

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Tuesday 16th June 2015 at 7.30pm at the Town Hall

Present: Mrs P Alexander (Chair), Mr M Ritchie, Mrs R Birch, Mrs R Douglas, Mr R Biss, Mr R Lockey, Mr C Laughton, Mr T Watts and Mr J Edmonds

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

Public Question Time

There were three members of the public present.

Mrs Alexander welcomed the public to the meeting and introduced the new District Councillor Sarah Dyke-Bracher and new Parish Council members to the PCSO Thelma Mead. Mrs Alexander thanked Councillor Dyke-Bracher for all support she had already given to the village.

Jean Bush asked whether Councillor Dyke-Bracher would be able to make a request for large wheelie recycling bins rather than the smaller containers currently in use. Councillor Dyke-Bracher explained that refuse collection was managed by Somerset Waste Partnership but would make enquiries.

James Drayson asked the Council whether they were opposed to the Solar Farm planning application and he felt that the planning application had been entered rather late considering the presentation was eleven months ago. He also questioned the planning application for Nursery House and what the term “some matters reserved” meant. Mr Ritchie explained what this term meant.

Ms Bush informed the Council that the map at the top of East Hill was damaged and need attention. Mr Lockey confirmed he would go and inspect it.

Mr Edmonds commented that the issue with lorries delivering outside the Coop was still ongoing.

Mr Lockey mentioned that cars at the bottom of West Hill were parking irresponsibly and the poor and dangerous parking needed to be addressed. PCSO Mead confirmed that white lines along the road were discretionary lines and not enforceable. She also commented that the Highway Code was not enforceable and that police presence was not in the village at all times of the day. A discussion took place regarding various parking issues within the village and PCSO Mead confirmed she would follow them up. Mr Watts asked whether roads which were not adopted by the Council were enforceable, and PCSO Mead confirmed that they were not.

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

District Councillor Sarah Dyke-Bracher

Councillor Dyke-Bracher commented that she had been in the role now for a month and had seen the Gainsborough planning application refused, but it would highly likely go to appeal. Councillor Dyke-Bracher confirmed that SSDC were under a new Liberal Democrat administration and that any legal challenges against the Local Plan had now expired. Councillor Dyke-Bracher explained that she wanted to write a regular report for the Parish Magazine and also hold surgeries over the next few months, and would arrange these with the Clerk and Chairman as well as receive Parish Councillor input for updating the Milborne Port Needs Assessment. Councillor Dyke-Bracher gave information about Community Capital Grants which were available for up to £12,500 for shop front and High Street initiatives and that there was no limit per ward and she would be looking at ways of utilising these grants in Milborne Port. She also gave information about the Heart of Wessex which had received £1.74million to invest in projects for rural economy. Mr Watts asked for clarification on the grounds the Gainsborough planning application was turned down at the Area East meeting as it appeared that the reasons were not clear and seemed negligible. Councillor Dyke-Bracher commented that the reasons were given but may have appeared in planning codes, an explanation of which would be available in the Area East minutes.

PCSO Thelma Mead

PCSO Mead read out a report documenting crimes in Milborne Port throughout May 2015. PCSO Mead asked to be involved in any meetings with Highways regarding traffic issues in the village and stated she would contact Stuart Hunter from Speed Watch in the hope to gain interest in this project again in the village. Mrs Douglas commented that Speed Watch would not be able to help dangerous cars along Gainsborough at 11pm at night and Mr Ritchie asked whether traffic calming “pinch points” could be considered for the entries to the village. PCSO Mead asked that the Clerk email her the latest SID results.

County Councillor William Wallace – No report received

- 1. Apologies for Absence** received from Mr P Lock, Mrs M Lock and Mr J Oldham
- 2. Declarations of Interest** received from Mr Laughton, Mr Lockey and Mrs Birch, agenda item 14.1, payment to Milborne Port Primary School, *governors*; Mr Biss and Mr Lockey, agenda item 11, *Commonalty Charity Members*; and Mr Watts, agenda item 13.1, planning application 15/02372/OUT, *property owner*
- 3. Minutes of the Full Council Meeting held on Tuesday 19th May 2015** were agreed and signed as a true and accurate record of the meeting.
- 4. Actions from the last meeting**
The action list distributed by the Clerk was discussed and updated as necessary. The Clerk will redistribute the action list with the next agenda.

5. Co-option of thirteenth member of the Parish Council

One candidate, Mr Stephenson was present at the meeting and was therefore asked to leave the room while the co-option was discussed. A brief discussion took place and Mrs Alexander confirmed that all Councillors had received the candidate's resumes for consideration prior to the meeting. The Clerk distributed voting papers and Councillors were asked to mark a X against the candidate they wished to co-opt. The Clerk collected the papers and the results were 6 votes for Mr Ian Stephenson, 3 votes for Alison Flynn and 0 votes for Sal Phipps. Therefore it was unanimously agreed to co-opt Mr Stephenson as the thirteenth member of the Parish Council. Mr Stephenson was welcomed back to the meeting and joined Councillors at the table for the remainder of the meeting but he informed he would not be able to vote until he had signed his Declaration of Office before the Clerk. The Clerk was asked to inform the two unsuccessful candidates.

Action – Clerk to inform the unsuccessful candidates.

6. Discuss request for plot at the cemetery for eight or more urns

The Clerk informed the Councillors that she had received request from a gentleman in the village who wished to purchase a full sized burial plot for eight or more urns, the exact number was not confirmed as it was dependent on any family members who may wish to have their ashes buried in the plot. The Clerk informed the Councillors of the various legislation and need for paperwork and trail of whom and where persons were buried, either a body or ashes. The meeting considered this request and it was agreed to allow the purchase of the plot, but to specify it was for a maximum of 8 urns and the Council would need to be informed as to how the plot would be laid out and ensure that all urn burials were completed via the Parish Council and a Funeral Director. The Clerk was also asked to point out it may be simpler for the gentleman to purchase eight urn plots in a row.

Action – Clerk to write to the gentleman with the consent to purchase the plot along with the conditions set out.

7. Notification of letter from The Pensions Regulator regarding workplace pension for the Clerk

Mrs Alexander notified the Councillors that it was now necessary to offer any Parish Clerk a workplace pension, should they wish to receive one. This would be based on a 50/50 split for payments from both the Parish Council as an employer and the Clerk as an employee. The current Clerk confirmed she did not wish to take up this offer at the present time but needed to make the Parish Council aware that if a new Clerk was to start, it would need to be offered.

8. Notification of letter from The Valuation Office Agency regarding rate for The Cricket Pavilion

Mrs Alexander stated that the Parish Council had received a letter from The Valuation Agency regarding business rates for the Cricket Pavilion backdated to June 2014. It was agreed that as the Cricket Club were owners of the Cricket Pavilion that they should receive the letter and arrange payments with the Parish Council paying their share for the public toilets. The Clerk was asked to forward the letter to the Cricket Club and to retain a copy.

Action – Clerk to forward letter to the Cricket Club

9. Somerset Emergency Community Contacts

There Clerk requested volunteers to be Emergency Contacts for Milborne Port. Mrs Birch, Mrs Alexander and the Clerk volunteered.

Action – Clerk to send paperwork back with the named volunteers

10. Parish Council Newsletter and Communications

Mrs Alexander explained that this would be a new item on each month's agenda following the request from Mr Oldham and would discuss issues such as communications via the websites and parish magazines. Mrs Birch requested permission to update the Milborne Port communications page on Facebook to evolve it to integrate the Parish Council. Mrs Birch suggested this could then be used for events, regular updates, requests for rangers and volunteers, opinion polls and Parish Council information. All voted unanimously for Mrs Birch to evolve the page and Mr Lockey and the Clerk volunteered to also be page administrators. Mrs Birch requested any information for the Facebook page be passed to her.

Action – Mrs Birch to begin to evolve the Facebook page and Councillors asked to share any information with her.

11. Request from Commonalty Trust for £1000 for 2015/16 toilet maintenance

Mrs Alexander requested that the agreed Parish Council contribution, to the Commonalty Trust for £1000, towards the 2015/16 toilet maintenance should be paid now. It was agreed by all that the cheque could be raised after the meeting and passed to the Commonalty Charity.

Action – Clerk to raise the cheque and gain signatories and pass to the Commonalty Charity.

12. Discuss management of Parish Council contracts (Handyman, Cleaner, Cricket Pavilion Cleaner)

Mrs Alexander explained to the Council that due to the changes in the Parish Council recently, it would be a good idea for the Council to meet with employees/contractors of the Parish Council such as the Handyman, Town Hall Cleaner, Cricket Pavilion Cleaner and the Clerk to discuss their roles, purchasing procedures, expectancies and grievances. It was agreed that this was a good idea and Mr Ritchie, Mr Laughton and Mr Lockey volunteered to be involved in this process with the Chairman.

Action – Chairman and volunteers to arrange meetings with contractors/employees over the next few months.

13. Planning

13.1 The following Planning Applications were considered:

15/02187/FUL Proposed development of Solar Photovoltaic Modules including an access track leading from Station Road; Temporary Construction Compound; Double Inverter Platforms; transfer Station; Collection Station; Security Fencing; CCTV cameras and poles; landscaping; and associated works and infrastructure including underground cable along Old Bowden Way and related equipment to allow connection to the electricity distribution network
Land OS 2269, Old Bowden Way

No Objection – However, the parish Council have concerns about possible increase in traffic during the construction phase.

15/02472/FUL Erection of a small wooden summerhouse to the rear of the property adjacent to a 2.9m stone wall

Garden Cottage, Southcombe Gardens

No Objection

15/02372/OUT Outline planning for the erection of a single detached dwelling with vehicular access with some matters reserved

Land at Nursery House, Wheathill Lane

No Objection – However, the Parish Council would like to request that the visibility splay be adequate.

13.2 The following Planning Approvals were noted:

15/01673/FUL Demolition of existing single garage and erection of two storey side extension. Erection of single storey side extension and overlay existing flat roof with pitch roof

8 The Meads

15/01677/LBC Replacement of front and back doors together with internal alterations to property

76 Newtown

15/01922/FUL Second floor extension to form additional bedroom

38 Bauntons Orchard

14. Finance

14.1 The following **Payments** were confirmed:

Fireline Ltd – Fire extinguisher service	£132.36
Southern Electric	£17.14
Mr Robert Hall – Reimbursement for maintenance works on lawn mowers	£48.09
N Dungey – Toilet cleaning	£130.00

Milborne Port Primary School – Grant for crossings officer	£350.00
KM Dike	£987.08

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

Plusnet Broadband	£9.99
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14.3 The following **Income** was noted:

HMRC VAT Reclaim	£2630.34
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15. The following **Correspondence** was noted:

- Milborne Port Primary School “Thank You” letter
- Email from John Turner regarding Gainsborough Planning Application
- Email from Tim Collins regarding the Queens Head
- Letter from Village Hall Committee regarding security lighting in the car park and outside the hall
- Letter from Blanchards Bailey regarding The Estate of Mr John Raymond
- Letter from SSDC with two new road names for Wheathill Nurseries site
- Email from The Spirit of Milborne Port thanking the Parish Council for their support

16. The date of the next Full Council meeting was confirmed as **Tuesday 21st July 2015**.