

# The Management Committee

## MILBORNE PORT PARISH COUNCIL

Minutes of the Informal Management Committee Meeting  
held via Zoom on:

**Tuesday 29<sup>th</sup> June 2021 @ 7:00pm**

### **Present:**

Councillors; Mr P. Lock (Chairman), Mr R. Lockey, Ms L. MacArthur

### **In attendance:**

Mr Simon Pritchard - Parish Clerk & Burials Officer

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

(None)

<b>Agenda Number:</b>	<b>Agenda Item:</b>
<b>1</b>	<b><u>Apologies for Absence:</u></b> Ms D. Barsby – Work commitments
<b>2</b>	<b><u>Declarations of Interest:</u></b> None
<b>3</b>	<b><u>Adoption of Minutes:</u></b> <ul style="list-style-type: none"><li><b>Tuesday 27<sup>th</sup> April 2021</b></li></ul> <p><b>Members agreed that the minutes of Tuesday 27<sup>th</sup> April where an accurate record of the meeting.</b></p> <p>NB: As the meeting was an informal meeting, it was not possible for the minutes to be formally adopted.</p>
<b>4</b>	<b><u>Play Parks Quarterly Inspection Report:</u></b> <p>The Clerk had circulated the Play Park reports ahead of the meeting. Cllr Lockey reported that he intended to visit the playparks on Wednesday 30<sup>th</sup> June and identify/mark with white paint the areas that have been identified as potentially dangerous and any other quick fixies. The Clerk reported that he had cleaned the algae off the agility trail a few months ago at Gainsborough following the inspector’s report that it was slippery when wet and therefore did not accept the medium risk that it is still being rated it.</p>

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	<p>Cllr. Lockey will assess what is needed in terms of missing caps etc. so that they can be replaced when missing, then liaise with Playdale.</p> <p>It was agreed that following completion of the installation of the new play equipment at Gainsborough, finances can be reviewed before deciding what to spend on fencing/hedge between the playpark and the allotments site, in liaison with the Planning &amp; Environment Committee, and what to do in relation to purchasing/installing bicycle stands.</p>
5	<p><b><u>Management Committee Finance:</u></b> Members had been sent the accounts information presented in 2 formats; the accounts were noted.</p>
6	<p><b><u>Management of: The Allotments:</u></b></p> <p><b>A. <u>Communal Compost Bins:</u></b> Brief discussion regarding this issue being raised. The Clerk reported that the Deputy Clerk has compiled a report on the communal composting options which he will circulate for members' consideration and the topic will be revisited next meeting.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p> <p><b>B. <u>Entranceway and Track:</u></b> Cllr. Campbell has produced a specification to use when contacting companies for quotations but unfortunately the office had not had time to procure those quotations. Cllr. Lock suggested that the Clerk ask Cllr. Campbell to see if he had the time to arrange for three quotes..</p> <p style="text-align: right;"><b>Action – The Clerk</b></p>
7	<p><b><u>Management of: The Cemetery</u></b></p> <p><b>A. <u>Grave Topping:</u></b> The Clerk reported that there are sunken grave areas which have not yet been managed by adding topsoil and grass seed.</p> <p><b>It was agreed that the Council would top up sunken graves and so buy two dumpy bags of topsoil at a cost of £130 for this purpose.</b></p> <p><b>B. <u>Charge for Double Depth Ashes Plots:</u></b> The Clerk explained that some local undertakers have been interring two sets of ashes into single ashes plots; one undertaker has provided records of this to be cross-referenced with the Council's records. The Clerk has sought advice from an experienced cemetery manager; a system has now been set up to record whether a double depth plot is intended when approached about a single plot purchase.</p>

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	<p><b>It was agreed not to make an additional charge for ashes plots purchased as a double depth plot.</b></p> <p><b>C. Memorial Bench:</b> It was agreed to choose the design suggested by Cllr. Lock and for the Council to pay for the new bench; Gill Cleverley will pay for and organise the inscription on a plaque dedicated to her husband, the late John Farley.</p> <p style="text-align: right;"><b>Action - The Clerk</b></p> <p><b>D. Storage Unit/Shed:</b> The Clerk explained a need for storage next to the chapel, something suitable for a lawn mower as well as for items associated with the upkeep of the cemetery; some of the items currently there can be thrown away. The Clerk reported that he maybe able to obtain a grant from SSDC for 50% of the cost. It was agreed that The Clerk carry out the necessary research into designs, prices and possible grants and bring the information back to this committee for a decision.</p> <p style="text-align: right;"><b>Action: The Clerk</b></p>
8	<p><b><u>Verbal Updates:</u></b></p> <p><b>a) Parish Footpaths/Rights of Way:</b> The Clerk reported that Cllr. Barsby has passed her strimming course and is going to start using the Somerset County Council communal strimmer. She is continuing to investigate and often resolve problems that are reported via the SCC website, sometimes with the support of the SCC Footpaths Officer.</p> <p><b>b) Milborne Port in Bloom:</b> Judging will take place on 14th July. Cllr. Lock explained the arrangements, route, and itinerary. The Clerk will ask the Streetscape team re weeding/spraying the Village Center and in Lower Gunville.</p> <p><b>c) Projects in progress/Updates from the last committee meeting:</b></p> <ul style="list-style-type: none"><li>• <b>Town Hall Roof Update:</b> Full Council has appointed the contractor and the Clerk is awaiting news on whether they can complete some minor works earlier than the main works. The costs of the scaffolding and pavement licence accrue all the time that the scaffolding is in place, and at some point a safety inspection of the scaffolding before it can be used due to the delay.</li></ul> <p>The Chartered Surveyors' invoice is nearly £3000 and there will be further costs incurred as further support will be required from them re. supervision/monitoring and any SSDC permissions applications. The Clerk will contact them re. future expenses.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p>

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	<ul style="list-style-type: none"><li>• <b>Further Allotments Land:</b> There has been some publicity on the Facebook page and in the parish magazine regarding the need for more allotment land but other topics have taken priority in recent months.</li><li>• <b>Tree Works:</b> The Clerk reported that all of the planned recommended tree works have now been done, including the cherry tree in the churchyard.  Cllr. Lock reported that the overhanging branch at the bus stop at Crackmore still needs surgery for safety reasons. This has been reported to SCC Highways.</li><li>• <b>Churchyard Paths:</b> Cllr. Lock reported that there has been a positive response to the new pathways.</li><li>• <b>Lawn Mowers at Churchyard</b> Cllr. Lock will liaise with the PCC about what their understanding is about the lawn mowers and then liaise further with the Clerk; a good quality lawn mower is needed and has been budgeted for.</li></ul> <p style="text-align: right;"><b>Action - Cllr. Lock</b></p> <p>Crackmore Garage is no longer offering credit accounts and there is an understandable reluctance on the part of volunteers to pay for petrol and then reclaim so the Clerk will take over the task of buying and storing petrol safely.</p>
	<b>End of informal meeting 8:10pm</b>

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