

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Tuesday 3rd May 2016 at 7pm at the Town Hall

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

Also Present: County Councillor William Wallace
District Councillor Sarah Dyke-Bracher
Emma Curtis – Parish Clerk

Public Question Time

There was one member of the public present. No questions were asked.

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 – No report received

PCSO Thelma Mead – In the absence of PCSO Mead the Clerk read a report on crime statistics for Milborne Port during April 2016.

Receive any reports from Parish Councillors

Mr Watts – Mr Watts reported that dogs had been running loose in the cemetery despite signage stating that dogs should be kept on leads. A discussion on how to deal with this issue ensued and it was agreed by all for the Clerk to put some notices up in the cemetery and for Mr Oldham to post information on the website.

Action – Clerk to erect some notices in the cemetery and Mr Oldham to post on the website

Mr Lockey – Mr Lockey reported that he had attended a recent Playing Fields Management Committee meeting and had informed the Committee that the Parish Council and County Councillor William Wallace were disappointed that despite it being funded, the proposed kicking wall had not been installed at the Playing Fields. As the Playing Fields Management Committee could not decide where the best location for the wall was, Mr Lockey requested that the Parish Council take on the responsibility of locating the position for the kicking wall. This was agreed by all and Mr Lockey and Mr Laughton are to meet to decide on the location and instruct installation of the wall.

Action – Mr Lockey and Mr Laughton to confirm location of the kicking wall and commence the installation.

Mr Lock – Mr Lock confirmed he has met with Mr Dike at the Playing Fields to discuss the damage caused to the trees from the grass cutting, however Mr Lock and Mr Dike could only find one tree which had actually been knocked over. Mr Dike had confirmed he would look at ways of modifying the grass cutting in order to take more care of the trees and that he would provide a quotation for weed spraying the grass and weeds at the bottom of the trees.

Mr Lock – Mr Lock also reported that he had found a very large clock in the bell tower of the Town Hall and requested permission from the Parish Council to get it valued and bring to the attention of the village History and Heritage group. This was agreed by all. Mr Lock also

confirmed that he was in the process of refurbishing the clock from the Council Chamber in the Town Hall and was currently in his shed.

Mrs Flynn – Mrs Flynn mentioned that she had been approached by a lady while at the Gainsborough Play Area regarding possible installation of play equipment for children with disabilities. All present thought that this was a very worthy idea and should be looked into further. The Clerk confirmed that this could possibly come out of designated Section 106 funding which had to be allocated to play and youth facilities and stated that she would gain further information and seek quotations on equipment.

Action – Clerk to gain quotations for specialist equipment for children with disabilities and speak to SSDC about Section 106 funding.

1. **Apologies for Absence:** Receive from Mrs P Alexander and PCSO Thelma Mead
2. **Declarations of Interest:** Received from Mr T Watts, agenda item 10.2, planning approval at Nursery House; *landowner* and Mr Lockey agenda item 8, request for funding from the Spirit of Milborne Port; *Spirit of Milborne Port member*
3. **Minutes of the Full Parish Council Meeting held on Tuesday 5th April 2016** after a minor amendment of removing the word “general” were agreed and signed as a true and accurate record of the meeting.
4. **Actions from the last meeting:** The Action List was reviewed in detail and the Clerk was requested to update and distribute after the meeting.
Action – Clerk to update and distribute the Action List
5. **Note the draft minutes from Committee Meetings:** Draft minutes from the April 2016 Planning and Open Spaces and Footpaths Committee Meetings were distributed prior to the meeting and noted.
6. **Adopt amended Financial Regulations:** The amended Financial Regulations updated by the Finance Committee at their February meeting were distributed by the Clerk prior to the meeting for all to read and digest. The Clerk pointed out there had only been one minor adaption. All present approved the amendment and agreed to adopt the updated Financial Regulations.
Action – Clerk to post the updated Financial Regulations on the website
7. **Website support:** Mr Oldham referred everyone to the document regarding ongoing website support which was distributed with the agenda. Mr Oldham explained the reasons he felt that ongoing web support would be beneficial and requested approval in accepting the quotation for ongoing website support at £20 per month. All agreed in favour of accepting the quotation.
Action – Mr Oldham or the Clerk to contact website company to set up the support contract.
8. **Consider request from the Spirit of Milborne Port to purchase the bunting for this year’s fete:** Mr Lockey explained that the Spirit of Milborne Port had asked if the Parish Council would fund the bunting along the High Street for this year’s fete at a price of £282.08. This was considered by all in detail, however, as the SOMP were due to be donating £200 towards one of the planters purchased by the Parish Council for the school, it was felt that it would be easier and make more sense to

instead write off the £200 owed to the Parish Council and let SOMP purchase the bunting directly. It was then agreed that if a plaque were to be placed on the planter at the school, that it read “sponsored by the Parish Council and the Spirit of Milborne Port”. A brief discussion took place regarding the SOMP financial status and the Clerk was asked to request a copy of their figures.

Action – Clerk to request a copy of SOMP figures.

- 9. Consider quotations and new layout for new furniture in the Town Hall:** Mr Oldham referred everyone to the blue tape stuck on the Town Hall floor which gave an idea of how the design of the new table structure might be. Mr Oldham also stated that if the new tables were purchased then they could be laid out in various styles depending on the type of meeting. Mr Oldham showed diagrams of possible styles. The Clerk then read out three quotations from company A, B and C with company B being the best value as it also included chairs. Mr Lockey commented that there had been no allowance in the budget for new furniture and questioned whether Councillors were happy to take the money out of contingency. After a discussion had taken place Mrs Lock proposed the Parish Council purchase the new furniture and during a vote 8 members voted in favour and 3 members against. Mr Oldham then proposed the Parish Council accept the quotation from company B to purchase the furniture, again, 8 members voted in favour and 3 members against, resulting in the motion being carried to purchase the new furniture.

Action – Clerk or Mr Oldham to place the order for the new furniture.

10. Planning

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

16/01685/FUL Change of use and re-development of existing Public House and dwelling to form 4 new dwellings and commercial space with associated internal and external alterations, gardens and parking

Queens Head, High Street

No Objections – However, concern was raised that the amount of parking allocated may not be adequate for the number of dwellings and the Parish Council would like to express interest in taking part in discussions regarding the use of the commercial space.

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

16/00351/OUT Outline planning for the erection of 3 no. detached dwellings with some matters reserved

Nursery House, Wheathill Lane

16/00838/FUL Erection of a side extension

92 Brook Street

16/00907/OUT Formation of new pedestrian access and vehicular access and erection of dwelling (outline application to determine access)

Eastlands, Furlong Lane

11. Finance

11.1 The following **Payments** were approved:

N Dungey – Toilet cleaning	£130.00
Crackmore Garage – Mower fuel	£21.35
Pet Waste Solutions – Dog bin emptying	£182.00
KM Dike Nurseries – Grounds maintenance contract	£987.08
Emma Curtis – Burial fees	£40.00
Midwest Office Supplies	£39.13
Mrs P Alexander – Reimbursement for coffee warmer and bench	£175.98
Mr P Lock – Reimbursement for open spaces supplies	£30.62
Martin Freeman – Internal audit	£275.00
DW Rose – Troughs at allotments	£2982.00
SSDC – Ranger	£452.88
SSE – Electricity	£18.86
SSE – Electricity	£270.69
Mrs P Alexander – Reimbursement for key cutting	£14.00

11.2 The following **Income** was noted:

2016/17 Precept and Grant	£70,970.00
HMRC – VAT refund	£2831.01

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

BT	£143.52
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12. Parish Council Newsletter and Communications: It was agreed to publicise the Post Office Consultation, planning application for the Queens Head, new water troughs at the allotments, posters for the Parish Plan and the possibility of new play equipment for children with disabilities.

13. The date of the Annual Meeting was confirmed as **Tuesday 17th May 2016** at 7pm prior to the Planning and Finance Committee Meetings and the next Full Council Meeting as **Tuesday 7th June 2016** at 7pm.