

**Milborne Port Parish Council**

**Minutes of the Full Parish Council Meeting held on Tuesday 6<sup>th</sup> September 2016 at  
7pm the Town Hall, Milborne Port**

**Present**

Mr. J. Oldham (Chair), Ms. S. Dyke, Mrs. A. Flynn, Mrs. M. Lock, Mr. R. Biss, Mr. J. Edmonds, Mr. M. Lancaster, Mr. P. Lock, Mr. R. Lockey, Mr. M. Ritchie, Mr. I. Stephenson and Mr. E. Watts

**Public Question Time**

There were two members of the Public present.

One member of the public stated that it was her intention to video record the Parish Council Meeting, as she is interested in the operation of the Parish Council.

The Chair noted that this had been without any notice to the Council, and checked whether this was permitted within Standing Orders. He noted that whilst this was permitted, Standing Orders stated that the intention to record the Meeting of the Parish Council should be pre-advised to the Council. The Member of Public noted that the statement within Standing orders was effectively a recommendation and not mandatory.

The Meeting was recorded on video.

There were no other questions from the Public.

**Receive reports from County Cllr Wallace, District Cllr Dyke-Bracher, PCSO Mead, Council Chairman and Councillors**

Councillor Dyke advised (at the end of her presentation) that following the recent ~~decree~~ ~~absolute in respect of her divorce~~, she had now legally changed her name back to Dyke. *f.o.*

She reported that a new Chief Executive had been appointed to SSDC. She was pleased to report that a new Healthwalk scheme (with new courses) was shortly to start in the village, and made reference to a web site promoting this.

No reports were received from Cllr Wallace, nor PCSO Mead.

Mr Lock reported on comments from SSDC Planning regarding the waste bin. A letter is to be sent to the Grade 2 owners, and identified the need for a 171 for work to proceed.

Mr. Oldham reported that Mrs Kate Davis had reported to him that a dog waste bin in Wick Road had been moved by Wessex Water, and was now extremely close to the kerb. Mr Oldham advised that SSDC would be dealing with the reinstatement in a location that does not interfere with Wessex Water infrastructure.

**1 Apologies for Absence**

There were no apologies for absence

**2 Declarations of Interest**

No Declarations of Interest were made.

*John* 4/10/16

### **3 Confirm and Sign the Minutes for the last Full Council Meeting held on 2<sup>nd</sup> August 2016**

Mr Watts stated that he was not happy about the Minutes as proposed by the Chair. Mr Watts was asked and agreed to supply the minutes that were correct in his recollection of the Meeting, and for this matter to be deferred to the next Meeting of the Full Council.

### **4 Actions from the Last Meeting (via the Action List)**

The following items were updated

- 4.1 Churchyard Remedial Work – Mr Lock reported that the Vicar had not yet received full diocesan permission for the works, and that a second quotation had also been requested. He noted that the Ranger has inspected the trees, the report is considered reasonable by the Conservation Group. A local tree surgeon is to be instructed to undertake the works. Remains Open
- 4.2 SALC Training – Mr Ritchie has not yet booked to attend this course. Remains Open
- 4.3 Electricity Supply to Chapel – The field owner has agreed access to the field from 1<sup>st</sup> November 2016 to enable the laying of the electricity supply cable. SSE will do the connection immediately the permission is in effect. Remains Open
- 4.4 Kicking Wall – Location has now been sorted. Installation needs to now be put in hand. Remains Open
- 4.5 Play Equipment for Children with Disabilities – Deferred until the return to work of the Parish Clerk. Remains Open
- 4.6 Parish Plan Group – Mrs. Flynn reported that the survey results from the Village Fete have been distributed, and that a Meeting of the group was planned for Monday 19<sup>th</sup> September 2016. Closed
- 4.7 Speedwatch – Mr Lancaster reported that the Community Speedwatch Group had now been trained and were awaiting approval of the monitoring sites, and the required equipment. Mr Lancaster will continue to represent the Council within this Group. Closed.
- 4.8 Pop-up Beauty Salon.- Mr Oldham reported that the Hire Contract was now in place, and the sessions were now running. Closed.
- 4.9 Meeting regarding table - Mr Watts advised that the request for a Public Meeting to discuss the future of the table had not been withdrawn by the Petitioners, and therefore the Petition still needs to be dealt with, and that a Public Meeting needs to be called. The Chairman requested Mr Watts for suitable dates to initiate the petitioned meeting.
- 4.10 PRS & PPL for Town Hall – Mr. Lancaster reported on the progress on obtaining the required licence, and the differing attitude of the PRS –v- PRL. At this time, the budget of £100.00 for the licences cannot be met. Mr Lancaster to continue to obtain accurate prices from both PRS and PPL and report further. Remains Open

### **5 Proposal to open Council Offices on Saturday Mornings.**

Mr Lancaster advised that although the Council Offices are normally open on both Tuesday and Friday mornings, such opening excludes those Parishioners who are in full time employment.

Mr Lancaster felt that the Council should ensure that it is available for all Parishioners, and proposed that the Council consider opening the Council offices once per month on Saturday Mornings. The opening would be staffed by a Member of the Parish Council.

During discussion, it was felt that it would be better if two Councillors should be present during the session, and that it should be made clear to each "visitor" that their observation / request / complaint would be "owned" by the receiving Councillors who would then refer the matter for consideration at the next Full Council Meeting. It was agreed that the perception of the response must be clearly managed by the Councillors running each particular session.

In principle, the Meeting agreed that this would be commenced in 2017 as a defined period trial, and in the interim, instructed Mr. Lancaster to compose clear guidance notes to be followed by the Councillors during each session.

**Action – Mr. Lancaster to prepare guidance notes for discussion**

## **6 Council Office Risk Assessment**

Mr. Oldham summarised the actions that he had so far taken with regard to the risk assessments of the Council Office. The Meeting were in agreement with the proposed actions, particularly the importance to include the Parish Clerk in the assessment process. This will be done as soon as possible after the Clerk's return to work. Messrs Stephenson and Lockey agreed to lead this.

**Action – Mr. Stephenson and Mr. Lockey**

## **7 Repair of lookout at East Hill**

Mr. Lock noted that the lookout on East Hill had been severely vandalised with graffiti on the plaque and bench. Some improvements had been completed by the Council Handyman, but the plaque needs replacement, ~~and has been removed pro tem~~ as well as repainting of the bench seat. The restoration of the existing plaque or the creation of a new plaque is to be decided.

Mr Lock stated that he was seeking approval to spend to purchase a new, vandal resistant, waste bin (in the sum of +/- £400) and further renovation of the seat (value to be advised).

*as the plaque has been stolen*

It was suggested that an approach be made to the Tizzard family to support this work, which Mr. Lock stated that he would do.

Mr Lock wished to instruct the Council Handyman to repaint the bench seat, and to tidy and trim regularly the area around the lookout. Hew further suggested that the Council should promote a design competition for a new look out point (mention was made of perhaps a similarity to the new "Welcome to Milborne Port" sign donated by Spirit of Milborne Port).

Mr Watts formally proposed all points, seconded by Mrs Flynn, and passed unanimously

## **8 Provision of Projector & Hearing Loop in the Council Chamber**

Mr Oldham proposed that the Council should invest in a ceiling mounted projector, ceiling or wall mounted screen and an inductive hearing loop for the Council Chamber.

He detailed that the projector, screen and mounts would be in the region of £400.

He then discussed connection of a computer to the projector, explaining that this could be done either wirelessly or cable. He noted that the cable connection would be the cheapest to install, but would have the inherent dangers of trailing cables within the room. A wireless connection, at a cost of approximately £246.00 would be a safer option. The proposal was accepted by nine votes for to two votes against, with one no vote, and Mr. Oldham charged

*Oldham 4/10/16*

with obtaining the three necessary quotes.

**Action – Mr. Oldham**

Mr. Oldham commented that he was yet to hear back from county on support for a survey regarding a hearing loop

**9 Co-option to fill Council Vacancy**

Mr Oldham noted that no request to hold an election for a replacement Parish Councillor had been received, and he had therefore now posted that those wishing to put themselves forward to be considered for co-option to the Parish Council had now been posted around the village and on the Community Website.

The closing date for this had been set as 23<sup>rd</sup> September 2016, and the nominations would be discussed with the intention to appoint the new Parish Councillor at the October 2016 meeting.

**10 Actions to be taken following receipt of Playground Inspection Report**

Mr Lock reported that he had now received the Playground Inspection Report. He observed that since the previous inspection, the Parish Clerk had been trying to find a Company that would take on the maintenance of all of the playground equipment. Unfortunately, this had not been successful yet, as some Companies would do all of the equipment, whilst the majority would only maintain the equipment that they had supplied and/or manufactured.

Mr Lock intends to distribute the reports received, in electronic format, to various suppliers asking them to give quotations to undertake the maintenance (and repair where necessary) of the equipment noted within the reports.

**Action – Mr. Lock**

**11 Planning**

11.1 Consider the following planning application:

**16/03305/FUL** Erection of wooden conservatory to the south elevation, insertion of 2 No conservation rooflights on north elevation and 1 No. rooflight to the west elevation. Lowering of window cill on west elevation. *Barn Cottage, Newtown, Milborne Port, Sherborne, Dorset, DT9 5BJ*

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It was noted that there was one comment in respect of these applications which was from a neighbour commenting that they were in favour of the works proposed.

The Council had no objections.

11.2 Note the following planning approvals

**16/02968/FUL** – Erection of a single storey side and rear extension. *20 Henning Way, Milborne Port, DT9 5HN*

**16/02461/FUL** – One storey extension to the side and rear of the property

*31 Plover Road, Milborne Port DT9 5DA*

*J. Oldham 4/10/16*

**16/02736/FUL** – Erection of single storey side and rear extension

*68 Gainsborough, Milborne Port, DT9 5BB*

**16/02425/REM** – Erection of a dwelling (reserved matters following outline approval 16/00907/OUT) appearance, landscaping, layout and scale.

*Eastland's Furlong, Furlong Lane, Milborne Port, DT9 5HH*

11.3 Note the following planning appeal decision

**15/02187/FUL** – Solar Photovoltaic Modules Installation. The appeal has been allowed subject to conditions.

*Old Bowden Way, Milborne Port, DT9 5HH*

Mr. Lock asked what benefits the Village would accrue from this installation. Members present were unsure, and Mr. Lock agreed to investigate and report to a subsequent meeting.

**Action – Mr. Lock**

## **12 Finance**

### 12.1 Current Financial Statement.

It was noted that this report is normally produced by the Parish Clerk, and that the Chairman had requested assistance in producing this report from Mr. M. Freeman. The Committee expressed their appreciation.

The financial position of the Council as at 31<sup>st</sup> July 2016, contained in the published report was noted.

### 12.2 Approval of Payments

The following payments were confirmed:

<b>N Dungey</b> - Toilet Cleaning	<b>£130.00</b>
<b>Pet Waste Solutions</b> – June Servicing dog waste (inv 0633M)	<b>£182.00</b>
<b>Pet Waste Solutions</b> – July Servicing dog waste (inv 0695M)	<b>£182.00</b>
<b>Pet Waste Solutions</b> – August Servicing dog waste (inv 0755M)	<b>£182.00</b>
<b>Red Berry Recruitment</b> – Temp cover (Inv 20819)	<b>£86.53</b>
<b>W.S. Retail</b> - Steve Davis – Petrol	<b>£25.00</b>
<b>South Somerset District Council</b> – Playground Inspection	<b>£188.40</b>
<b>SSE</b> – Electricity to Cricket Pavilion	<b>£27.43</b>

Mr Oldham advised that because of various requests of the Council's Bankers subsequent to the submission of the mandate change request on 4<sup>th</sup> August the bank had still not confirmed the mandate change. Hence, at present the Council were unable to sign any cheques in the absence of Mr. Laughton. It was noted that payments need to be expedited, and the Council's Bankers should be so advised.

## **13 Note the following correspondence**

### 13.1 Note from Nichola Henson

The Chairman read out a note received from Nichola Henson, and commented that it was extremely pleasant to receive notes of thanks!

*J. Oldham* 4/10/16

### 13.2 Letter from Susie Baker

The Chairman read out a letter received from Susie Baker, thanking the council for locating her great grandmothers grave site.

## 14 Consider the following correspondence

### 14.1 E-mail from Mr. Crudginton

This e-mail had been received concerned with the relocation of the post office. Mr. Oldham read out a draft response that he had prepared and the meeting agreed that this should be sent.

#### Action – Mr. Oldham

### 14.2 E-mail from Ms. Adams

Ms. Adams, an allotment holder commented on the state of plots that had been abandoned at the Gainsborough site. Mr Biss agreed that he would send letters to the registered holders of the apparently abandoned plots, requesting their intentions for their further use of the plots.

#### Action – Mr. Biss

### 14.3 Correspondence from Guy Galpin

The Chairman noted that correspondence had been received from Mr Guy Galpin, on the hazard of the narrow pavement at the corner of London Road and East Street.

There was some discussion on this and Mr Lock reminded the meeting that the ownership of the land near the bus shelter needs to be addressed by the County Solicitor. Mr. Lock agreed to discuss with Mr. Galpin

#### Action – Mr. Lock

## 15 Parish Council Newsletter and Communications

It was agreed that the following items would be included on the Community Website. The meeting on Parish Plan refresh, co-option for a new councillor, a reference to the East Hill lookout and the fact that the open spaces meeting was cancelled.

## 16 Committee

Mr Oldham reminded the Meeting that the Members forming the Human Resources (HR) committee were:

Mr J. Oldham, ~~Mr. M. Richie~~, Mrs. A. Flynn, Mr. R. Lockey, Mr P Lock.

Mr Oldham recorded his thanks to Mrs Flynn for her support during the absence of the Parish Clerk.

## 17 Date of Next Meeting

The next Meeting of the Full Parish Council was confirmed as **Tuesday 4<sup>th</sup> October 2016**, at the Town Hall, commencing at 7.00pm

