

## MILBORNE PORT PARISH COUNCIL

### Minutes of the Full Parish Council Meeting held on Tuesday 2<sup>nd</sup> February 2016 at 7pm at the Town Hall

**Present:** Mrs P Alexander (Chair), Mr M Ritchie, Mr R Biss, Mr C Laughton, Mr T Watts, Mr J Oldham, Mr J Edmonds, Mrs A Flynn, Mr I Stephenson, Mrs M Lock, Mr P Lock and Mr R Lockey

**Also Present:** District Councillor Sarah Dyke-Bracher  
Emma Curtis – Clerk

#### **Public Question Time**

There were four members of the public in attendance.

Mrs Alexander asked Ms Wilton in the Public Gallery if she wished to speak directly to the Council, to which Ms Wilton responded that she did. Mrs Alexander explained that as Ms Wilton had sent emails to Mr Ritchie and herself questioning their and their partner's integrity, that while Ms Wilton spoke it would be wise for them to withdraw from the meeting. Mrs Alexander explained that as the complaint in question had been closed that there should be no discussion on this item and requested that in the interim, Mr Lock Chair the meeting on her behalf. This was agreed by all and Mrs Alexander and Mr Ritchie left the room.

Ms Wilton stated that had neighbours been contacted regarding the shelter that the problem, in her opinion, could have been avoided. She went on to say that if the Parish Council had money to purchase a new bench for underneath the shelter then there was money to move the structure. Ms Wilton distributed a photograph of the outside of her studio along with a list of requirements an artist needs from a studio. She commented she felt the shelter was too close and went on to detail money spent on her studio and urged Councillors to take on her views and to be reasonable to listen to her points carefully. Ms Wilton commented that her neighbour was also upset about the shelter and questioned whether the owners of the Chip Shop would be happy if it had been erected outside there. Ms Wilton also stated that the Fire Department were investigating the structure and that Highways had re-opened the case.

Despite Mrs Alexander stating that no comments or discussion should be made, Mr Lockey commented that the only oversight the Parish Council had made was not to inform Ms Wilton personally that the shelter was to be erected outside her home, but that this had been dealt with the Parish Council had apologised a number of times and had closed the matter.

Mr Edmonds commented he felt the structure was too close and should have been put in a better location to which Mr Lockey replied that the Parish Council had previously discussed the location and the reasons for it on numerous occasions.

*Mrs Alexander and Mr Ritchie rejoined the meeting at this point.*

Mr Watts stated that the initial decision for the structure was made when a number of the current Parish Councillors were not on the Council but that the matter was now closed and if Ms Wilton wished to take it further she would need to get a petition of more than 10 members of the public in order for an Extraordinary Meeting to take place.

Another member of the public Mr Dunn commented that he felt the current shelter was very good and other bus users were happy with it and that it sheltered them from bird mess and most of the rain.

Mr Fanning asked if the Parish Council were considering pavement improvements on the side of the road near the shelter and bus stop. Mr Laughton commented he was in contact with Highways on this matter.

Mr Lock commented that the shelter was on Parish Council land and it was placed as to ensure it would not overhang Highways. Mr Biss responded to this by commenting that when the Commonalty Charity Lands purchased the public toilets that he had found out that the land did not belong to the Parish Council and that it did not belong to anybody.

Mrs Alexander concluded Public Question Time by asking Parish Councillors to stay behind at the end of the Full Council Meeting for a confidential Extraordinary Meeting. All Councillors agreed.

**Receive any reports from County Councillor William Wallace, District Councillor Sarah Dyke-Bracher and PCSO Thelma Mead**

**County Councillor William Wallace** – No report received

**District Councillor Sarah Dyke-Bracher** - Councillor Dyke-Bracher informed those present that the meeting she had arranged on behalf of residents concerned about the planning application at Gainsborough held on 14<sup>th</sup> January 2016 was well attended with around 50 members of the village present. Councillor Dyke-Bracher went on to state that the date for the appeal to be heard was Tuesday 8<sup>th</sup> March 2016 and that this would be held at Milborne Port Village Hall. Councillor Dyke-Bracher asked all to spread the date of the meeting and thanked the Village Hall Management Committee for facilitating the meeting. Councillor Dyke-Bracher confirmed that three Councillor Surgeries had now been arranged and that these would be held in the Town Hall and that no appointment was required. The dates of the Surgeries were confirmed as Friday 18<sup>th</sup> March 10.30am -12.30pm, Tuesday 12<sup>th</sup> April 5pm – 7pm and Saturday 7<sup>th</sup> May 10.30am – 12.30pm. Councillor Dyke-Bracher confirmed she had attended the recent Area East Parish Council AGM and stated it was good to hear from other Parish Councils and matters which were affecting them as well as learning about various sources of funding. Councillor Dyke-Bracher commented it would be good for Milborne Port Parish Council to be more involved with this next year. To conclude, Councillor Dyke-Bracher informed the meeting that it was National Voter Registration Weeks from 1<sup>st</sup> – 7<sup>th</sup> February 2016 and encouraged everyone to spread the word and urge those who are not yet registered to vote, to sign up. Mr Watts commented that he had heard a rumour that a building firm currently working within the village had purchased the Gainsborough site.

**PCSO Thelma Mead** – The Clerk read out a report from PCSO Mead with crime statistics in Milborne Port for January 2016. The report stated that crime had risen 22% in the village from last January. Mr Lock commented that this may be correlative with the lack of police presence in the village.

1. **Apologies for Absence:** Received from Mrs B Birch
2. **Declarations of Interest:** None Received
3. **Minutes of the last Full Council Meeting held on Tuesday 5<sup>th</sup> January 2016** were agreed and signed as a true and accurate record of the meeting. Despite the minutes being attached, and the Clerk sending the same email to all Councillors, Mr Biss and Mr Stephenson commented that they didn't received the draft minutes.
4. **Note circulation of draft minutes from the Planning Committee and Open Spaces and Footpaths Committee Meetings held on Tuesday 19<sup>th</sup> January 2016:** These were noted as received.
5. **Actions from the last meeting:** The Action List was reviewed and updated and the Clerk was asked to circulate an updated version following the meeting.
6. **Consider purchasing a hearing and microphone system for the Town Hall:** Mrs Alexander stated that Mr Edmonds had suggested the Town Hall required a hearing and microphone system for those hard of hearing, this was agreed unanimously and it was agreed to gain quotations for a hearing system. Councillor Dyke-Bracher commented she was the Access for All Councillor Representative at SSDC and that she would be able to assist in the Town Hall having an overall Access review.  
**Action – Clerk to gain quotations for hearing and microphone system with the aid of Councillor Dyke-Bracher and an overall Access review of the Town Hall**
7. **Report from Alison Flynn and Becky Birch on the latest Market Towns Investment Group meeting:** In the absence of Mrs Birch, Mrs Flynn gave a review of the MTIG meeting which they both attended on 14<sup>th</sup> January 2016. Mrs Flynn stated that there had not been a Milborne Port Parish Council representative at the group in the past and that a lot of ideas and information had been shared about possible projects. Mrs Flynn commented that MTIG can provide some funding opportunities but that the Parish Council would have to raise the remaining funds. Mrs Flynn mentioned that the LEADER programme was suggested to her and Councillor Dyke-Bracher was able to give an overview of this funding scheme. Mrs Flynn said the main points of contact for Milborne Port Parish Council were Pam Williams, Tim Cook and James Divall whom the Council are already working with. Mrs Flynn confirmed that she and Mrs Birch were happy to continue attending the MTIG meetings on behalf of the Parish Council and Councillor Dyke-Bracher commented she felt it was fantastic and a great benefit that Milborne Port was finally a part of the group.
8. **Report from John Oldham on the latest Village Hall Management Committee meeting and note copy received of Treasurer Report and Financial Statements:** Mr Oldham gave an overview of the Village Hall Management Committee meeting which he recently attended. Mr Oldham informed the Council that there was now to be a deposit requested for adhoc bookings at the Village Hall due to cleaning costs, that the floor had been resurfaced and quotations were being sought for the new security lighting system in the car park. Mr Oldham commented that a band had been booked to play at the Village Hall on 8<sup>th</sup> October 2016 and that an anonymous donation had been made of £15,000

which would be spent towards a new kitchen. Councillor Dyke-Bracher commented that she was happy to help the Village Hall Management Committee complete an eligibility checklist for the Community Grant Scheme but that there had been a delay in gaining a synopsis and breakdown of costs. Mr Oldham confirmed that the next Village Hall Management Committee was on 14<sup>th</sup> March 2016.

9. **Adopt the following Parish Council procedures:** The following procedures were considered and reviewed and after minor amendments were adopted by the Parish Council to be reviewed in one year:

Policy for recording of Council meetings  
Social Media Policy  
Complaints procedure  
Terms of Reference for each Committee

10. **HM Queen's 90<sup>th</sup> Birthday Celebrations:** The Clerk informed the Council that Parish Councils were being invited to celebrate Her Majesty the Queen's 90<sup>th</sup> birthday celebrations by lighting a beacon. All agreed that this was a good idea and that the top of East Hill would be a good location. Mr Watts confirmed that he could arrange delivery of pallets to the location for the beacon and the Clerk was asked to contact the land owner, Mr Hunt, for permission and speak to the Spirit of Milborne Port to see if they would like to work with the Parish Council on this project.

**Action – Clerk to seek permission from land owner and talk to the Spirit of Milborne Port.**

11. **Parish Plan Update:** The Clerk confirmed that she had sent letters out to village organisations asking if they would like to nominate a representative to sit on the Parish Plan Steering Group. A deadline for responses was given as Friday 19<sup>th</sup> February 2016 with the aim to hold the first Steering Group meeting shortly after. Mrs Flynn confirmed that she was still updating the business list and would seek a representative from this group.

## 12. Finance

- 12.1 The following **Payments** were approved:

South West in Bloom – 2016 entry	£20.00
Midwest Office Supplies – Stationary	£54.38
N Dungey – Toilet Cleaning	£130.00
Emma Curtis – Petty cash	£50.00
Emma Curtis – Burial fees	£40.00
Claire Ferrari – Mop and bucket	£3.99
SSDC Ranger Scheme – Range labour December 2015	£150.96
KM Dike – Grounds maintenance contract	£987.08
Milborne Port Computers – Call out	£36.00

- 12.2 The following **Direct Debit** was noted:

BT	£90.36
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13. The following **Correspondence** was noted:

- Email from Mr Crudginton regarding condition of entrance to Station Copse

14. **Parish Council Newsletter and Communications:** It was agreed to publicise The Annual Parish Meeting, National Voter Registration Week and HM Queen's 90<sup>th</sup> Birthday Celebration.

15. The date of the next Full Council Meeting was confirmed as **Tuesday 1<sup>st</sup> March 2016.**

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