

**MILBORNE PORT PARISH COUNCIL**

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

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

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

**Public Question Time**

There were four members of the public present.

One gentleman informed those present that the new bus timetable had changed, and despite concerns that the new route would not stop at Greenhill in Sherborne, he had received confirmation from the bus company that it would still stop. He mentioned that the new bus timetables were available in the Parish Council office and in the library.

The Chairman of the History and Heritage Group was present and explained that he was delighted with the progress that had been made at the Cemetery Chapel and thanked the Parish Council and specifically the Clerk for their assistance. He went on to say that they were hoping the chapel would have a genuine museum environment but that they were short on income so would not be able to support the full costs of the venue.

Another lady present, a member of the History and Heritage Group, reiterated the comments made by the Chairman of the group stating that the group had limited funds. She went on to say that the group now had a lot of artefacts and that using the Cemetery Chapel as a museum, open on Sundays during the Summer, would be advantageous to the village.

At this point, Mr Oldham asked the County Councillor whether there would be any possible grant funding schemes that could help finance the group. Councillor Wallace replied that if Health and Wellbeing grants were reinstated a grant could be possible but also commented that grants from SSDC may be available via Tim Cook. The Clerk agreed to put the group in touch with Mr Cook.

Mr Edmonds commented that the state of the roads throughout the village were terribly damaged by pot holes and requested that Somerset Highways check all the roads in the village and repair any damage.

Mrs Flynn asked the members of the History and Heritage Group whether they had approached the Spirit of Milborne Port for possible help with funding and promotion of the group. Mrs Lock mentioned that she could help with access to possible funding, as she does for the Tuesday Luncheon Group and would be willing to help.

Mr Crudginton suggested that the museum could be combined with unused footpaths within the village, with items of interest along the way and loud speakers being activated as people walked by giving information on interesting areas. Mr Crudginton hinted that he knew people who may be willing to invest in such a project, but was unable to divulge further information at the present time.

*J. Oldham*  
4/4/17

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

**County Councillor William Wallace** – Councillor Wallace reported that the next tranche of applications for the Highways Small Improvement Scheme would be considered in July 2017 and that each Councillor could make two applications. Councillor Wallace confirmed he would be putting forward the application on behalf of Milborne Port Parish Council for a crossing and improvements across the A30 to the Post Office and shop at Crackmore Garage. Councillor Wallace confirmed he would be completing the application and submitting before the commencement of Purdah on 20<sup>th</sup> March 2017. Councillor Wallace confirmed that there would be a state of Purdah at County level from 20<sup>th</sup> March 2017 until the local elections on 4<sup>th</sup> May 2017. Councillor Wallace commented that pot holes were a problem, especially in wet weather, but suggested that rather than requesting Highways look at the whole village, report them to the Clerk, be specific and give accurate details of pot holes which need attention with precise locations. Councillor Wallace concluded by announcing the sudden death of a fellow Councillor, Tim Inglefield.

At this point, Mr Watts stated that he felt that the crossing project at Crackmore was revisiting an old issue and asked whether the reasons it was rejected before had been considered. He commented that those issues should be remedied first and that in the past there was a lack of funding. Councillor Wallace replied that in the past there was no Post Office, a community facility, at the location so the reasons had changed. Councillor Wallace commented that the necessary work would change the infrastructure in the area so a different approach was now being taken and that an initial survey of the area with Colin Fletcher from Highways suggested that a crossing could be possible. Councillor Wallace also confirmed that the as the application was for a Small Improvement Scheme that funding would be available and that those involved were thinking of the future and not looking at the past.

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

**PCSO Thelma Mead** – No report received

**Parish Councillors**

**Mr Lancaster** – Commented that an issue had been highlighted to both himself and Mr Watts via email regarding the contents cover of the Parish Council insurance policy and requested that this be considered under agenda item 14. He suggested that the Council consider raising the sum of the contents insured to £8,900 for the sum of £39. It was agreed by all to consider this under agenda item 14.

**Mrs Flynn** – Commented that she had been approached by a member of the public suggesting that Highways be contacted to install mirrors at the end of East Street on the opposite side of the A30. The Clerk stated that this had been considered before and would forward the correspondence to Mrs Flynn. The Clerk recalled that Highways had given a reason as to why mirrors could not be installed.

**Mr Lock** – Commented that the construction of the solar park was sailing ahead but that he still had not heard back from the company on the questions he had raised. The Clerk commented that she had not received a response either and would chase up.

*[Handwritten signature]*  
4/4/17

**Mr Edmonds** – Commented that the solar farm business had previously stated that they were prepared to pay a fix sum to the village per year, for a period of 25 years. Mr Lock commented that as the original company Belectric, had sold out, that it was believed this was no longer valid.

*, reattached*

**Mr Oldham** – Commented that he had been copied in on a stream of emails between MP David Warburton's PA and [REDACTED] regarding a meeting with the MP [REDACTED]. Mr Oldham confirmed that he had contacted the Parish Council insurers for advice, stating that the Parish Council had not been informed of a proposed meeting. The insurance company had advised that, despite not being formally invited to the meeting that Councillors should probably attend. Mr Oldham had also received a call asking if the Parish Council would be attending the meeting, to which he commented that nobody had directly communicated with the Parish Council or asked them to attend the meeting. He told the caller (caseworker to David Warburton) that he would be seeking guidance from council. Mr Oldham therefore requested permission from the Parish Council to respond stating that Parish Councillors would attend the meeting, that it could be hosted at the Town Hall but express surprise that nobody had formally invited them. He also suggested that the Council wanted to know the reason the meeting is being called and that an agenda be prepared. Mr. Oldham further suggested that members of the working party were the most suitable councillors to be in attendance. This was agreed by all Councillors. Councillor Wallace asked if the Parish Council would like him to intervene and speak with Mr Warburton. Mr Oldham thanked him for his offer but confirmed that the Council were happy to proceed as advised by the insurance company.

*reattached*

1. **Apologies for Absence:** Received from Mr C Laughton and District Councillor Sarah Dyke
2. **Declarations of Interest:** Received from Mr M Lancaster, agenda item 12, *member of the Village Hall Management Committee*
3. **Minutes of the Full Parish Council Meeting held on Tuesday 7<sup>th</sup> February 2017:** Mr Watts commented that he had an issue with minute point 14 and disagreed with its accuracy as he claimed that what was written was not what he had said. A discussion ensued regarding the minute, with Mr Lockey commenting that as he had taken and written the minutes he believed that they were correct. Mr Oldham proposed that the minutes were accurate and accepted, this was seconded by Mr Ritchie with 7 members voting in favour that the minutes were accurate. Therefore, the minutes were agreed and signed as a true and accurate record of the meeting with a note being made on the minutes that Mr Watts did not accept minute point 14.
4. **Circulation of draft minutes from the Planning Committee, Finance Committee and HR Committee meetings held on Tuesday 21<sup>st</sup> February 2017 was noted** with Mr Lancaster requesting that his name be removed from the members of the Planning Committee as although he was present, he was there as a member of the public and not a member of the Planning Committee.

*J. Oldham*  
*04/4/17*

## 5. Planning

### 5.1 The following **Planning Application** was considered:

**17/00666/FUL** Erection of a cycle store  
*5 Cannon Court, Bathwell Lane*  
**No Objection**

### 5.2 The following **Planning Approvals** were noted:

**16/05303/FUL** First floor extension to form additional bathroom and bedroom  
*40 Gainsborough*

**16/05429/FUL** Reorganisation and refurbishment of existing independent living units for the elderly, including provision of an additional unit  
*Bible Fellowship Eventide Trust, Gainsborough House, 48 Gainsborough*

### 5.3 The following approval to carry out **Tree Works** was noted:

**17/00324/TPO** Application to carry out tree surgery works to a Lime tree subject of the Yeovil District Council (Milborne Port No.110) Tree Preservation Order 1975  
*Gable Barn, London Road*

## 6. **Actions from the last meeting:** The Action List was reviewed in detail with most actions either closed or agreed to be closed. The Clerk was asked to update the Action List and circulate after the meeting. Items of importance were:

- Removal of item 8 from the Action List – quotations for gym equipment; as no current Section 106 funding available
- Quotations for sleepers for the kicking wall – Mr Laughton to get quote
- Quotations for play equipment for children with disabilities item – Project commented by Mrs Flynn
- Mr Lock to contact Mr Dyke regarding damage at Cemetery – Removal of item as not much damage evident
- Removal of item 14 as Mr Watts has declined to provide details of renovators

At this point, Mr Oldham informed the Council that the Parish Plan survey was now ready to be distributed and if anyone would like to volunteer to help distribute the surveys the next Parish Plan meeting would be Thursday 9<sup>th</sup> March at 7.30pm.

## 7. **Consider 2017 entry for South West in Bloom:** Prior to the meeting the Clerk had circulated on Mr Lock's behalf a list of proposed costs for this year's South West in Bloom if the Council voted in favour of entering, the closing date for entries being 12<sup>th</sup> March 2017. The rough estimate for costings which would be a long-term investment and provide benefit to the village would be around £1,660. Mr Lancaster suggested that agenda item 15 was incorporated into this item, so Mr Oldham read out the letter from the Milborne Port Gardening Club praising the hanging baskets and hoping that

*[Handwritten signature]*  
4/4/17

they would be maintained. It was suggested that the Parish Council could contact Lord Allen, the owner for Ven House and ask for a donation towards the hanging baskets as a large proportion of the ranger's scheme goes on maintenance of the baskets. Mr Lockey commented that the Parish Council had received a lot of positive comments over the past few years that the baskets had been installed and Mr Lock stated that as the project was started by the Spirit of Milborne Port and taken over by the Parish Council that it would be a shame to give up. Mr Lock proposed that the Parish Council enter this year's South West in Bloom and that the estimated costs be accepted. This was seconded by Mr Lockey and agreed by all.

**Action – Clerk to enter South West in Bloom and contact Lord Allen.**

8. **Consider plans for the Annual Parish Meeting:** Mr Oldham stated that the Annual Parish Meeting was not a Parish Council meeting but it would be good if Councillors could attend. Mr Oldham confirmed that the Clerk had invited the village clubs and societies and that he felt the Parish Council had a good report to feedback to members of the public about progress made in the last year. As previous annual meetings, had been poorly attended, Mr Oldham asked for suggestions to try and improve attendance. The event would be advertised on the website, in the newsletter and Parish Magazine, Facebook and Twitter pages and with posters around the village. The Clerk suggested that wine and nibbles may persuade people to attend, this was felt a good idea by all. Mr Lock proposed a budget of £100 for wine and nibbles, this was seconded by Mr Oldham and all agreed in favour.

**Action – Clerk to produce posters and place around the village, Clerk and Mr Oldham to purchase wine and nibbles**

9. **Consider options regarding Old Church School:** Mr Watts stated that he felt the correspondence concerning Old Church School should have been on last month's agenda. He stated that he felt that circulating an email outside of the Parish Council meeting was a waste of time. Mr Oldham commented that he felt Mr Watts had misinterpreted what had happened, and that Mr Watts could have made representation by responding to the email. The Clerk attempted to explain to Mr Watts the reason for the email to which Mr Watts responded that with respect, as the Clerk is just the Clerk of the Council her opinion did not matter. Mr Watts and Mr Biss commented that members should not be expected to answer emails. Mr Lock commented that emails are useful to complete preparation prior to meetings. The Clerk updated the Council on the current position stating that she had tried to contact Mrs Smith, but no response had been received. Mr Oldham asked the Council how they should respond if a response is received from Mrs Smith. Mr Biss suggested that if contact is made, it should be brought to the next Council meeting, before a date for a meeting is fixed and all should vote on whether a meeting takes place. This suggestion was agreed by all.

**Action – Clerk to add to the next agenda if a response is received from Mrs Smith**

10. **Consider quotations for Town Hall fire risk assessment and spending limit to meet the safety measures on the action list including fire extinguishers and security lighting:** Mr Oldham thanked the Clerk and support from Mr Lancaster in completing the risk assessment. Mr Oldham highlighted that it was apparent that

*[Handwritten signature]*  
4/4/17

several improvements were required to ensure the Town Hall is compliant with fire safety procedures and it doing so, this would cost in the region of £1,200. Mr Oldham pointed out that these were not optional but mandatory and it was noted that specialist fire doors would need to be manufactured to fit the sizing in the Town Hall. Mr Oldham confirmed that the Fire Service would audit the building once work is completed. The risk assessment was discussed in detail along with requirements and financial implications on this years and next year's budget. Mr Crudgington suggested that the Parish Council could consider a change in venue and rent the offices in North Street. Mr Watts mentioned that the risk assessment, and adjustments to the Town Hall made prior to obtaining quotations for the stair lift as these may impact disabled access. Mr Oldham commented that to comply with the Disability Discrimination Act the Parish Council were obliged to make reasonable adjustments and that he was confident a stair lift would not compromise access in the lower stair well. Mr Biss proposed that a budget of £1,200 was set aside for improvements, this was seconded by Mr Lancaster and all agreed in favour. In reference to the quotations supplied for fire extinguishers, Mr Oldham proposed that Company B should be the chosen supplier, this was agreed by all.

**Action – Clerk to order extinguishers, lighting and quotations for other work required.**

- 11. Consider a tenancy agreement between the Parish Council and History and Heritage Group for the use of Cemetery Chapel:** The paper supplied by the History and Heritage Group was discussed in detail. It was felt that as the list was extensive and required specialist attention that the Clerk and Mr Biss should meet with the Chairman of the History and Heritage Group to discuss terms of the tenancy agreement in detail and that a draft agreement should be presented at the next Parish Council Meeting.

**Action – Clerk to arrange a meeting with Mr Biss and the Chairman of the History and Heritage Group.**

- 12. Consider motion to seek approval to start commencing a grant application to the Big Lottery Fund to support the purchase of security lighting and a barrier at the Springfield Road Car Park:** Mr Oldham explained that an ongoing task of his on the Action List was to look at safety improvements at Springfield Road Car Park and following discussions with James Dival at SSDC it was suggested that the Parish Council could apply for grant funding from the Big Lottery Fund and SSDC directly. Mr Oldham commented that current quotations for the work ranged from £12,000 to £23,000 and that security lighting and an entrance barrier would discourage antisocial behaviour. Mr Oldham asked for approval from the Council to commence grant applications to the Big Lottery Fund and SSDC. Mr Lock commented that he was concerned that in the motion paper supplied by Mr Oldham it stated that the "Parish Council would meet the shortfall" and that a limit and conditions should be made on the amount the Parish Council could contribute. Therefore, it was agreed, that if the motion was passed, and grant applications were successful, that full quotations be bought back to the Parish Council to be considered prior to an order with a supplier being placed so an agreed amount of funding could be set. This was accepted and all agreed in favour of commencing grant applications.

*4011*  
*4/4/17*

**Action – Mr Oldham and the Clerk to commence grant applications.**

**13. Note the resignation of Mr Ian Stephenson and subsequent Public Notice of Vacancy:** The resignation of Mr Stephenson was noted and Mr Oldham confirmed that the Clerk had posted the Public Notice of Vacancy with the closing dates for the request of an election being Friday 17<sup>th</sup> March. If no election is requested, then the Parish Council may proceed to fill the vacancy via co-option.

#### **14. Finance**

**14. Confirm receipt of current Financial Statements until 31<sup>st</sup> January 2017:** The financial statement was discussed in detail and Mr Lockey displayed a forecast chart detailing current expenditure. At the current time, the Parish Council was 3.1% underspent, however, some areas were overspent.

At this point, Mr Oldham asked for approval to add an extra agenda item under the Finance topic regarding an action from the Finance Committee to investigate the purchase of a new financial software package. Everyone agreed that this item could be added therefore Mr Oldham proceeded with explaining the software package, RBS Solutions and that himself, Mr Lockey and the Clerk had received a demonstration of the software and were impressed with it. Mr Oldham explained that it would save time, ensure the Parish Council is more transparent, give clear and more detailed reports, help with forward budgeting and reduce errors. Mr Oldham stated that there was a one-off cost of £520 followed by a yearly maintenance charge. Mr Lockey and the Clerk stated that they were both impressed with the software. The discussion took place about the pros and cons of purchasing the software and it was concluded that further information should be bought to the next Full Council meeting detailing the benefits and likely savings that package would bring if purchased.

**Action – Clerk and Mr Oldham to put a paper together detailing the benefits of the system.**

Mr Lancaster then took the opportunity to propose that the Parish Council raised their general contents insurance cover for the extra premium of £39. This was seconded by Mr Lock and all agreed in favour.

**Action – Clerk to raise insurance cover with insurance company**

**14.2 The following Payments were approved:**

SLCC - CILCA payment	£250.00
HMS PAT Testing – Inv 0111979	£72.50
Toomer Tree Services – Inv 188 Cemetery Hedge Cutting	£1070.00
Toomer Tree Services – Inv 189 Cemetery Tree Works	£575.00
N Dungey – Toilet Cleaning	£130.00
Emma Curtis – Burial Fees (Allen x 2 & Teuten)	£60.00
SSDC – Ranger Scheme Inv 06000031157	£150.96
SSE – Town Hall Electricity	£28.88
SSE – Cemetery Chapel Electricity	£16.75

*[Handwritten signature]*  
4/4/17

Pet Waste Solutions – Dog bin emptying Inv 01151	£212.33
Westree Company – St Johns Churchyard tree works Inv 506	£2565.00
Midwest Office Supplies – Inv 00468 First Aid Kits	£52.60
KM Dike - Grounds maintenance contract Inv 112	£1,006.82
Wincanton Print – Parish plan survey printing Inv 94560	£834.00

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

BT	£18.00
----	--------

14.4 The following **Income** was noted:

Ian Raby – Memorial fees	£75.00
SSE – Wayleaves	£11.72
Ms S Baker – Cemetery searches	£30.00
Dignity Funerals Ltd – Burial fees (Teuten)	£275.00

14.5 The following **Declaration of Gift Received** was noted:

- Bouquet of flowers for the Parish Clerk from Susie Baker thanking her for her - hard work

15. The following **Correspondence** was considered during agenda item 7:

- Letter from Alison Bentley, Milborne Port Gardening Club regarding Hanging Baskets

16. **Newsletter and Communications:** It was agreed to publicise the following; Annual Parish Meeting, allotment vacancies, entry in South West in Bloom, Highways meeting with Colin Fletcher regarding a crossing across the A30. Mrs Flynn agreed to put some text together regarding the new dog waste bin at Newtown

17. The date of the next Full Council Meeting was confirmed as **Tuesday 4<sup>th</sup> April 2017.**

*J. Oll*  
4/4/17