

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Tuesday 6th December 2016 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 J Edmonds, Mr T Watts, Mr R Biss, Mr C Laughton and Mr G Crudgington (late arrival)

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

Public Question Time

There was one member of the public present at this time, no questions were asked.

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

County Councillor William Wallace – Councillor Wallace complimented the Council on the new projector and hearing loop system in the Council Chamber. Councillor Wallace commented that it was currently a tight time at Somerset County Council as budgets were in the process of being balanced. Councillor Wallace asked for suggestions on road improvements within the village and asked if a crossing across the A30 to the Post Office at Crackmore Garage was still a priority as he may be able to obtain funding towards this. Councillor Wallace concluded that although the Health and Wellbeing funding provided for use towards the school pool had now ceased, he had referred the pool committee to SSDC who confirmed they may be able to supply a further grant of £1,000 - £2,000 to enable to project to complete its finishing touches such as completion of ground works. Mr Laughton asked Councillor Wallace if he could speak with Highways about repainting the road markings which had worn off along the A30.

PCSO Thelma Mead – The Clerk read a brief report on behalf of PCSO Mead detailing crime statistics in Milborne Port during November 2016. Mr Oldham mentioned that crime statistics could be viewed in further detail on the Avon and Somerset Constabulary website.

District Councillor Sarah Dyke – No report received

Parish Councillors – No reports received.

- 1. Apologies for Absence:** Received from Mr I Stephenson and District Councillor Sarah Dyke
- 2. Declarations of Interest:** Mr T Watts, agenda item 5.2, planning approval at Land At Nursery House, Wheathill Lane, *homeowner*
- 3. Confirm and sign the minutes of the last Full Council Meeting held on Tuesday 1st November 2016:** Following a minor request from Mr Biss to change the word “churchyard” to “cemetery” the minutes of the meeting were adopted and signed as a true and accurate record of the meeting.

- 4. Note circulations of draft minutes from the Finance Committee Meeting held on Tuesday 15th November 2016:** The draft minutes were noted and Mr Lock suggested a more in-depth explanation of the “Infrastructure” budget. The Clerk confirmed she would amend the minutes accordingly prior to the next Finance Committee Meeting in February 2017.

At this point in time a further member of the public joined the meeting.

5. Planning

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

16/04794/LBC Replace existing front door with white wooden front door. Reduce the front wall separating No.37 and No.38 and rebuilding reusing existing stone
37 Newtown
No Objections

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

16/04350/S19 Section 19 application to amend condition 2 of planning application 16/01954/LBC dated 26/07/2016 to replace the approved 4m flagpole with a 6m flagpole.
Ven House, London Road

16/04015/FUL Erection of 5 detached dwellings with associated access and parking
Land At Nursery House, Wheathill Lane

At this point Mr Crudgington joined the meeting

- 6. Actions from the last meeting:** The Action List was reviewed and updated as follows, with the Clerk requested to update and distribute following the meeting:

- 4.1 Churchyard Remedial Work – Mr Lock to chase up Jackie Hall for complete set of quotations and forward to the Clerk in order for an order for works to be placed.
- 4.2 Councillor Training – Mr Ritchie and Mr Crudgington still to book on a course. Clerk has circulated dates numerous times but will do so again. Mr Loughton and Mr Lancaster booked to attend a course in January.
- 4.3 Electricity supply to Cemetery Chapel – Meter has been fitted. Wiring now needs to be installed. Further discussion took place see agenda item 8.
- 4.4 Quotations for gym equipment – In progress
- 4.5 Kicking wall – In progress – awaiting quotations for concrete
- 4.6 Play equipment for children with disabilities – Clerk and Mrs Flynn had a meeting with Rob Parr from SSDC and ideas were shared. Rob Parr has forwarded Clerk information which will be considered at the next Open Spaces Committee.
- 4.7 Security Lighting at Village Hall Car Park – Mr Oldham still awaiting quotations.

- 4.8 Music license for Town Hall – Mr Lancaster, Mrs Lock and Clerk still pursuing. Mr Lancaster to contact SALC and SSDC for advice.
- 4.9 Risk and Fire Assessments Town Hall – In progress. Positive meeting with Pam Harvey from SSDC has been held and the Parish Council now has a clear way forward.
- 4.10 Land outside Queens Head – Mr Lock yet to hear back from Mr Galpin. Clerk to fill in information request form and send to the Land Registry.
- 4.11 Utility bills – Clerk has given Mr Lancaster the MPAN number for the Cemetery Chapel so a direct debit with SSE can now be set up.

- 7. Consider and approve suggested Parish Council budget and precept for the year 2017-2018):** Mr Oldham referred Councillors to the budget which had been sent out prior to the meeting and asked them to note an error. The suggested precept amount should read £69,500 and not £67,500 as shown on the budget.

The Chairman of the Finance Committee Mr Lockey explained the proposed budget giving reasons for the figures suggested. Mr Lockey explained that in 2017/2018 the Council Tax Grant was being reduced and the following year would cease completely. Mr Lockey explained that in the future the precept increases may be capped which, if the precept was reduced, could put the Council at risk.

A discussion took place regarding the suggested budget with Mrs Flynn questioning why the budget had reduced slightly for dog waste bins. Mr Lockey explained that this was because in the current financial year the Parish Council were under budget. Mr Edmonds commented that he had received complaints from people in the village about the precept being raised during previous years, and requested that the precept did not go up again the following year. Mr Biss asked what funds were left in the current financial year to which Mr Lockey referred Mr Biss to the current financial accounts distributed with the agenda. Mr Lock requested that a better explanation of the use of the “infrastructure” budget be put in the minutes of the Finance Committee Meeting which took place on Tuesday 15th November.

Mr Ritchie proposed the budget was accepted and the precept be set at £69,500. This was seconded by Mrs Flynn, and agreed by all other Councillors apart from Mr Watts, Mr Edmonds and Mr Biss who abstained. With nine votes in favour the motion was passed to accept the budget and request a precept of £69,500.

Action – Clerk to complete precept paperwork once received and send to SSDC and distribute final budget.

- 8. Cemetery Chapel layout request from the History and Heritage Group:** Councillors reviewed the plan and layout for electrical cabling at the Cemetery Chapel suggested by the History and Heritage Group. Mr Lock commented that he had added some other suggestions to the plan which he would email to the Clerk. Mr Lancaster felt that the lighting options suggested on the plan would not provide enough light. Mr Lock mentioned that the electricians invited to tender would be able to give suggestions on the lighting needed. Mr Biss commented that the less sophisticated the lighting the better as the heat produced from lighting in a building which had been unused for many years would produce moisture. Mr Edmonds bought up the subject of the old Council Chamber table being stored in the Cemetery

Chapel to which Mr Oldham commented that the matter in hand did not concern the table. Mr Watts expressed that he felt this was not the case as the Council were discussing the Cemetery Chapel plan and the table was shown on the plan and that following the recent Public Meeting he was upset to see that the table was not an agenda item at the current meeting and that if the public at the meeting were ignored the Parish Council would be arrogant. Mr Oldham responded stating that the item would be an agenda item in the New Year which would be six months after the initial motion was passed. Mr Watts stated he was concerned about the Parish Council wasting money on expensive lighting which was not required to which Mr Edmonds responded that "things go on behind the scenes". Mr Oldham commented that Mr Edmonds should not make comments that were factually inaccurate as all expenditure is properly put before council. A discussion took place on how best to proceed with the quotations for the electricity and it was finally agreed by all to get quotations based on the current plan to ensure they are all the same and then to bring back to Council to discuss, but that the contractors asked to comment if they felt that it would be inadequate..

Action – Clerk to arrange for quotations for the electrical cabling based on the current plan

- 9. Presentation about Market Towns Investment Group:** Mrs Flynn gave information about the MTIG meeting she had attended in November and how after a 10 year programme Castle Cary had managed to save its market place. Mrs Flynn detailed a new Digital High Street marketing project which would soon be undertaken by MTIG which would assess each market town in the group. Mrs Flynn stated that no action was required from the Parish Council at present but that volunteers may be required in the near future to help undertake the marketing audit.

- 10. Consider formation of a Working Party to investigate ongoing issues with land along the High Street:** Mr Oldham explained that the purpose of putting together this Working Party would be to research the area of land along the High Street by the telephone box, Queens Head and public toilets in terms of ownership and possible renovation. Mr Watts commented that it was absolute fact that the Parish Council did not own the piece of land in question as it was not shown on the land registry information. Mr Oldham stated that following a conversation with the land registry that not all land is necessarily registered as it was not compulsory prior to 1986 therefore if change of ownership occurred prior to 1986 then it would not automatically be registered. Mr Watts suggested that Mr Oldham look back through the minutes of 1996 where he would find that the Parish Council decided they definitely did not own the land. Mr Watts continued by saying that in 1996 the Parish Council registered all of their land with the registry. Mr Lancaster commented that the purpose of the Working Party would be to discover facts and report back to the Council, not to make decisions. Mr Oldham suggested a motion be passed to form a Working Party to establish the title and ownership of the land, this was seconded by Mr Lancaster, and agreed by all Councillors apart from Mr Watts and Mr Edmonds who voted against the proposal. With 10 votes to 2 the motion was passed to form the Working Party with Mr Oldham, Mr Ritchie, Mr. Lock and Mr Lancaster as members.

Action – Working Party to form and investigations to commence.

- 11. Motion to add mobile phone to Parish Council BT account:** Mr Oldham referred Councillors to the quotations circulated prior to the meeting and proposed that as the Clerk worked at home and around the village as well as in the Parish Council office that a motion be passed to add a mobile phone to the Parish Council BT account in order that calls can be diverted to the mobile phone when the Clerk is not in the office. Mr Oldham proposed a motion to purchase the cheaper of the two mobile phone contracts at £15 per month with an extra £3.70 per month for call divert. This was seconded by Mr Ritchie and agreed unanimously.
- Action – Clerk to order mobile phone and add to Parish Council BT account.**
- 12. Consider response to SSDC regarding a proposed new Public Spaces Protection Order for public land across South Somerset in regard to dog fouling:** Parish Councillors considered the proposal from SSDC and it was agreed that the Clerk should send an email of support.
- Action – Clerk to send SSDC email of support**
- 13. Consider opinion on the sale of the Old School House:** Mrs Flynn stated that following discussion with some Council members she wanted to gauge opinion on the sale of the Old Church School. Mrs Flynn confirmed she had spoken with the Estate Agent who stated they had had at least 35 individual viewings and that the sale procedure was taking place by an informal bid process with all bids required by 9th December 2016. The vendors would then select their buyer. The possibility of the Parish Council purchasing the property was briefly discussed, however, due to the timescales and the vast amount of funding which would be required to purchase, update and maintain the building, this was dismissed. Mr Crudgington suggested that if the building was not sold that a Working Party could be put together to research various funding streams should the Parish Council wish to go down this route, however, this suggestion was not seconded so no motion was made to progress this item.
- 14. Consider purchasing a gift for Mr Spencer for maintaining Station Copse:** Mr Crudgington commented that he felt Mr Spencer should receive a gift of thanks from the Parish Council for the work he voluntarily carries out at Station Copse. The Clerk and members of the Council informed Mr Crudgington that Mr Spencer had been approached previously and offered assistance with equipment used at the Copse, to which Mr Spencer had refused. Various Councillors commented that there were a number of volunteers in the village who completed voluntary work and that if one volunteer was gifted it would set a precedent to others. Mr Crudgington suggested a motion to purchase a gift for Mr Spencer, this motion was not seconded so was dismissed.
- 15. Motion to purchase a door entry system to increase security at the Parish Council Office:** Following continuing risk assessments at the Town Hall including lone working of the Clerk, Mr Lancaster referred Councillors to the paperwork circulated prior to the meeting detailing a door entry system to the Town Hall to increase security. The total cost of this system would be £212.40 plus any installation costs. Mr Lancaster proposed that this door entry system was purchased,

this was seconded by Mr Lockey and all agreed in favour.

Action – Mr Lancaster to order door entry system.

16. Finance

16.1 Confirm receipt of current Financial Statements until 31st October 2016:

Receipt of the current Financial Statement until 31st October 2016 was noted. Clerk commented that as the bank statements for November had not yet been received, the accounts were yet to be updated. Mr Oldham informed the Council that following an objection made by a member of the public to the Parish Council Annual Return that the Clerk had recently been informed that the Annual Return would be approved and the objection dismissed.

16.2 The following Payments were approved:

Commonalty Charity Lands Grant	£1000.00
Midwest Office Supplies – Office and cleaning supplies (Inv 46064)	£204.26
Clyde and Co Claims LLP – Insurance Fees (Inv LB/96432)	£84.64
N Dungey – Toilet cleaning	£130.00
SSE – Electricity supply to Town Hall (Inv 351661152)	£88.11
Emma Curtis – Petty cash	£50.00
AV Partsmaster – Projector System (Inv 111497)	£1246.80
SSDC – Ranger Scheme October 2016 (Inv 06000030204)	£452.88
SSDC Highways Excavation License (Inv 06000030189)	£90.00
Pet Waste Solutions – November bin emptying (Inv 09632.M)	£182.00
SLCC – ILCA Training Course (Inv 121610)	£118.80
Gordon Morris – Hearing Loop system (Inv 11448)	£2036.40
KM Dike Nurseries – Hedge cutting and Community Woodland (Inv 78)	£630.00
KM Dike Nurseries – Grounds maintenance Nov 2016 (Inv 76)	£1,006.82

16.3 The following Income was noted:

HMRC VAT Reclaim	£3836.22
Fine Memorials – Memorial fee	£71.00
Mrs Scott – Internment fee	£70.00

16.4 Consider grant towards Community Speed Watch: Following the commencement of Community Speed Watch in Milborne Port on 7th November run by volunteers Mr Lancaster suggested that a grant be paid to South Somerset Community Speed Watch of £100. SSCSW survive on grant funding received years ago and have recently purchased signage and equipment for Milborne Port out of limited funds. Mr Lancaster proposed that a one off grant of £100 was made to SSCSW. This was seconded by Mr Lock. Mr Crudgington voted against with the rest of the Council voting in favour. It was therefore agreed to make a one off grant payment of £100 to SSCSW.

Action – Clerk to raise cheque for £100 to SSCSW.

17. Correspondence

17.1 The following Correspondence was considered:

- **Letter from Mr King, allotment plot 19, request to erect a shed** – This was agreed and the Clerk will write to Mr King.
- **Letter from Mr Perkins regarding weeds in the village stream** – Mr Lock agreed to correspond with Mr Perkins regarding his concerns.
- **Email from Ms Wilton entitled “Looking after the table”** – Mr Oldham to reply to Ms Wilton regarding a number of points from various emails.
- **Letter from Mrs Ferrari regarding parking concerns along North Street** – Clerk to respond to Mrs Ferrari and pass concerns to Highways
- **Email from Mr Bailie regarding the River Gascoigne** – Mr Lock has already replied to Mr Bailie, no response yet received.

17.2 The following Correspondence was noted:

- Letter from Dr and Mrs Gledhill praising the improvements to the village
- Email from Lesley Wray praising the hanging baskets
- Speed Indicator Device reports from Dave Grabham at SCC

18. Newsletter and Communications: It was agreed to publicise car parking along North Street, Community Speed Watch, compliments received, a “Thank You” to all volunteers and request for further volunteers and finally the Parish Council precept request.

19. The date of the next Full Parish Council meeting was confirmed as **Tuesday 3rd January 2017** at 7pm at the Town Hall.