

## MILBORNE PORT PARISH COUNCIL

### Minutes of the Full Parish Council Meeting held on Tuesday 20<sup>th</sup> October 2015 at 7.30pm at the Town Hall

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

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

#### **Public Question Time**

There were nine members of the public in attendance.

On behalf of the Spirit of Milborne Port (SOMP) Mr Farley gave an update on SOMP's latest events including the recent bulb planting, the planned Christmas Lights Switch on on Friday 27<sup>th</sup> November 2015 and the new entrance stone to the village which is due to be erected on the land opposite Crackmore Garage by the end of the year. This stone will have seven symbols on it representing Milborne Port and the year the stone was erected. Mrs Andrews gave an overview on SOMP's income and expenditure. Mrs Alexander thanked SOMP for their hard work and asked about the date of delivery for this year's Christmas Trees.

Mr Underwood informed the Parish Council he was hoping to start a history and heritage group in the village and commented it had been mentioned that the group may be able to use the Cemetery Chapel as a base for artefacts. Mrs Alexander confirmed that this may be an option but that the Chapel needed clearing and some maintenance work which the Handyman was shortly to undertake. She asked the Clerk to add to the November agenda for a decision to be made as to whether the history and heritage group could use the Chapel.

Reverend Sarah Godfrey asked that the Parish Council consider a solution to fixing the churchyard pathway as the PCC were concerned about its safety as it doesn't drain and is slippery with the section by The Ball Court particularly bad. Mrs Alexander commented that this was an agenda item for the evenings meeting, so would be discussed, however, the Parish Council had said a few years ago, at the time of the pathway being laid, that the material chosen by the PCC was not suitable and had advised against it and that the choice of pathway was that of the PCC and churchwarden Mr Mortimore. Reverend Godfrey commented that this was not clear and understood in historical PCC minutes. The Clerk suggested that a contractor visit the churchyard and take a look and see what solutions may be done and confirmed she would be happy to take a contractor round on Friday 23<sup>rd</sup> October 2015. Reverend Godfrey suggested a sign be placed in the churchyard in the interim. Mr Lock mentioned that the South West in Bloom judges had commented that the churchyard was rather bland and could use some "brightening up" and asked for a meeting with the PCC to be arranged. A gentleman questioned the maintenance of trees, bushes and shrubbery around The Ball Court as it was overhanging and could potentially be dangerous and Mr Lock and Mrs Alexander confirmed that the SSDC ranger contract covered this area and that a start had been made. Mr Lock confirmed he would take a look.

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

**County Councillor William Wallace** – Councillor Wallace confirmed that that A30 repairs were scheduled to take place in the next few weeks and he asked that agenda item 9, Health and Wellbeing Grant, be brought forward and discussed as he needed to leave the meeting shortly, this was agreed and ideas which had been suggested by Mrs Birch including the primary school, casserole club, and loneliness were discussed and agreed as great ideas to put forward for grant funding. Councillor Wallace requested that Mrs Birch provide him with some definite figures so he could submit the application. At this point, Mr Divall mentioned that if not all funding could be found, he may be able to assist in further grant funding.

**District Councillor Sarah Dyke-Bracher** – Councillor Dyke-Bracher confirmed that the planning application for a Solar Farm at Old Bowden Way had been rejected and commented it may be unlikely this decision would go to appeal due to time restraints. Councillor Dyke-Bracher informed the Council that Westlands in Yeovil was now under the new management of SSDC and this would mean vastly improved vicinity with more facilities. Councillor Dyke-Bracher mentioned that she had attended a meeting with Parish Council members and the Village Hall Management Committee recently and that various ideas had been shared. Councillor Dyke-Bracher concluded that there was no update on the Gainsborough Arms planning application and that she would shortly be attending the Gold Star Awards at SSDC and it would be a great opportunity to try and get young people in Milborne Port involved for next year's awards.

**PCSO Thelma Mead** – PCSO Mead had sent her apologies so the Clerk read out a short report she had sent.

**Presentation from James Divall – SSDC Area Development Support**

Mr Divall introduced himself and explained that his job is the Neighbourhood Development Officer for Area East and Area South and his job is to support villages and parishes develop their community by working with groups and helping to gain funding and grants. Mr Divall suggested that in order to have vision and imagination that Milborne Port needed to revisit and update its Parish Plan by supporting the wider community and finding out what residents in Milborne Port want from their village. In order to do this Mr Divall suggested that a Steering Group be organised in order to establish priorities via public consultation of various methods and that this Steering Group should include members from as many groups in the village as possible in order to shape projects from the community themselves. A discussion took place about various methods of engaging the community and Councillor Dyke-Bracher and Mr Divall confirmed their support in this process and asked to stay at the meeting to be involved in agenda item 5 – Formation of a Working Party for Neighbourhood Development.

1. **Apologies for Absence:** Received from Mr C Laughton, Mrs A Flynn and PCSO Thelma Mead
2. **Declarations of Interest:** None received
3. **Minutes of the last meeting held on Tuesday 15<sup>th</sup> September 2015** after a minor amendment were agreed and signed as a true and accurate record of the meeting.

4. **Actions from the last meeting**

The Action List was reviewed discussed and updated and the Clerk will update and distribute prior to the next meeting. Particular attention was given to the Community Speed Watch item and the lack of volunteers coming forward.

**Action – Clerk to update the Action List and distribute.**

5. **Formation of a Working Party for Neighbourhood Development**

Following Mr Divall's presentation and the discussion which followed, Mrs Alexander asked for volunteers from the Parish Council to sit on the Steering Group. Mr Lock, Mrs Alexander, Mr Watts, Mr Ritchie, Mr Oldham, Mr Lockey, Mrs Birch, Councillor Dyke-Bracher, the Clerk and Mr Divall all volunteered to be on the Steering Group. It was agreed that emails would be shared between this group to discuss suitable days and times of meetings and also to establish and identify all groups in the village who ideally should be involved in the Steering Group. Mr Divall suggested that once these groups had been identified they are then written too and sent a copy of the current Parish Plan to read.

**Action – Parish Council members of the Steering Group to commence sharing ideas and putting together a list of groups in the village who should be involved in the Working Party and write to them.**

6. **Proposal to change the Full Council Meeting to the first Tuesday of the month and Committee Meetings to the third Tuesday of the month and review time of the Full Council Meeting.**

Mrs Alexander proposed the following seven motions:

- To move the Full Council Meeting to the first Tuesday of every month
- To move the start time of the Full Council Meeting to 7pm instead of 7.30pm
- To move the Committee Meetings on the third Tuesday of every month
- For the Committee Meetings to commence at 7pm after the Planning Committee Meeting at 6.45pm
- To combine the Open Spaces and Footpaths Committees
- To hold joint Committee Meetings monthly, except for the quarterly Finance Committee Meeting when the joint Committee Meeting would be missed
- For the changes to meeting dates and times to commence from January 2016.

All of these motions were proposed and seconded and voted by the majority so it was confirmed all changes would take place from January 2016.

**Action – Clerk to schedule new meeting dates and times for 2016 and distribute.**

**7. Election of an additional Parish Council Representative on the Village Hall Committee**

Mr Oldham gave back information about the Village Hall Management Committee and suggested that it may be a good idea, in order to progress the Village Hall, that another Parish Council member sit on the Village Hall Committee alongside him. Mr Oldham suggested Mr Stephenson may like to assist and Mr Stephenson agreed and was duly elected as an additional Parish Council member of the Village Hall Committee.

**Action – Clerk to inform Mr House of Mr Stephenson’s election.**

**8. Dog bins at the Memorial Playing Fields**

It was proposed that the dog bins at the Memorial Playing Fields be reinstated and that a contract be taken up with Pet Waste Solutions at a cost of £182 per month for them to be emptied and sanitized on a fortnightly basis with an official Waste Transfer Agreement. This proposal was accepted, the majority voted in favour therefore it was agreed to reinstate the bins and commence contract with Pet Waste Solutions.

**Action – Clerk to request Handyman reinstate the dog waste bins and contact Pet Waste Solutions to start contract**

**9. Health and Wellbeing Grant**

As this item was discussed during County Councillor Wallace’s report, it was agreed for Mrs Birch to pass her ideas and confirmed costings to Councillor Wallace.

**Action – Mrs Birch to gain quotations and pass to Councillor Wallace.**

**10. Communication between Parish Council Office and Parish Councillors**

Mrs Alexander explained that due to comments made at the previous Parish Council Meeting that it ought to be mentioned that Parish Councillors should be digitally exposed and willing and able to use computers and the internet. Mrs Alexander detailed that the library offer free training, by appointment, to those people willing to learn, and this in turn would support electronic communications. Mrs Alexander also proposed that for those Parish Councillors who do not have access to a computer, laptop or tablet that the Parish Council purchases some cheap and basic tablets which could be used by Councillors in the Town Hall using the Town Hall WIFI. Councillor Dyke-Bracher confirmed that SSDC was digital by default and that Councillors should be digital in order to access digital resources. Mrs Birch proposed the idea of purchasing cheap tablets if need be, this was seconded by Mr Ritchie and agreed by majority. The Clerk distributed a sheet for Councillors to indicate how they are willing to receive communications and whether they would make use of an available tablet. It was asked these sheets be passed back to the Clerk.

**11. Parish Council Newsletter and Communications**

It was agreed by all Mr Oldham would publicise from this month’s meeting the planned updating of the Parish Plan, the change of Parish Council meeting dates and the dog waste bins at the Memorial Playing Fields being reinstated.

**Action – Mr Oldham to publicise on website, newsletter and Parish Magazine**

**12. Consider letter from Milborne Port Playing Fields Management Committee seeking support in obtaining land adjacent to proposed development of Solar Farm at Old Bowden Way for use as a new football pitch**

It was agreed that as the planning application for the Solar Farm had been rejected that this request was now redundant and the Clerk was asked to write to the Playing Fields Management Committee informing them so

**Action – Clerk to write to Milborne Port Playing Fields Management Committee**

**13. Consider letter from Reverend Sarah Godfrey regarding condition of the Churchyard pathway**

As this item was discussed during Public Question Time and it was agreed the Clerk would get Kieran Woof, Building Contractor, to look at the condition of the footpath with the assistance of Mr Lock and Reverend Godfrey.

**14. Planning**

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

**15/04380/OUT** Outline application for the erection of 3 houses and vehicular access thereto with (GR: 367667/119227)

*Land Adjoining Springfield Road*

**No Objection**

**15. Finance**

**15.1** The following **Payments** were confirmed:

Royal British Legion Poppy Wreath	£20.00
Battle VA	£100.00
SSDC – Ranger Scheme	£3547.00
SSDC – Rates for cemetery	£448.73
SSDC – Rates for Town Hall	£221.00
N Dungey – Toilet Cleaning	£130.00
Emma Curtis – Petty Cash	£50.00
Playing Fields Committee Grant	£1750.00
HMRC PAYE & NI	£322.17
ICCM – Cemetery Management Course	£396.00
SALC – Affiliation Fees	£724.65
KM Dike Nurseries – Grounds maintenance contract	£987.08
KM Dike Nurseries – Cutting of hedge at Gainsborough	£216.00
Townsend Timber	£1108.50

**15.2** A Bank Transfer Request to transfer £20,000 from the Parish Council Savings Account to the Parish Council Current Account was signed.

**16.** The following **Correspondence** was noted:

- Commonwealth War Graves Commission
- Letter from Somerset Highways regarding provision of bags of de-icing material

**17.** The date of the next Full Council Meeting was confirmed as **Tuesday 17<sup>th</sup> November 2015 at 7.30pm.**