

The Management Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the Management Committee Meeting
held via Zoom on:

Tuesday 23rd February 2021 @ 7:00pm

Present:

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

In attendance:

Mr Simon Pritchard - Parish Clerk & Burials Officer
One Member of the Public

Public Question and Comment Time:

A Member of the Public asked about the Grove Garden and why, unlike the Ball Court that was given to the Parish by the Medlycott Family, the Grove Garden didn't have a plaque to say that the garden had been given to the Parish by the Coombes family. The Committee supported the idea of having a plaque.

Action – The Clerk

Cllr Lockey reported that there had been some social media debate about the need for a dog bin at the end of East Street / Wheathill Lane. The Committee supported asking SSDC for a bin.

Action – The Clerk

Agenda Number:	Agenda Item:
1	<u>Apologies for Absence:</u> Mr A. Fletcher – Personal commitment. Ms D. Barsby. Cllr Lockey reported that Cllr Watts would be joining the meeting later.
2	<u>Declarations of Interest:</u> Cllr Lockey declared an Other Interest in Agenda item nine as a Trustee to the Milborne Port Memorial Playing Fields Charity. Cllr Lockey requested a dispensation to participate in the agenda item, but not to vote. It was proposed by the Chairman that Cllr Lockey be granted a dispensation to participate but not vote on agenda item nine, seconded by Cllr Campbell and resolved: 4 in favour – 1 abstention.
3	<u>Adoption of Minutes:</u> <ul style="list-style-type: none">Tuesday 26th January 2021 It was proposed by the Chairman to adopt the minutes, seconded by Cllr Stewart and resolved unanimously.

Management Committee - Milborne Port Parish Council – 23rd February 2021

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<p>4</p>	<p><u>Play Parks Quarterly Inspection Report:</u></p> <p>The next professional inspection is due in March; the Clerk had recirculated the December inspection report. The Clerk reported that he will now be carrying out the visual inspections at Gainsborough.</p> <p>The Clerk reported that the water tap at Gainsborough has broken for the second time this year. The first time the fitting had been replaced by the company that installed it free-of-charge, but it is now looking like the tap is a victim of vandalism and that parts are being removed from it meaning that the water just keeps flowing. Also, graffiti has reappeared on the newly painted skate ramps.</p> <p>Cllr Lockey repeated his offer to undertake any simple repairs or tightening of bolts that maybe required.</p> <p>The Clerk reported that the Ranger will be power-washing both play parks in the near future.</p> <p>Members agreed that all instances of vandalism should be reported to the police.</p> <p style="text-align: right;">Action – The Clerk</p> <p>Cllr Lockey reported that some edges needed a bright spray paint spraying on them. It was agreed to cover the cost of the paint.</p>
<p>5</p>	<p><u>Management Committee Finance:</u></p> <p>Members had been sent the accounts information.</p> <p>Cllr Lockey asked why the grass cutting at Springfield did not have any budget against it. The Clerk reported that from April it would.</p> <p>Cllr Lockey asked why the Business Rates were so overspent at the Cemetery. The Clerk reported that this was due to an underestimation as to how much the invoice would be.</p> <p>Cllr Lockey ask why the Cemetery Repairs & Maintenance line was so overspent. The Clerk reported that this was a combination of having the footpath moved and having the lime hedge and trees cut this year.</p> <p>It was noted that the Town Hall roof repair was going to be a massive liability; this would be looked at under agenda item eight.</p>
<p>6</p>	<p>Management of: <u>The Village Hall Car Park -</u></p> <p>Cars full of young people have been gathering on the car park on random nights, playing loud music. PCSO should be kept informed and asked to visit the car park when in the Village.</p> <p style="text-align: right;">Action – The Clerk</p>
<p>7</p>	<p>Management of: <u>The Cemetery –</u></p> <p>A. Review of Cemetery Prices:</p> <p>The Clerk recommended increasing all the prices by 5% other than the administration fee. This was agreed by the committee.</p> <p style="text-align: right;">Action – The Clerk</p>

B. Review of Grass Cutting Regime:

Members agreed that the Cemetery grass would continue to be cut as last year. Once part of the field next door had been incorporated into the Cemetery then this would offer an opportunity for a wild area in the years to come.

C. Cemetery Rules Sign:

The Chairman reported has concern over the banning of Dogs in the Cemetery. It was agreed to keep the No Dogs rule but only enforce it when people are using the Cemetery as a dog exercising area. The rules were approved and will be turned into a sign to be erected at the Cemetery.

Action – The Clerk

8 Management of: The Town Hall –**A. Town Hall Roof Repair and Costs:**

- The Clerk reported that three scaffolding companies had been approached to quote; one would never answer the phone; the second said they would come out and look at it, but never did; the third was extremely helpful and offered a quote very quickly and advised that a pavement licence would also be required. The Clerk had consulted the Chairman and it had been agreed to appoint the third company. It had then taken some time to get Scottish and Southern to sheath the electric wires coming into the building so that scaffolding could be erected safely.
- The scaffolding is now up, and it is possible for the roof to be safely inspected.
- As recommended in the report received at the last meeting, a local roofing company was engaged to carry out a temporary repair to the roof using Evercryl. This repair has not worked, and water is still getting in. All the water is being collected in buckets, so not a lot of further damage is being done.
- The next step is for the chartered surveyor to come out again and have another look at the roof and draw up the spec for repair. It would be this document that companies will be asked to tender against.
- The repairs will be broken down into two separate contracts, the repair of the roof and the repair of the upstairs office interior. The interior was likely to be done many months after the roof to give the room a chance to dry out.
- The surveyor has given a very rough estimation of £15,000 for a like-for-like repair or £25,000 if the roof was upgraded to lead.
- It is not known if the listed building department at the District Council would allow the roof to be repaired using lead; this would have to be applied for if the Parish Council wanted to go down that route.
- A spec will be drawn up for both like-for-like repair and for the upgrade to lead and tender will be sought on both; at that point the Council will need to decide the way it wants to go.
- The Council may be advised to apply for a Public Works Loan; the Clerk has yet to form an opinion and is waiting to see the tenders first. It will be a Full Council decision whether to use the Council reserves or apply for a loan.

	<p>B. Town Hall Clock Restoration:</p> <ul style="list-style-type: none"> ▪ Timelines have been pushed back, most recently because the new electric motor was not keeping the time correctly and so another motor has been ordered. ▪ A further cost of £160 will also be incurred as a sturdy mobile scaffolding platform will need to be hired for the day to reinstall the Clock. ▪ It is hoped the Clock will be reinstalled by the end of March.
9	<p><u>Springfield Recreation Area – Management Agreement:</u></p> <p>The draft Terms of Reference for Memorial Playing Fields Committee had been circulated to Members. The Clerk welcomed the document as it put down on paper what the responsibilities of the Playing Fields Committee and the Council was. It would also now be possible for the Full Council to resolve on the grant application that has been made as its now understood what the grant is for. It was observed that the clubs using the playing fields were giving rather small grants to the Memorial Playing Fields Committee. It was also noted that the Cricket nets are in a poor state and that the top of the Cricket Club wall required repair. It was noted that there needed to be better reporting with the accounts to the Council. The Terms of Reference were approved.</p> <p>The Committee thanked Cllr Lockey for his efforts in getting the document in place.</p>
10	<p>Management of: <u>The Grove Gardens -</u></p> <p>It was agreed to allow small brass plaques to be screed into the Oak fingerposts.</p>
11	<p><u>Verbal Updates:</u></p> <p>a) Parish Footpaths / Rights of Way:</p> <p>The Clerk noted that he had sent out information to the committee confirming that the public footpath through Cannon Court Farm does exist and that no barn has been built over the footpath.</p> <p>Most of the outstanding footpath issues that have been reported on the SCC website are for locked gates and electric fencing blocking; this would need to be dealt with by the Rights of Way Officer at SCC.</p> <p>b) Milborne Port in Bloom:</p> <p>Should be taking place this year, Covid willing.</p> <p>c) Further Allotments Land:</p> <p>Need to advertise the fact that the council is looking for land.</p> <p style="text-align: right;">Action – The Clerk</p> <p>d) Projects in progress / Updates from the last committee meeting:</p> <ul style="list-style-type: none"> • The lease on the extension of Cemetery land (currently rented out as farmland) runs out in July 2022, so this is when notice will be served for.
12	<p><u>Confidential Session:</u></p> <p>No Members of the Press or Public were present.</p>

13	<p><u>Churchyard Footpaths:</u> It was proposed by the Chairman to appoint Kingsmere Surfacing for £7,764.00 (inc VAT) seconded by Cllr Campbell and resolved unanimously. A grant for £2,000 has already been secured and the Parochial Church Council will contribute £2,000 – Leaving a cost to the Council of £2,470 once the VAT has been reclaimed.</p>
14	<p><u>Commissioning of Parish Tree Survey:</u> The Clerk reported that the Tree Officer at SSDC had been contacted and that SSDC do not offer any formal services to the Council. They do not offer indemnified written reports and they will not produce a list of recommended works, nor will they map out all the trees that are in the Council’s ownership. Cllr Lockley proposed appointing Tree Management Ltd for £895, seconded by the Chairman the resolved unanimously.</p>
	<p>End of formal meeting 20:47</p>

Signed: _____

Date: _____