

# The Management Committee

## MILBORNE PORT PARISH COUNCIL

Minutes of the Management Committee meeting  
held in The Town Hall on:

**TUESDAY 28<sup>th</sup> January 2020 @ 7:00pm**

### **Present:**

Councillors; Mr P. Lock (Chairman), Ms D. Barsby, Mr T. Campbell, Mr J. Howes, Mr C. Laughton, Ms L MacArthur, Mrs E. Stewart.

### **In attendance:**

Mr Simon Pritchard - Parish Clerk.  
0 Members of the Public

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

(None)

<b>Agenda Number:</b>	<b>Agenda Item:</b>
<b>1</b>	<b><u>Apologies for Absence:</u></b> Cllr A. Fletcher – Work Commitments. Mr J. Pitman (Tree Warden).
<b>2</b>	<b><u>Declarations of Interest:</u></b> None.
<b>3</b>	<b><u>Adoption of Previous Committee Minutes:</u></b> <ul style="list-style-type: none"><li><b>Tuesday 15<sup>th</sup> October 2019</b> (Open Spaces Committee)</li></ul> <p>The Chairman noted that the information under agenda item 7, point one was missing. This being that Mr C. Tizard was to be sent a letter about the electric fence blocking a public footpath at the bridge and is to be asked when the fence will be repaired at the community woodland.</p> <p><b>The minutes were approved as an accurate record of the meeting.</b></p>
<b>4</b>	<b><u>Tree Warden's Report:</u></b> The Trees Warden wasn't available to make a report but had sent an email to say that he will be submitting a written report in time for the next meeting.
<b>5</b>	<b><u>Management Committee Budget:</u></b> The Clerk had circulated the financial reports ahead of the meeting. The Clerk projected the reports on to the projector screen and talked the member through the budget lines and the spend to date. Member commented that the new reports were much easier to

**Management Committee - Milborne Port Parish Council – 28<sup>th</sup> January 2020**

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	<p>understand and give a much clearer picture of the financial position. The Committee gave thanks to the Clerk.</p>
<b>6</b>	<p><b><u>Quarterly Playground Inspection Reports:</u></b></p> <p>Member had been set the reports for the December inspection. One area that was reported as a medium risk was the wooden agility trial at Gainsborough, this was reported as having algae on it thus making it slippery. The Clerk has since inspected this and didn't find it so, Cllr MacArthur who carries out a monthly visual inspection of the Gainsborough play area will keep an eye on it. The Clerk has contacted Wessex Water who have a community clean up team, to see if they will come out and pressure wash the whole playground for free.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p> <p>It was noted that the whole of the Gainsborough playground needed a new fence, this may be able to come out of S106 money. Councilors MacArthur and Howes were asked to come up with a proposal for new fencing.</p> <p style="text-align: right;"><b>Action – Cllrs MacArthur &amp; Howes</b></p>
<b>7</b>	<p><b><u>The Management Committee Terms of Reference:</u></b></p> <p>The Clerk tabled the draft terms of reference. It was agreed to add the Council's website and the review and management of any leases the Council has to the committee's terms of reference.</p> <p>It was agreed that after the changes above had been made, to recommend to Full Council that the Management Committees Terms of Reference are adopted.</p>
<b>8</b>	<p><b><u>W.I Lease for Town Hall Room:</u></b></p> <p>A letter from a member of the public was tabled regarding the use of the W.I. room. The Clerk reported to Members that the leasing agreement had been renewed back in November at the same cost as the year before. However, as the W.I. had been willing to have the lease changed so that they now take the responsibility for the cleaning of the kitchen and bathroom, this has enabled the Clerk to cease the services of a contract cleaner, this has saved the Council £1,200 per year.</p> <p>As part of the same conversation with the W.I. the Clerk had also expressed the feeling held by some that the room was not available for use by other organisations. The W.I. said they were under the impression that their lease didn't allow them to sub-let the room. It has now been made quite clear in the lease agreement that the room can be sub-let with the Councils permission. The W.I are now open to the idea of letting the room so long as it fits in with the times they need the room, but they don't have any storage space they can offer.</p> <p>Going forward Members agreed that the annual increase in rent should match the Retail Price Index and that it be noted that the lease didn't cover replacing the cost of fittings.</p>
<b>9</b>	<p><b><u>Allotment Fees for 2021:</u></b></p> <p>The Clerk tabled a written report from Nathalie Hetherington the Allotments Officer, this outlined the costs of managing the allotments as being £1,820 per year, not counting the costs of all the new water troughs or the expense of fixing the water leek. The expected income is £1,200. Members agreed to the report's recommendation that the cost of the</p>

	<p>half plots increase to £25 per year and the cost of the full plots increase to £45 per year starting from January 2021. This will help to cover some of the massive cost in maintaining this service. Plot holder will be informed of the increase next year in the letters that are being sent out within the next few days to collect this year's rent.</p> <p>The office will also explore the possibility of ¼ allotments and shared ones if there proves to be any uptake for this.</p> <p style="text-align: right;"><b>Action – Allotments Officer</b></p>
<b>10</b>	<p><b><u>Cemetery Fees from April 2020:</u></b></p> <p>The Clerk reported that the cemetery was well below the Church of England prices and that they should be used as the marker stone. The Cemetery cost many thousands each year to maintain and of course it is the Parish Council responsibility to maintain the graves for many decades after the burial fee has run out. The Clerk recommended matching the Church of England prices and pricing structure, this was agreed by the Committee. It was also agreed to remove 'Other fees' A &amp; C and replace them with a one-off admin fee of £50.00</p> <p>Finally, it was agreed that instead of the Officer who deals with the burial being paid a standard fee of £20.00 – they would instead be paid two hours overtime via the monthly payroll, deducting any tax or NI payable.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p>
<b>11</b>	<p><b><u>Tree Planting in the Cemetery:</u></b></p> <p>The Clerk tabled the tree planting report. It was agreed to adopt the report as a guiding document and allow it to evolve</p>
<b>12</b>	<p><b><u>Allotments Water Leak:</u></b></p> <p>The Clerk reported that the allotments have a water leak, this was spotted by the high water bill and confirmed by a site visit, so the water has been turned off. Despite spending quite some time on site it isn't possible to say where the leak is. Three companies have been asked to quote to repair the leak, only one has been on site to take a look and has said it will be £1228.12 to install two stop taps and meters so they can tell what side the leak is on and then a further £960.00 to fix the leak. Members requested that the Clerk keep trying with the other two firms and bring this back to the next committee meeting.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p>
<b>13</b>	<p><b><u>Town Hall Lighting:</u></b></p> <p>The Clerk reported that as the Town Hall maintenance fund had a little money left in it and the downstairs light fittings in the Parish Office, Kitchen and Bathroom needed replacing he had asked the electrician for a quote. This came out at £393.60 to replace all three fittings with ultra-low energy LED units. Member considered that the Council Chamber fittings also needed replacing. It was resolved to give the Clerk a budget of £1,000 to replace the three fittings downstairs and the three fittings in the Council Chamber.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p>
<b>14</b>	<p><b><u>Memorial Petition – Gainsborough Road Wall:</u></b></p>

	<p>Members received the petition that had been signed by 58 residents calling for a memorial 'of some nature' to be installed on Gainsborough Road in memory of the late Tim Cadish. Member consider that a place on the wall itself could be tricky as the Parish Council don't own the wall. There seem to be a lot of support for a bench to be put up Gainsborough Road as the newly opened co-op shop at the top of the hill is proving to be quite a walk for some. The Clerk reported that he felt there was space to install a bench on the wide bit on pavement at Plover Road. The Committee asked the Clerk to seek advice from Somerset County Council as to how permission could be obtained to place a bench there and also find out where other funding is being offered.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p>
<p><b>15</b></p>	<p><b><u>Water Fountain Grant Funding:</u></b>  Cllr Stewart reported that Wessex Wart have grants available for water fountains. Total grant available is £1,500 but could apply for both Springfield and Gainsborough. Still researching. Noted that S106 money could cover the cost anyway.</p>
<p><b>16</b></p>	<p><b><u>Verbal Updates:</u></b></p> <ul style="list-style-type: none"> <li>a) Cllr Barsby reported that some cutting of footpaths will be taking place at East Hill soon. Cllr Barsby also wonder if the concept of ercobricks could be introduced into the School. Cllr Laughton agreed to take in a sample and the information in.</li> <li>b) Cllr Lock reported that rater than it being the Parish Council that enter the 2020 in Bloom competition it will be a 'Friends of Milborne Port' entity.</li> <li>c) (Nothing to report).</li> <li>d) Cllr Campbell reported that a rogue contractor had cut down some perfectly healthy trees in Wheathill Way. South Somerset District Council were investigating, but it seems their van had false number plates. Replacement tress have been promised. Cllr Campbell also reported that the local environment group had held a good meeting in the Town Hall last Saturday.</li> </ul>

**End of formal meeting 21:16**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_