, Mr T. Watts, Mr T. Carty (Meeting Chairman), Mr P. Lock, Mr T. Campbell, Mrs E. Stewart, Ms D. Barsby, Mr J. Howes.

In attendance:

County Councillor, William Wallace.

Mr S. Pritchard – Parish Clerk & Responsible Finance Officer.

2 Members of the public.

The Clerk informed Members that Councillor Fletcher (Vice-Chairman) was unwell and couldn't attend the meeting, so the Council needed to elect a Member to Chair the meeting. Cllr Laughton proposed Cllr Carty, seconded by Cllr Stewart. There were no other nominations. It was unanimously resolved to appoint Cllr Carty as the meeting Chairman.

Public comment time:

- A question was raised about the minutes and if the public time would be minuted. The Chairman responded that it was his desire to see it so.
- A question was raised about dog excrement on the playing fields (Springfield Road) and who is in charge of the land. There are no dog bag dispensers. It's a growing problem. The Chairman replied that the Parish Council has two reps on the Playing Fields Committee and that any comments made to the Parish Council would be taken to the Playing Fields Committee. It was noted that there is very little dog warden cover in the district and that fines are almost never issued. The Parish Council should seek help from the County and District Councillors. The Parish Council will put an article about the issue in the next parish magazine and on the website. Cllr Stewart offered to ask the Henstridge Clerk how they manage the problem.
- A question was raised about the Transparency Code and if the Parish Council public the assets register on the Parish Council website. The Clerk didn't know if it had been published on the website, but it was a public document and anyone can ask for a copy, it should be adopted once a year by the Council and going forward it will be on the website.

Agenda Number:	Agenda Item:
5	<p>This agenda item was moved forward to allow Cllr Wallace to leave the meeting as his attendance was also required at another Parish Council meeting.</p> <p><u>Reports from County Councillor William Wallace & District Councillor Sarah Dyke:</u></p> <ul style="list-style-type: none">• Cllr Wallace: A reminder that purdah starts tonight.

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	<p>Believes that Henstridge does have a system for combatting the dog mess issues. The Council should consider writing to offenders.</p> <ul style="list-style-type: none"> • It was noted that the Parish council has received £426.00 from Somerset County Councils Health & Wellbeing fund – this had been organized by Cllr Wallace. • Cllr Dyke had sent her apologies for the meeting. <p>19:37 Cllr Wallace left the meeting</p>
1	<p><u>Appointment of Parish Council Chairman:</u> Cllr Campbell proposed that Cllr Austin Fletcher be appointed as Parish Council Chairman, seconded by Cllr Barsby. In Cllr Fletcher’s absence the Clerk confirmed that he had asked Cllr Fletcher if he would consent to such a nomination and Cllr Fletcher had confirmed that he would. There were no other nominations. It was therefore resolved to appoint Cllr Fletcher as the Councils Chairman for the remainder of the municipal year.</p>
2	<p><u>Apologies for Absence:</u> Ms L MacArthur & Mr A. Fletcher – Unwell. Mr R. Douglas – Work Commitments. District Councillor Sarah Dyke.</p>
3	<p><u>Declarations of Interest:</u> No declarations of interest.</p>
4	<p><u>Adoption of Minutes:</u></p> <ul style="list-style-type: none"> • Tuesday 1st October 2019 – The minutes are yet to be drafted. The Clerk had been on holiday at the time of this meeting, a recording of the meeting was made by Cllr Douglas but since then he had been very ill and now has a heavy workload. • Thursday 17th October 2019 <p>The Minutes of the 17th October were accepted as a true record of the meeting and duly adopted by the Council.</p>
5	<p><u>Reports from County Councillor William Wallace & District Councillor Sarah Dyke:</u></p> <p>The Chairman expressed his disappointment that the District Councillor hadn’t be able to attend the meeting as he would have liked to have asked what is going on with Gauntlet Cottage. The Parish Council is aware that multiple complaints have been made to the District Council, County Council and the Police about the two cars that have started to use the A30 to park on right next to Gauntlet Cottage, blocking the highway. Skid marks have been seen on the road.</p>
6	<p><u>The Clerks Verbal Report:</u></p> <ul style="list-style-type: none"> • The Clerk had received a letter informing the Council that the Speedwatch group was no longer operating due to a dropout of volunteers. It was suggested that notice was put up on the website and in the parish newsletter seeking volunteers.

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	<ul style="list-style-type: none"> • Over the next month the clerk would be attending the SLCC regional seminar, a VAT course and an Allotment course. • The Springfield Road carpark had now been resurfaced; much talks had to go to Cllr Campbell who oversaw the project. Tenders for the white lines had also been gained by Cllr Campbell at that was on the agenda. • The Finance software has now been populated and the first reports will be ready to go to the Finance Committee in two weeks' time. • The sprint of Milborne Post will be having the Xmas lights switch-on on 29th November and will be using the Town Hall as a Santa's grotto.
7	<p><u>Parish Council Payments:</u></p> <p>Members had been circulated the Payments schedule ahead of the meeting and it was pinned to the noticeboard. Not having the payments listed on the agenda allows for a little bit of extra flexibility in being able to add late payments. The schedule is a public document and going forward it will be posted on the website with the agenda.</p> <p>Its was proposed by Cllr Lock to make the payments listed, seconded by Cllr Stewart and resolved unanimously.</p>
8	<p><u>Motions to Full Council:</u></p> <p>A. National Community Energy Campaign</p> <p>The Chairman informed the meeting that as the proposer and seconder were not at the meeting the motion cannot be put to the meeting and would have to be brought to a future meeting if appropriate.</p>
9	<p><u>Recommendations from Committees:</u></p> <p>A. The Planning Committee – Redcliffe Planning Application: That the Parish Council respond to South Somerset District Council with the response that has been drafted by Members at and since the last Planning Committee meeting (Attached).</p> <p>Cllr Tizzard (Chairman of the Planning Committee) talked to the recommended response that had been circulated to members. Where concerns had been raised the Parish Council should still keep pushing on the matter. Redcliffe had started to reengage with the Parish Council. As circumstances change so should the Councils response to SSDC so members should accept that the response is a live document and subject to change. Any change of policy would be returned to the committee. The Parish Council should keep trying to work with Redcliffe to get the best for the Village. The current draft needed a bit of a retweet and would be sent to the Clerk tomorrow for onward distribution to SSDC.</p> <p>It was prosed by Cllr Tizzard to respond to SSDC with the circulated response, seconded by the Chairman and resolved.</p> <p>B. The HR Committee - Employees Handbook: That the Parish Council adopt the draft employees' handbooks as Parish Council policy (Attached).</p> <p>Cllr Stewart (Chairman of the HR Committee) talked to the recommendation. The Council should have a policy documents and so she had devised this one that was 107 pages long. She encouraged all Members of the Council to read it.</p>

It was proposed by Cllr Stewart that the Parish Council adopt the draft employees' handbooks as Parish Council policy, seconded by Cllr Lock and resolved unanimously.

C. The HR Committee – Staff Recruitment:

That the Parish Council start the process of recruiting an Office Administration Assistant, on a 12 hour per week contract, on the LC1 (13-17) scale (around £12 per hour). **This person is to be recruited as soon as possible to assist the Clerk** (Extra staffing cost to the council just under £2,500 for the remainder of the financial year).

Cllr Stewart (Chairman of the HR Committee) talked to the recommendation reminding Members that it had been acknowledged for some time that the Council needed more staff cover. Cllr Tizzard said he would like to see more clarity on what each person will cover. It was agreed that the HR committee will seek to gain greater clarity on the role and how this will impact on the Clerks role and report back to the Full Council before the recruitment process will start.

D. The Finance Committee – Change of Banking Arrangements:

That the Parish Council move its current and savings accounts over to Unity Bank and use their online banking facility at a cost of £6 per month. Further to this the Council apply for a Corporate MultiPay Card (one off set up cost of £50 and a monthly fee of £3) **to allow items to be bought using card payment.**

Cllr Lock (Chairman of the Finance Committee) reported that the Committee had been issued with a report by the Clerk on the options available and the cost and that the Committee had carefully worked its way through the pros cons before making this recommendation to full council. The interest rate was better, the Clerk can pay in cheques by post, the Clerk would be able to access online statements and view the account to make sure payments had gone in / out, payments can be authorized online by members, thus doing away with the cheque book and the Council need a payment card as it has no pottery cash system and in a world of card payments the Council needed to be able to buy things online.

It was proposed by Cllr Lock that the Parish Council move its current and savings accounts over to Unity Bank and use their online banking facility at a cost of £6 per month. Further to this the Council apply for a Corporate MultiPay Card, seconded by The Chairman and resolved (1 Abstention).

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Planning Applications:

A. 19/02524/FUL - Co-Op Gainsborough Milborne Port Sherborne Dorset DT9 5BH The installation of Condenser, 3 No. Air Condition Units, Galvanised Steel Protection Rail, Hubbard Refrigeration Compressor Pack, Hit and Miss Fence & Galvanised Steel Protection Rail.

B. 19/02522/FULL – Co-Op Gainsborough Milborne Port Sherborne Dorset DT9 5BH The installation of 2 No. satellite dishes, 4 No. vents, ATM & newspaper dropbox.

C. 19/02497/LBC – 28 Newtown Milborne Port DT9 5BJ Replacement of single glazed wooden french windows and side glazed panels with double glazed wooden french windows plus side panels

	<p>D. 19/02832/ADV - Medleycott Centre Gainsborough Milborne Port DT9 5BA The display of 1 No. internally illuminated freestanding sign at the front of the restaurant.</p> <p>E. 19/02737/HOU – Wheathill, Wheathill Lane, Milborne Port DT9 5EX The erection of a first floor side extension to dwellinghouse.</p> <p>Cllr Tizzard suggested that all the planning applications were taken on mass as they are all quite normal small-scale matters. Cllr Tizzard proposed that the Council recorded No Objection to planning applications A to E, seconded by Cllr Campbell and resolved unanimously.</p> <p>Frustration was expressed that the agenda didn't allow for 'Any Other Business' the Clerk explained that local Government agenda didn't allow for A.O.B. as the business to be conducted must be clearly laid out on the agenda. The Clerk will explore ways of making the agenda more flexible.</p>
11	<p><u>Confidential session:</u></p> <p>A member of the public question why the Council had to go into confidential session to receive tenders, the reply was the tender itself is commercially sensitive and that it is only in confidential session that the Members of the Council can know the names of the companies that had tendered and for how much. Members are under no obligation to go for the lowest tender and if they know a company that may have put in a higher tender always does a good job the Members may wish to appoint on the basis of a company's reputation.</p> <p>It was resolved to exclude the Press and the Public from agenda items 12 & 13 as they relate to a commercially sensitive matter (agenda item 12) and a legal matter (agenda item 13). The public left the room.</p>
12	<p><u>Springfield Road Car Park – White Line Tenders:</u></p> <p>It was resolved to appoint LMS Highways for a cost of £1,260 and give delegated authority to the Clerk, in consultation with Cllr Campbell, to appoint and make the payment.</p>
13	<p><u>Arbour / Bus Shelter (opposite the Town Hall):</u></p> <p>A. Having received legal advice, it was agreed to ratify the Parish Councils 'in principle' decision to remove the Arbour without prejudice. The Council will look at options as to where it can be relocated to, in the short term if no new location is found it can be stored in a barn. The Council do have one quote for £5,000 for the removal, the project will need budgeted for in the 2020/21 budget.</p> <p>B. So as to reduce the time and resources being taken up by the issue, it was agreed to form a small working group to deal with contact to and from the Councils solicitor on this matter, consisting of Councillors: Carty, Watts, Campbell & Fletcher.</p>

End of formal meeting 21:36

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Signed: _____ Date: _____

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