

MILBORNE PORT PARISH COUNCIL

Minute of the Full Parish Council Meeting held on Tuesday 4th April 2017 at 7pm at the Town Hall

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

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

Public Question Time

There were three members of the public in attendance along with Mr John Lewis of SturQuest who would be presenting during agenda item 6. No questions were raised.

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

County Councillor William Wallace – No report received. Offered to answer any questions, no questions were asked.

District Councillor Sarah Dyke – Councillor Dyke reported that SSDC were offering business rate relief in the district from 1st April 2017. Councillor Dyke confirmed she would be working with SSDC and businesses in Milborne Port to see if they are eligible, although not all businesses would meet the criteria for a discount. Councillor Dyke reminded everyone that the County elections would be taking place on 4th May 2017 and the deadline to register to vote is 13th April 2017. Councillor Dyke confirmed that Careline had secured further funding from Devon and Somerset Fire and Rescue to support the home check service provided by Careline. Councillor Dyke commented that the council tax for the 2017/18 year had been set and the district element had risen by 3.28% which was approximately £5 more per year based on a Band D property. Councillor Dyke concluded her report by stating that the next SSDC Full Council Meeting would be held on 20th April 2017 and that the SSDC Garden Waste scheme was available for anyone interested in having their garden waste collected.

PCSO Thelma Mead – No report received

Mrs Flynn – Mrs Flynn informed everyone that she had received the Market Town Investment Groups (MTIG) digital audit survey and that Milborne Port had been requested to audit Crewkerne. Mrs Flynn asked for volunteers to help completed the questionnaires.

Mr Watts – Commented that he wished to make a statement. Mr Watts stated that after the last Full Parish Council Meeting he had received an inappropriate email from the Chairman accusing him of having a vendetta against the Clerk. Mr Watts stated that he felt this email was wholly inappropriate and that Parish Councillors should do their job and the Clerk should do hers. Mr Watts commented that he had to question the Chairman's suitability to the Council and that he had a lack of experience within the Parish Council, unlike himself who had been a Councillor for many years. Mr Oldham withheld any comment.

Mr Oldham – Mr Oldham asked for approval to add another agenda item under 13, Finance, as the Clerk's laptop had broken beyond repair and a new one was required as soon as possible. All agreed in favour of adding this to the agenda.

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Mr Crudgington – Requested information on who the Conservation Officer is covering Milborne Port. Councillor Dyke responded that there was a delegated Conservation Officer at SSDC and she would put Mr Crudgington in contact. Mr Crudgington then asked who at SSDC he needed to contact in regard to trying to gain funding for a tourism project, again Councillor Dyke commented she would speak with him about this. Mr Crudgington raised the issue of noise around the Brookside area of the village commenting that he and his partner rarely got a good night's sleep due to noise coming from cars starting as people go to work throughout the night. He also claimed that there was an illegal taxi service running from a neighbouring property. Councillor Dyke stated that she and officers at SSDC had already followed up claims that an illegal taxi service was running and there had been no evidence found of a formal business. Councillor Dyke added that Mr Crudgington had received several responses from officers at SSDC about both the taxi complaint and noise issues and that the noise was coming from cars starting of people going to work.

1. **Apologies for Absence:** Received from Mr M Lancaster

2. **Declarations of Interest:**

- Received from Mr Laughton, agenda item 13.5, grant to Milborne Port Primary School – *school governor*
- Received from Mr Oldham, agenda item 13.5, grant to Milborne Port Primary School, - *school governor* and agenda item 13.5, *reimbursement to himself*
- Received from Mr Lockey, agenda item 13.5, grants to Milborne Port Primary and Playing Fields Management Committee – *school governor and Playing Fields committee member*
- Received from Mrs Flynn, agenda item 13, possible purchase of new laptop and payment to Milborne Port Computers – *spouse of business owner*

3. **Minutes of the Full Parish Council Meeting held on Tuesday 7th March 2017** were agreed and signed as a true and accurate record of the meeting after a minor amendment of redacting a name.

4. **Circulation of the draft minutes from the Planning and Open Spaces and Footpaths Committees** were noted.

5. **Planning**

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

17/00842/LBC Replacement window and door and patch repair to render
32 Newtown
No Objection

5.2 The following **Planning Approvals** were noted:

17/00518/FUL Construction of attached garage
15 Prankerds Road

16/04695/FUL Erection of an extension
2 North Crescent

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17/00431/TPO Application to carry out works to 1 no walnut tree which is included in the Milborne Port (no.1) Tree Preservation Order 1979
Lynden View, Redwing Road

6. **Consider free CPR training from Sturquest – (Talk by John Lewis of SturQuest):** Mr Oldham welcomed Mr Lewis to the meeting and thanked him for attending. Mr Lewis proceeded by introducing himself and giving background information on how he became involved with SturQuest. Mr Lewis gave informative information on both the use of AED's and the Call, Push, and Rescue training which could be provided free of charge. Mr Lewis commented that he could provide free training kits for practice, that training would take about an hour and a half and that once trained people would be certificated. Mr Lewis confirmed he could also give training on an AED device. Mr Lewis suggested that it would be good, if possible, to get any local doctors or nurses involved in the scheme as they may be able to help with the training. Mrs Flynn commented that she was very impressed with the scheme and felt that it was vital some people within the parish were trained. Mr Crudginton suggested liaising with the medical centre to see if they wished to be involved. Mrs Flynn suggested that a one to one meeting be arranged with Mr Lewis and some members of the Council to put together an action list and way forward. All agreed that this was a good idea and the Clerk was requested to arrange a meeting with Mr Lewis and some Council members to agree a way forward.

Action – Clerk to arrange meeting with Mr Lewis and some Council members

7. **Review and update Actions from the last meeting:** The Action List was reviewed in detail with the majority of items being completed and closed. However, it was agreed that Mr Laughton would continue to seek quotations for the kicking wall and Mr Oldham would put together a paper for Springfield Road Car Park. Mr Oldham confirmed that the Clerk had submitted grant applications to seek funding for the improvements at the car park. Mrs Flynn confirmed she was in the process of putting a paper together to be considered at the next Open Spaces and Footpaths Committee regarding improvements at Gainsborough Play Area. Mr Oldham and referred members to the paper which the Clerk had produced regarding the purchase of RBS Solutions Financial Package and the benefits it would bring to the Council if purchased. Mr Oldham suggested the motion be carried to purchase the software at a cost of £520. The motion was proposed by Mr Ritchie, seconded by Mr Lock and all agreed in favour of purchasing the software. The Clerk was asked to update the Action List and distribute following the meeting.

Action – Clerk to update Action List and distribute and place an order for the purchase of RBS Solutions Financial Software

8. **Consider way forward concerning Churchyard pathways following email from Jacquie Hall Churchwarden:** The email received from the Churchwarden was considered in detail and Councillors discussed the best way forward. It was agreed that Mr Lock would speak with the Churchwarden and suggest that a section of path was used as a trial area with chippings on to see if this helped the drainage issue. It was agreed to leave the installation of drainage for now and see if the chippings helped. There was some discussion of the type of chippings, and the chairman suggested that we should strongly identify the sort of material that we felt would be best to use

Action – Mr Lock to contact Churchwarden and discuss the trial use of chippings

9. **Update from Working Party regarding land ownership along the High Street and consider Adverse Possession application:** Mr Oldham reported that the Working Party had been looking at a number of issues in regard to land ownership in

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the village such as the area along Wheathill Lane and the High Street where the bus shelter and bench are installed. Mr Oldham confirmed that the Working Party had recently had a meeting with a member of the public and the local MP and that he had distributed to Councillors notes from this meeting. Mr Oldham commented that the Audit Report stated that in order to justify keeping the bus shelter and bench the Parish Council should try and secure full ownership of the land, suggesting that a way forward may be to apply for Adverse Possession. He commented that the Parish Council could be at risk of receiving a Public Information Report and a fine. Mr Watts commented that as his wife's family had resided at the property and he had old photos showing a garden and railing in his opinion the owner of the house would have more recall on the land. Mr Lock commented that a historian in the village had thought that it was Common Land, but that it had been established it did not belong to the Commonalty Trust. At this point a member of the public asked if they were allowed to speak, Mr Oldham informed this person that they could not speak formally but allowed them to state that they had information about the ownership of the land. Mr Oldham stated that this comment had been made before, and that evidence had been requested, but not supplied. The member of the public also commented they had maps to show the Working Party. A motion was put forward by Mr Oldham to commence the Adverse Possession application. Mr Ritchie proposed this motion was carried, Mr Lock seconded and all members of the Council, bar Mr Watts, voted in favour. Therefore the motion was carried to commence the Adverse Possession process.

Action – Clerk to commence the Adverse Possession process

10. **Consider taking part in the Gordon Morris, hearing loop case study:** Mr Oldham referred Councillors to the papers which had been circulated prior to the meeting and suggested a motion be carried to take part in the case study. All voted in favour of taking part in the survey, so the motion was carried to return the questionnaire.

Action – Clerk to complete the survey

11. **Consider tenancy agreement between the Parish Council and Milborne Port History and Heritage Group:** Mr Oldham referred Councillors to the draft tenancy agreement which had been circulated prior to the meeting. After a few minor typo amendments all agreed in favour of accepting the agreement and authorising the Clerk to sign it along with the Chairman of the History and Heritage Group.

Action – Clerk to make slight amendments and sign the tenancy agreement along with the Chairman of the History and Heritage Group

12. **Consider improving Parish Council process:** Mr Oldham explained that following comments made by Mr Watts at the previous meeting he had undertaken research into Council procedures and had found nothing preventing Councillors being active participants in researching projects, albeit that this is usually the responsibility of the Proper Officer. Mr Oldham stressed that to move forward and continue making progress occasionally it may be beneficial to have the assistance and technical expertise of Councillors. Mr Oldham also commented he felt that Councillors should take an active part in the Parish Council. Mr Lockey agreed with Mr Oldham's comments, but stated that if a Councillor was involved in a project, then at the quotation stage, they should not be involved in the decision making process. Mr Watts commented that he felt the Council was overstepping the mark and that Councillors should not be involved in projects or gaining quotes and that all quotes should come in sealed envelopes. Mr Biss agreed with Mr Watts comments but suggested that Council members were able to know which companies had been asked to tender on a contract. Mr Lock commented that although a specification could be put together, some contractors may have differing solutions. Mr Oldham put

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forward a motion that the following amendment was made to the Parish Council Standing Orders "Councillors may, with the permission of Full Council, develop project proposals including costings where the time required or complexity make it unreasonable for the Proper Officer to do this work. The Councillor developing such proposals may take part in discussion but may not vote on a motion resulting from such proposals" Mrs Flynn proposed to adopt this motion, this was seconded by Mr Lockey and all agreed in favour apart from Mr Watts, therefore the motion was carried to make amendments to the Standing Orders and Financial Regulations if required.

Action – Clerk to amend Standing Orders and Financial Regulations if required

13. Finance

At this point, Mr Oldham raised the issue of the Clerk's laptop no longer working and requested approval for the purchase of a new laptop. He confirmed that a quote of £255 + VAT had been provided from Milborne Port Computers and they could transfer the old data from the old laptop. At this point Mr Crudgington offered a laptop to the Clerk free of charge, however, after discussion it was felt it would be best to purchase a new laptop, with modern software and features and with a guarantee. Mr Oldham proposed that the new laptop was purchased. All voted in favour and the Clerk was requested to place the order with Milborne Port Computers.

Action – Clerk to place order with Milborne Port Computers for new laptop

13.1 Confirm receipt the current Financial Statements until 28th February 2017:

Receipt of the Financial Statements until 28th February 2017 was noted. Mr Lockey commented on current spend against forecast stating that the Council were 3.65% under budget.

13.2 Update on progress of 2015/16 Annual Return: Mr Oldham confirmed that the Annual Return had finally been completed and the report received and that this had been circulated to all Councillors. Mr Oldham commented that although the financial statements had been accepted there was a process issue raised concerning risk surrounding the bus shelter. At this point a member of the public asked if they could speak, Mr Oldham responded they could not, but the member of the public commented that Mr Oldham had not explained the report correctly. Mr Oldham responded that all members had received and read the report. The member of the public responded that Adverse Possession could not be applied for retrospectively and that the Parish Council had been asked to show proof of ownership prior to the bus shelters erection. Mr Oldham commented that the report had stated that if ownership was not sorted out prior to the next Annual Return that the Council would be at risk of getting a PIR. Mr Watts commented that prior Parish Councillors knew full well at the time that the land did not belong to the Parish Council and that the former Chairman had categorically stated to Mr Watts that the shelter had been erected in the correct manner. Mrs Lock responded that if Mr Watts was alluding to Mrs Alexander, that the shelter was agreed prior to her Chairmanship. Mr Oldham commented that the planners reported had stated in bold that the Parish Council had to "own or maintain the land" at which point Mr Biss commented that he had always known the Parish Council didn't own the land. To conclude, Mr Oldham confirmed that the audit cost was significantly higher than usual due to the objection and time spent investigating it.

13.3 Approve and sign a letter to Barclays Bank setting up a standing order payment to Nick Dungey of £130.00 each month: Councillors approved the pay Mr Dungey by standing order so Mr Ritchie and Mr Oldham signed the letter approving standing order payment.

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13.4 Approve adding Mr Lockey as a banking signatory bringing the number of signatories to four: Councillors voted in favour of adding Mr Lockey to the bank signatories so the Clerk gave Mr Lockey the paperwork to be completed.

13.5 The following Payments were approved:

Emma Curtis – SWIB entry fee reimbursement	£20.00
N Dungey –Toilet cleaning	£130.00
Lyco Group Limited –Emergency lights Inv: 100115108	£43.16
SSDC – Playground Inspections Inv: 04510091688	£127.20
Ever So Clean Supplies –Toilet roll holder and rolls Inv: 22895	£38.99
SSDC – Ranger scheme February Inv: 0600003155X	£150.96
Mr J Oldham –Website hosting reimbursement	£40.87
Neal Electrical Services – Cemetery Chapel work Inv: 1792	£2,004.00
Mr S Davis – Handyman Inv: 47	£431.60
SLCC – Local Council Clerk's Guide Inv: 122311	£18.20
SSDC – Cemetery Rates Inv: 048897	£712.50
SSDC – Town Hall Rates Inv: 067969	£238.89
SSDC – Ranger labour March Inv: 06000031792	£301.92
Milborne Port Primary School – Grant 2017/18	£1200.00
Playing Fields Management Committee – Grant 2017/18	£3300.00
Commonalty Charity Lands –Grant 2017/18	£1000.00
Fire Safety Stores – Fire extinguishers Inv: FSS1022627	£174.84
Milborne Port Computers – Hosting fees Inv: 11851	£86.40
Pet Waste Solutions – Dog bin emptying Inv: 1260	£212.33
Kim Dike – Grounds maintenance Inv: 56 (Replacement)	£1006.82
Kim Dike – Grounds maintenance Inv: 127	£1006.82
Kim Dike – Grounds maintenance Inv: 102	£1006.82

13.6 The following Direct Debit was noted:

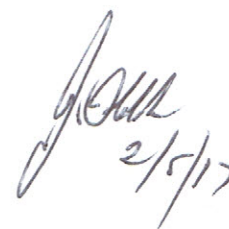
BT – Mobile phone	£18.00
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14. The following Correspondence was noted:

- Letter from Mr and Mrs Britto regarding Churchyard tree works
- Telephone call from Mrs Smith confirming she does not feel it would be beneficial to meet with the Parish Council regarding the Old Church School

15. **Newsletter and Communications:** It was agreed to publicise the following: CPR training, County Council Elections, Careline, Business Rates discount and the History and Heritage Group open day.

16. The date of the next Full Council Meeting was confirmed as Tuesday 2nd May 2017


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