

# The Management Committee

## MILBORNE PORT PARISH COUNCIL

Minutes of the Management Committee meeting  
held via Zoom on:

**Tuesday 23<sup>rd</sup> June 2020 @ 7:00pm**

### **Present:**

Councillors; Mr P. Lock (Chairman), Ms D. Barsby, Mrs E. Stewart, Mr A. Fletcher, Ms L. MacArthur, Mr R. Lockey, Mr T. Watts.

### **In attendance:**

Mr J Pitman (Tree Officer)  
Mr Simon Pritchard - Parish Clerk  
Nathalie Hetherington – Deputy Parish Clerk  
1 Member of the Public from 7-7.10pm

### **Public Question and Comment Time:**

- A member of the public spoke in support of Item 14 in the agenda re. allowing some areas of the churchyard to remain uncut from March-August for many reasons but especially in the interests of biodiversity. This member of the public then left the meeting.

<b>Agenda Number:</b>	<b>Agenda Item:</b>
	<i>Cllr. Fletcher in Chair for agenda items 1 to 3</i>
<b>1</b>	<b><u>Apologies for Absence:</u></b> Cllr. T Campbell
<b>2</b>	<b><u>Declarations of Interest:</u></b> None.
<b>3</b>	<b><u>Election of Committee Chairman for municipal year 2020-2021:</u></b> <b>Cllr Fletcher proposed that Cllr Lock be elected as committee chairman seconded by Cllr Stewart.</b> There were no other nominations. <b>It was therefore unanimously resolved to elected Cllr Lock as the committee chairman.</b> Cllr Lock took over the chairing of the meeting from Cllr Fletcher.
<b>4</b>	<b><u>Adoption of Minutes:</u></b> <ul style="list-style-type: none"><li>• <b>Tuesday 25<sup>th</sup> February 2020</b></li></ul> <b>It was resolved to adopt the minutes.</b> Cllr. Lock suggested that in future there is a 'Follow Up Actions' item on the agenda in case some members have been unable to complete an action.

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**Email:** [clerk@milborneportpc.org.uk](mailto:clerk@milborneportpc.org.uk)

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**Tel:** 01963 251268

5	<p><b><u>Tree Warden's Report:</u></b></p> <p>Station Copse: some formative pruning would be useful; many of the young trees have growth faults. It was agreed that the Tree Warden would lead a working party of volunteers in the autumn to undertake this work.</p>
6	<p><b><u>Appointment of Vice-Chairman and Other Roles:</u></b></p> <p><b>A. Vice-Chairman:</b>  <b>Cllr Lock proposed that Cllr Lockey be Vice-Chairman; seconded by Cllr MacArthur.</b> There were no other nominations. <b>It was therefore resolved to elect Cllr Lockey.</b></p> <p><b>B. Footpaths / Rights of Way Rep:</b>  <b>It was agreed to appoint Cllr Barsby</b></p> <p><b>C. Other Appointments:</b>  It was agreed that the appointment of members to any other special responsibility would take place when circumstances require.</p>
7	<p><b>Management Committee Budget 2019/20:</b></p> <p>The Clerk talked Members through the committee accounts and highlighted any areas that there could be a future unbudgeted liability to the committee / council.</p> <ul style="list-style-type: none"> <li>• <b>The Allotments:</b> <ul style="list-style-type: none"> <li>○ Water still leaking, no more money in repairs budget, likely to cost around £2,000 to fix.</li> </ul> </li> <li>• <b>The Cemetery:</b> <ul style="list-style-type: none"> <li>○ Likely to exceed budgeted income.</li> <li>○ £340 of unbudgeted miscellaneous expense as two new specialists' books were required. Cannot foresee any further unbudgeted expense.</li> </ul> </li> <li>• <b>General Open Spaces:</b> <ul style="list-style-type: none"> <li>○ 'Contracted Work' likely to underspend by £1,000</li> <li>○ 'Dog Bin Emptying' likely to underspend by £500</li> <li>○ 'Ranger Scheme' likely to underspend by £4,000</li> <li>○ Question raised re: lawn mower costs it was confirmed that code 50 (Churchyard Exps) covered the running costs of the St Johns lawnmowers inc fuel and the potential replacement of the same.</li> <li>○ Questions raised re: Will the Ranger/volunteers install (within the next week) &amp; water the hanging baskets. The Chairman reported that he had been told this would happen in the next few weeks.</li> </ul> </li> <li>• <b>Playgrounds:</b> <ul style="list-style-type: none"> <li>○ 'Playground Inspections' likely to underspend by £200</li> </ul> </li> <li>• <b>Springfield Recreation Ground:</b></li> </ul>

	<ul style="list-style-type: none"> <li>○ No budget was set for cleaning equipment for the pavilion toilets, but expense is being incurred, could be up to £100 by the end of the year.</li> </ul> <ul style="list-style-type: none"> <li>● <b>The Town Hall:</b> <ul style="list-style-type: none"> <li>○ 'Electricity' likely to underspend by £200</li> <li>○ £653.00 expenses on code 30 (Repairs &amp; Maintenance) was for the new lighting.</li> </ul> </li> </ul> <p>The Clerk stated that despite the Covid-19 situation, progress can be made with various projects that have been budgeted for and that he is looking for a strong steer from members re. priorities so that he can deliver them over the summer.</p>
<b>8</b>	<p><b><u>Quarterly Playground Inspection Reports:</u></b></p> <ul style="list-style-type: none"> <li>● Mr. Pitman plans to repair the play area shelter at Springfield week of 6<sup>th</sup> July with some material already obtained.</li> <li>● The Play Area Inspector keeps judging the agility trail as being of medium risk due to slippery surface created by algae. Clerk has inspected on a few occasions and does not agree with the rating, but the inspector is standing by his assessment of a medium risk. Members agreed that the Clerk should seek to have the trail professionally power washed.</li> </ul> <p style="text-align: right;"><b>Action: The Clerk</b></p>
<b>9</b>	<p><b><u>The Management Committee's Terms of Reference:</u></b>  <b>Cllr. Stewart proposed to recommend to full council that the Terms of Reference are adopted; seconded by Cllr. Fletcher and resolved unanimously.</b></p>
<b>10</b>	<p><b><u>Management of: The Town Hall</u></b></p> <ul style="list-style-type: none"> <li>a) Quotations have come in for re-painting the doors and windows, approximate cost would be £1,500, however scaffolding will also be required, possibly license for working in the road and hire of traffic lights. So, the cost of the painting is only a part of the overall cost.</li> <li>b) Clock: two options re-gilding face &amp; mending the current electronic clock mechanism. Other option is to restore and re-install the original 17<sup>th</sup> century mechanism but no-one would see it and it would be awfully expensive.  Cllr. Lock's view is that ensuring that the clock gives the right time is a priority and that Simon Boyd should be appointed to undertake the re-gilding &amp; mending the mechanism. It was agreed that a chime for clock is not a priority.</li> </ul> <p>Members resolved to go ahead with the Town Hall Clock as the first priority and employ Simon Boyd to carry out the work. Second priority is the painting of the door and windows the Clerk will research further costs associated with redecoration for a future time.</p> <p style="text-align: right;"><b>Action: The Clerk</b></p>
<b>11</b>	<p><b><u>Management of: the Allotments/Gainsborough Playpark</u></b></p> <ul style="list-style-type: none"> <li>a) <b>Water Leak:</b> The Clerk reported further/worsening problems with a leak at the allotments, indicated by an invoice for water charges far larger than the same time</li> </ul>

last year: £400 for just 2 months. The Clerk met a representative of the company Pipefix that did the previous work back in March on 23<sup>rd</sup> June and it was ascertained that the issue is with the old pipework. One option is to replace all of this pipework rather than repair as the cost to repair could be about the same as to replace. If replaced it would move all the piping over to the modern blue pipe with a one-year guarantee. The Clerk reported that there is no budget for this work left this year so this work could wait until next year or money could be moved from another budget to cover the cost.

Cllr Barsby to ask an allotment holder who lives nearby if she is prepared to turn water on and off for the troughs in the short term according to demand.

**Action – Cllr Barsby**

**Members felt that this needed resolving as soon as possible and that the clerk should press ahead with replacing the old piping.**

**It was agreed to recommend to Full Council that some of the remaining Solar Farm grant money be used to fund all of the work.**

**Action – The Clerk**

*Jeremy Pitman left the meeting at 8.05pm.*

b) Quotations have come in for the following works:

- o Provision of new number pegs for every allotment - £540
- o Removal of soil heap - £1250 + VAT
- o Fixing rutted entrance with tarmac - £2,450 +VAT

c) The issue with the overhanging evergreen trees at plot 2b should be resolved when owner of the property has the work done. The Allotments Officer will continue to chase.

**Action – The Allotments Officer**

d) The asbestos roof of the communal hut – established as belonging to the Parish Council – needs to be checked against Health & Safety regulations. The Clerk will investigate this and report back. This could have a significant cost if it needs to be removed professionally.

**Action – The Clerk**

e) Cllr. Barsby will speak to a resident about helping out with the removal of the soil heap rather than paying to have it removed.

**Action – Cllr Barsby**

f) Cllr Watts reported that there are possibly high levels of arsenic in the soil at the allotments; it was resolved that the Clerk price up some soli testing for the committee to consider.

**Action – The Clerk**

g) It was agreed to go ahead with the plan for new number pegs, at a cost of up to £540. With the money being transferred from the general maintenance budget line to the allotments budget line.

**Action – The Allotments Officer**

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	<p>h) A water fountain at Gainsborough playground was discussed as the committee holds a budget of £400 to install one. The Clerk has received information from a company that a few Town / Parish Councils in the area have been using. They are £2,5000 +vat for the basic model, with the better one being £3,500 +vat and a further £1000 +vat to install.</p> <p>Cllr. Stewart shared findings of research which she will circulate; location very important; the Clerk reminded members that only council land can be used. The Clerk suggested that given that the actual cost was so much bigger than the budget that the project would need to be part of the Planning &amp; Environment Committee's Working Group overseeing the expenditure of the S106 money.</p> <p><b>Members agreed that the budget should be able to deliver a simple push top tap in the play area and that this should be installed now.</b></p> <p style="text-align: right;"><b>Action - The Clerk</b></p> <p>i) Cllr. Lockey enquired after the plans for new fence at Gainsborough; the Clerk confirmed that it would need to be the P&amp;E Committee Working Group for S106 development at Gainsborough that would be dealing with this as the committee had no money for the same and it seems sensible to tie all the projects in together.</p>
<p><b>12</b></p>	<p><b>Management of: The Cemetery:</b></p> <p>a) The Clerk explained the reasons behind the choice of location for the Arbor; 2 members of the committee had also been consulted and had agreed with the location.</p> <p>b) The ranger will be dealing with the brambles that are growing up through the yew trees. The Chairman reported that the hedging also needed cutting.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p> <p>c) Cllr Lock noted his thanks to the team of volunteers that does the watering at the cemetery; there was a discussion about the length of the hosepipe required and the possibility of purchasing a longer one. Cllr. Lock will speak to the volunteers about this.</p> <p style="text-align: right;"><b>Action: Cllr. Lock</b></p>
<p><b>13</b></p>	<p><b>Management of: Springfield</b></p> <p>Members looked at the Springfield &amp; the General Budget</p> <p>a) The Council is holding money for the maintenance of the Ball Court wall, not clear how much of the wall belongs to the council, suggestion that it's only the buttress, the Clerk will do some research and write to the neighbouring property owner enquiring after his/her plans for the wall's maintenance.</p> <p style="text-align: right;"><b>Action: The Clerk</b></p>
<p><b>14</b></p>	<p><b>Management of: St John's Churchyard:</b></p> <p>A member of the public had requested (at the Annual Council Meeting) that the volunteer Church Wardens leave some of the grass uncut as a wildlife area. It was agreed that Cllr Fletcher will speak to the Vicar about the management of the vegetation and see if they</p>

	<p>would be happy to let some areas grow wildflowers to increase biodiversity. Cllr Lockey will also look to see which areas are suitable and unsuitable.</p> <p style="text-align: right;"><b>Actions: Cllrs. Fletcher &amp; Lockey</b></p>
<b>15</b>	<p><b>Obtaining Grants to fund projects:</b></p> <p>The Clerk explained that SSDC &amp; the Market Towns Group have grant funding, as well as other organizations and that obtaining some would reduce the burden on the council precept and allow more projects to take place.</p> <p>The Clerk reported that he did not necessarily need someone to work with, just the approval of the committee to apply for any grant funding that would seem appropriate to deliver projects covered in this meeting. He would then report back on any success. Members agreed they were happy for the Clerk to apply for grant funding for the committee projects.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p>
<b>16</b>	<p><b>New Parish Council Website:</b></p> <p>Cllr Fletcher has been looking at the options and invited the committee to consider moving to a WordPress based website managed by Milborne Port Computers at a cost of £500 to set up and £125 per year to host, creating a website more fit for purpose entirely within MPPC's control.</p> <p>There would be further implications on staff time for training and to populate the website. Current website could continue as the Community website.</p> <p><b>It was agreed to proceed with setting up a new website as a cost of £500 and £125 per year hereafter.</b></p> <p style="text-align: right;"><b>Action – The Clerk &amp; Cllr Fletcher</b></p>
<b>17</b>	<p><b>Verbal Updates:</b></p> <p><b>A. Parish footpaths / Rights of way:</b></p> <ul style="list-style-type: none"> <li>• Cllr. Barsby reported that 2 residents have sustained injuries from the metal gate at the bridge in the field off Wheathill; Gate has been reported on the Roam Somerset website but this has historic issues on for over a year ago that still have not been addressed / resolved.</li> <li>• Cllr. Barsby reported that the electric fence has now been removed from the same area but that there are no cows there now anyway. She also reported that the footpath sign at the entrance to Cannon Court Farm has been removed 3 times recently but that some signs on the land are still in place; there is also a broken fence &amp; an electric fence – all reported on the Roam Somerset website site.</li> <li>• The style is still broken at Vartenam Hill, over a year after it was reported to SCC.</li> <li>• Cllr. Watts reported that one of the problems in the field off Wheathill is that there are no signs to show people where the footpaths are, and no 'Private' signs and that the owners of the field do not take any action against those who are not walking on the footpaths.</li> <li>• It was agreed that help is needed from Cllr. William Wallace at SCC regarding the list of reported issues that have been outstanding for quite some time</li> </ul> <p style="text-align: right;"><b>Action – The Clerk</b></p>

	<ul style="list-style-type: none"> <li>• Cllr. Barsby also reported that the footpath along Lion’s Drive needs maintenance, Cllr. Fletcher will provide her with contact details for Yarlington Housing Association who manage this area.</li> </ul> <p style="text-align: right;"><b>Action - Cllrs Barsby &amp; Fletcher</b></p> <p><b>B. Milborne Port in Bloom:</b></p> <ul style="list-style-type: none"> <li>• The Chairman reported that Sue Cooper has raised £120 &amp; that a grant has been procured from Waitrose for around £300.</li> <li>• 100 trees have been planted in Station Copse and the Cemetery, Cllr Fletcher will check on the individual plantings, but the success rate is probably 75% due to very long hot and dry May</li> </ul> <p><b>C. Projects in progress:</b> No report</p> <p><b>D. Other matters relating to the responsibilities of this Committee:</b> No report</p>
	<p><b>End of formal meeting 20:44</b></p>

**Emergency Funding - Sherborne Community Kitchen:**

After the close of the meeting, The Clerk reported that Cllr Fletcher had requested that he exercise his emergency powers under the motion of 24<sup>th</sup> March 2020 and make a £500 donation to Sherborne Community Kitchen. The Clerk explained that he was minded to make the donation and that the money would come from the council’s community grants pot. The grants pot has a £1,000 more in it this year than last year, so even if the council supports all the organizations that it did last year by the same amount this donation wouldn’t take anything away from them.

As part of the process the Vice-Chairman of the Council had been consulted and he had requested that more member had the opportunity to feed in, hence it being reported now.

Cllr Fletcher reported that Sherborne Community Kitchen was providing excellent support for 7 particularly vulnerable members of the community during the current Covid-19 crisis, signposted by the Milborne Port Volunteers Support Group; many of these people have been suffering from malnutrition and have been reluctant to ask for help. Cllr. Fletcher was keen to gain the support of as many members of the Parish Council as possible in order for the Clerk to proceed with this one-off donation of £500.

**The other six Members of the Management Committee stated that they supported the Clerk in making the payment.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_