

Full Council

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Council meeting
held in The Council Chamber, Milborne Port Town Hall:
Tuesday 1st February 2022 @ 7:00pm

Present:

Parish Councillors: Mr Tim Carty (Chairman), Mr Tom Campbell, Mrs Lyn Harrison, Mr Rob Lockey (Vice-chair), Mr Philip Lock, Mrs Anna Wagner, Mr Ted Watts.

In Attendance:

Cllr. Sarah Dyke – South Somerset District Council
Parish Clerk & Responsible Finance Officer: Simon Pritchard
Deputy Parish Clerk: Nathalie Hetherington
Members of the Public: One

❖ Public Comment Time:

- One member of the public attended and made a query about whether the Parish Council could encourage swift boxes to be installed on new development and to check that members are aware that SSDC is giving away wildflower seed.

Cllr. Dyke has liaised with the Milborne Port Climate Action Group who is organising the sharing out of the seed. Believe that the installation of swift boxes is a condition of the Redcliffe S106 agreement - for the Planning and Environment agenda on 15th February.

- Cllr. Harrison passed on concerns that have been made to her about the condition/ appearance/ maintenance of the Queen's Head building; Cllr. Dyke will look into issues around it being a community asset and advised on approaching the Plunkett Foundation.
- Cllr. Harrison reported that a top ridge on the roof of the Cemetery Chapel is leaking and that there is damp, so there is no point in the History and Heritage Group insulating at the moment; a scoping/specification document for the work will need to be procured- for the next Management Committee meeting agenda.
- The Chairman raised the issue of lack of communication from SCC Highways regarding the recent and current roadworks in the village; Cllr. Dyke is looking into it.

❖ Reports from Somerset County Council & South Somerset District Council:

- Cllr. Dyke (SSDC) reported on the progress of the Laptops for Learners scheme- 125 refurbished devices donated so far, 600 collected, there is still very much a need so please continue to promote this initiative. Some more available for Milborne Port Primary School if required; Cllr. Lockey will look into it.
- May 2022 elections – there is still an opportunity to stand as a candidate in the new unitary elections, Cllr. Dyke is happy to share experiences and information. There will be plenty of information on the SSDC website.
- The legal framework for new unitary authority is being finalised, there will be a possible boundary review after the elections; districts councils will keep working until April 2023. Milborne Port's ward will be the Blackmore Vale ward with 2 councillors.

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- Local Community Networks (LCNs) are beginning to firm up in their structure. (Cllr. Carty commented that little information is coming through about how LCNs will work.)
- Covid-related hospitality grants are still available.

No report from SCC as Cllr. Wallace not present.

❖ Reports from Somerset Constabulary:

- No reports received but is expected in the next few days. The Clerk reported that the Constabulary would like to meet soon.

Agenda Number:	Agenda Item:
1	<u>Apologies for Absence:</u> Cllr. R Tizzard (unwell). Cllr. D Barsby (work commitments).
2	<u>Declarations of Interest & Applications for Dispensations to Participate:</u> None.
3	<u>Adoption of Full Council Minutes:</u> <ul style="list-style-type: none">▪ Tuesday 4th January 2022 (informal)▪ Wednesday 5th January 2022▪ Tuesday 18th January 2022 (extraordinary) <p>The minutes of the Full Council meetings had been circulated to Members ahead of the meeting. Cllr Lockey proposed that all three minutes were adopted, seconded by Cllr. Carty and resolved unanimously.</p>
4	<u>PARISH COUNCIL ACCOUNTS:</u> A. <u>Monthly Payments:</u> The February payments list had been circulated to Members ahead of the meeting. Members agreed that they would like to see the forecast report as well. Cllr. Lockey proposed that the monthly payments were approved, seconded by Cllr. Lock and resolved unanimously. B. <u>Full Council Accounts & Balances:</u> Th information had been circulated head of the meeting. Cllr. Lock asked whether the council should be investing some of the reserve funding; the general feeling was that nothing speculative should be pursued. Agreed to check that Barclays don't have a better interest rate account. Action – The Clerk

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	<p><u>C. Setting up of a Standing Order:</u> Cllr. Carty's proposed that the council authorize the setting up of a monthly standing order of £1,151.56 to KM Dike Nurseries, seconded by Cllr. Harrison and resolved unanimously.</p>
5	<p><u>Council Email Policy:</u> The Clerk outlined the research that he has carried out, including reading NALC legal briefing notes and consultation with SALC. The context of the use of a council e-mail address and the interplay with GDPR and Freedom of Information regulations. Cllr. Wagner raised a further question around confidentiality when/if council e-mails are forwarded to addresses shared by more than one person; Cllr. Carty believes that this would be the responsibility of the individual member to resolve. The Clerk suggested that any Member wanting to use their personal email account to receive and send council emails to/from should sign a document that states that they understand GDPR regulations, and the consequences of a Freedom of Information request being made as it their personal email account that the request will be made against. Further it will probably be necessary to register with the ICO as an information handler.</p> <p>Cllr. Carty proposed that the Parish Council policy be updated to include a stipulation that any council member choosing to use a personal e-mail will have their council e-mails auto-forwarded from their council e-mail address and will sign a waiver to demonstrate acceptance of responsibility for adhering to any lawful requirement to allow access to personal e-mails. This proposal was seconded by Cllr. Lockey and resolved by 5 votes with 2 abstentions.</p>
6	<p><u>Play Day – Date and Sponsorship:</u> South Somerset District Council is organizing this via a Locality Officer and involves a package of children's activities on the morning Tuesday 9th August, free of charge; the Parish Council can enhance provision by granting a sum. Cllr. Wagner encouraged the council to promote and publicize the activity through all possible channels: school, website, Facebook, Parish Magazine, shops, social club/pubs, surgery, Co-op, garage, churches.</p> <p>Cllr. Carty proposed that a donation of up to £500 be made subject to SSDC providing information about what the grant will be used for; seconded by Cllr. Harrison and resolved unanimously. –</p>
7	<p><u>Review of Full Council Action List:</u> The Clerk reported that the Action Plan that he had tabled was not a true reflection of the projects that Full Council has agreed to as the list wasn't up to date.</p>

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8	<p><u>Verbal Reports:</u></p> <p>a) Council Chairman's report Cllr Carty is working to keep up to speed with, amongst other issues, developments with S106 funding, the Market Towns Development Group and communications with residents.</p> <p>b) Parish Clerk's report Nothing to report.</p> <p>c) Members' Reports from outside organisations Nothing to report.</p> <p>d) Chairmen's Reports from the Parish Council Committees Cllr. Campbell (Planning and Environment) reported that there is an ongoing problem with finding contractors to provide estimates for projects; there is also an issue with the availability of materials, so it is difficult to get projects up and running. He will be taking a keen interest in monitoring Redcliffe's Construction Environment Management Plan (CEMP). Cllr. Dyke reported that the Tree Officer has checked the tree cutting on the Redcliffe site. The P&E Committee will be discussing an Action Plan at its next meeting.</p> <p>Cllr. Lockey (Management) reported that as the Milborne Port In Bloom group had no bank account, the management committee has agreed to be its banker and pay invoices directly, up to the value of their grant.</p>
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End of formal meeting – 8:16 pm

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