

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Tuesday 19th May 2015 at 7.30pm at the Town Hall

Present: Mr J Farley, Mr R Biss, Mrs R Birch, Mrs R Douglas, Mrs M Lock, Mr P Lock, Mrs P Alexander, Mr J Oldham, Mr C Laughton, Mr J Edmonds, Mr R Lockey and Mr E Watts

Also Present: Emma Curtis – Clerk

1. Election of Chairman for the Year 2015/16

Mr Farley welcomed all to the meeting and confirmed that as presiding Chairman he had the duty of conducting the election of the new Chairman. Mr Farley asked for nominations and Mr Oldham nominated Mrs Alexander and was seconded by Mrs Douglas. No other nominations were raised therefore all voted and agreed in favour of Mrs Alexander becoming Chairman for the year 2015/16. Mr Farley then left the meeting and Mrs Alexander began chairing the meeting.

Public Question Time

There were six members of the public present. Sally Phipps confirmed that she was present in conjunction with agenda item 12 stating that she had been in communication with Colin Fletcher from SSDC and was hoping to see him present at the meeting.

Another lady raised the issue of the river along Streamside Walk and asked if anything could be done in order to tidy and manage it having failed to get any support from the Bellway management company. Mr Lock confirmed that the Parish Council were in communication with Quentin Coleman from SSDC who looks after the rivers and waterways and that together it was hoped that improvements would be made and that the project was ongoing. The lady stated that if possible, she would like to be involved in any meeting.

The issue of the lack of road signs when entering the village from both directions was raised by another member of the public and it was asked if requests could be made for new signs to be erected. The lady also mentioned that the road conditions were terrible due to the tractors and lorries and the Clerk confirmed that John Nicholson from Highways had recently written to all farmers about this matter.

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

No reports received. Mrs Alexander confirmed that a new District Councillor had recently been elected, Sarah Dyke-Bracher, and that she hoped she would be present at the next meeting. Mrs Alexander took the opportunity to welcome all new members of the Parish Council and brief introductions took place.

- 2. Apologies for Absence** Received from Mr M Ritchie and District Councillor Sarah Dyke-Bracher.
- 3. Minutes of the last Full Council Meeting held on Tuesday 21st April 2015** were agreed and signed as a true and accurate record of the meeting. Mrs Birch asked for clarification of the Commonalty Charity Lands Trustees and Mr Oldham requested that a new agenda item be added to future agendas under “Action Items” to ensure actions from previous meetings could be discussed. This was agreed by all and the following actions from the previous meeting were addressed:

- Mr Biss to contact Wessex Water and arrange a meeting at the allotments – No decision made, ongoing
- Mr Ritchie to liaise with Mr House regarding security at the Village Hall – No update as Mr Ritchie absent, forward to next meeting.
- Clerk to write to Commonalty Charity Lands – Action complete
- Mr Biss has advised that the replacement tap at the Cricket Pavilion Toilets should be to a non-concussive tap. Mr Biss suggested we ask Bernie Perry to do the job.

- 4. Declarations of Interest** – None received

5. Election of Vice Chairman for the year 2015/16

Mrs Lock proposed Mr Ritchie and this was seconded by Mrs Douglas. No further nominations were made so all voted in favour of Mr Ritchie being elected as Vice Chairman for the year 2015/16.

6. Election of Committees for the year 2015/16 (Planning, Finance, Footpaths and Open Spaces)

The following Committees were agreed for the year 2015/16:

Planning Committee

Mr Ritchie, Mr Biss, Mr Oldham, Mr Edmonds, Mrs Douglas, Mr Laughton, Mr Watts and Mrs Alexander.

Finance Committee

Mr Lockey, Mr Lock, Mrs Birch, Mr Laughton and Mrs Alexander

Footpaths Committee

Mrs Lock, Mrs Alexander, Mr Biss and Mrs Birch

Open Spaces Committee

Mrs Douglas, Mrs Alexander, Mr Lock, Mrs Birch, Mr Lockey and Mr Biss

Mr Watts clarified that all Parish Council members could attend committee meetings and undertake discussion and give input but could not vote unless the Councillor was a committee member.

7. Election of Parish Council representatives for the year 2015/16

The following were elected as Parish Council representatives:

- **Playing Fields Committee** – Mr Edmonds, Mr Lockey and Mr Watts
- **Village Hall Committee** – Mr Oldham
- **Prankerds Trust** – Mrs Lock
- **Parish Plan Action Forum** – It was agreed to fold this group and bring the Parish Plan as an agenda item at all Parish Council Meetings.
- **Sherborne Transport Action Group** – Mr Lock and Mr Edmonds
- **Police Liaison** – Mrs Douglas
- **Youth Liaison** – Mr Lockey
- **Parish Paths Liaison Officer** – Mrs Lock
- **Parish Council Newsletter** – Mr Oldham

8. Parish Councillors to sign their Declaration of Acceptance of Office in presence of the Clerk

All Parish Councillors signed their Declaration of Acceptance of Office in the presence of the Parish Clerk and returned their forms to the Clerk which the Clerk then signed and dated.

9. New Councillor Training and Chairman Training

The Clerk gave information on upcoming SALC training courses on New Councillor Training and Chairman Training and said that any new and longstanding Councillors could go on the training. The Clerk took a list of names of those interested in undertaking the training and confirmed she would email a list of dates and times in order for the training courses to be booked. The Clerk also confirmed she had received information from SSDC on a Planning Process training course and those Councillors interested informed the Clerk who agreed she would again distribute the information.

Action – Clerk to distribute training course information and book Councillors on courses as necessary

10. Discuss advertising for the co-option of a thirteenth member of the Parish Council

Mrs Alexander explained that as only twelve candidates had stood to become a Parish Councillor at the 2015 election no ballot took place and that the Parish Council was currently one member short. Mrs Alexander explained that as the

Parish Council should be made up of thirteen members, that the Council needed to co-opt a thirteenth member. The Clerk confirmed that this would be on the next agenda and that adverts had been placed for any candidates wishing to be co-opted informing them to contact the Clerk to register their interest. It was agreed that if more than one person registered their interest, that they would be invited to produce a resume for the Parish Council to consider.

11. WIFI and computer updates in the Town Hall

Mrs Alexander read out a quotation received from Milborne Port Computers to update the computers in the Town Hall office and add WIFI throughout the building. The quotation for £521.82 from Milborne Port Computers was accepted by all the Clerk instructed to confirm the order, however, Mr Oldham asked that the specification be updated to clearly show that WIFI would be available throughout the upstairs of the Town Hall prior to an order being placed.

A brief discussion took place with Mr Edmonds commented he felt the Town Hall needed a microphone and other members stating that a projector was much needed in order to view planning applications more effectively. The Council thought the room was not big enough to justify this. It was agreed to gain quotations for a projector and bracket. **Action – Clerk to request a new specification with the WIFI upstairs clearly stated and then place the order for WIFI and new computer. Clerk to gain quotations for a projector.**

12. Discuss traffic and noise complaints passed to Mr Laughton

Mr Laughton explained that over the past couple of months an increasing amount of complaints had been passed to him about various traffic issues in the village. Of particular concern is the condition of the roads being extremely poor, the damage made from tractors, the speed of tractors throughout the village, “boy racers” speeding through the village late at night, the sheer amount of increased traffic on narrow roads, speed of road users. The Council undertook an in-depth discussion on how these issues could be dealt with and various suggestions were considered. It was noted that suggested schemes in the past had been rejected by the Parish Council. It was felt that in order to make any progress the Parish Council required the presence of Highways Officers at a future Parish Council Meeting along with a police representative. Previous reports produced in past years were also discussed, and the Clerk was asked to find these reports, if available, so it could be revisited along with trying the Community Speed Watch scheme again.

Action – Clerk to contact Colin Fletcher at Highways and ask him to attend the next Parish Council Meeting along with the PCSO or police representative. Clerk to find reports and pass to Mr Lock.

13. Notification of complaint received regarding shattered grave marker at the cemetery caused by grass cutting

The Clerk informed the Council that a letter of complaint had been received about careless grass cutting at the cemetery which had resulted in a grave marker being shattered causing extreme upset for the family involved. It was also noted that the current condition of the grass at the cemetery was poor and hadn't been maintained for a couple of weeks. The Clerk was asked to write to KM Dike to inform him of the matter and to say that the Parish Council were disappointed to note the careless grass cutting and for Mr Dike to ask his staff to be more careful and also the lack of maintenance over the past couple of weeks. The Clerk was also asked to write to the family in question to apologise for the incident and to inform them the Parish Council would reimburse the cost of a new grave marker.

Action – Clerk to write to KM Dike and the family.

14. South West in Bloom

Mr Lock confirmed that a committee had been established for this year's South West in Bloom and that judging would take place the week commencing 8th July 2015. The Council were informed that the theme for this year was "Sensory and Sustainability" and that SSDC would be supplying some new plants along this theme. The Clerk confirmed that there was funding from the Parish Plan budget which could go towards SWIB. Mr Lock said he would again be writing to businesses in the village for their support and perhaps Jasper Conran at Ven House for some kind of support or sponsorship. It was also noted that due to judge's comments from last year, the Village Hall would be avoided due to graffiti. It was mentioned that it was hoped a meeting would take place soon with Quentin Coleman from SSDC regarding the river along Streamside Walk in order to improve this area. Mr Lock requested any volunteers to help with the project would be greatly received. The Clerk was asked to chase up Highways in regard to planning for the new bus shelter along the High Street.

Action – Mr Lock to arrange meeting with Quentin Coleman and write to businesses and Mr Conran. The Clerk to chase up Highways regarding the new bus shelter.

15. Approve recommendation from the Finance Committee to move the Clerk up to the next salary scale point commencing 9th July 2015

Mrs Alexander recommended the Finance Committee's proposal that the Clerk move up to the next salary scale point from 9th July 2015. This was agreed unanimously.

16. Consider Clerk going on a cemetery management and compliance course in October

It was agreed that the Clerk and Mr Biss would attend the cemetery management course in October 2015.

Action – Clerk to book course

17. Planning

17.1 The following **Planning Application** was considered:

15/01922/FUL Erection of second floor extension in the roofspace and the insertion of two dormer windows

38 Bauntons Orchard

No Objection

17.2 The following **Planning Approval** was noted:

15/02447/FUL Single storey extension, increase the width of garage and porch on the front elevation

2 Orchard Walk

17.3 The following **Withdrawn Application** was noted:

14/02447/FUL Application for non-material amendment to planning permission

14/02447/FUL for the rebuilding of chimney, insertion of two rooflights and replacement of windows

160 North Street

18. Finance

18.1 Receive approval for John Farley to sign cheques as signatories not yet changed on account and approve the following Payments:

Due to the new bank account signatories not yet been completed, the Council agreed to allow Mr Farley and Mr Ritchie to sign the following cheques at a later date in the current week. The Clerk was also asked to inform Mr Tizzard that any further issues with the Cricket Pavilion needed to be dealt with by the Cricket Club.

Alan Gawler – Repair electricity fault at Cricket Pavilion	£85.00
Emma Curtis – Petty Cash	£50.00
N Dungey – Toilet cleaning	£130.00
KM Dike – Grounds maintenance	£987.08
Southern Electric	£140.35

Mid West Office Supplies	£22.87
Martin Freeman – Internal Audit	£260.00
Came and Company Insurance	£2207.59

19. The date of the next Full Council Meeting was confirmed as **Tuesday 16th June 2015.**