

# The Management Committee

## MILBORNE PORT PARISH COUNCIL

Minutes of the Management Committee Meeting  
held in The Council Chamber, The Town Hall:

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

### **Present:**

Councillors: Mr P Lock (Chairman), Mr R. Lockey (Vice-chairman), Mr T. Carty, Mr T Campbell, Mrs. L Harrison, Mr R. Tizzard

### **In attendance:**

Mr Simon Pritchard - Parish Clerk & Burials Officer.  
Miss Nathalie Hetherington – Deputy Parish Clerk

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

(None)

<b>Agenda Number:</b>	<b>Agenda Item:</b>
<b>1</b>	<b><u>Apologies for Absence:</u></b> Mr T Watts (on holiday), Mrs 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 22<sup>nd</sup> January 2022</b></li></ul> <b>Cllr. Lockey proposed that the Committee adopt the minutes of the meeting held on 22<sup>nd</sup> January; seconded by Cllr. Harrison and resolved unanimously.</b>
<b>4</b>	<b><u>Play Parks Quarterly Inspection Report:</u></b> The Committee Officer had circulated the professional March 2022 Play Park inspection reports ahead of the meeting.  <b>Springfield:</b> Cllr. Lockey has attended to the recommendations in the Inspectors' report.  <b>Gainsborough:</b>

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Committee Officer: Simon Pritchard

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Signed:.....Date:.....

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	<p>Two medium risks listed; first rotting wooden picnic tables, these are due to be removed. Second slippery agility Trail, this is constantly monitored by the Clerk and hasn't been found to be slippery.</p> <p>Will look into the issue of one of the new benches not being as ordered – there should have been a wheelchair accessible one.</p> <p style="text-align: right;"><b>Action - The Deputy Clerk</b></p> <p>Will pursue the options of where to move the remaining wooden bench to, also will ask the Inspector to purchase the required rubber caps and fit them.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p>
<b>5</b>	<p><b><u>Management Committee Finance:</u></b></p> <p>Members had been sent the latest budget spending to date for the Committee's budget lines and this was received. The monies for the decorating of and scaffolding for the Town Hall were discussed. It was agreed that in the future, the Clerk will include a column for known future expenditure and also add any relevant notes.</p>
<b>6</b>	<p><b><u>Creation of a Chat Bench</u></b></p> <p>The advantages and disadvantages of this scheme was discussed; it was agreed that no new bench would be purchased but that an existing bench in the Ball Court would be designated.</p> <p style="text-align: right;"><b>Action - The Clerk</b></p>
<b>7</b>	<p><b><u>Management of: The Allotments: New Allotment Space</u></b></p> <p>Members discussed the options for this new space created by the recent hedge clearance.</p> <p><b>Cllr. Lockey's proposed that the council procure quotations for the groundworks necessary to turn it into a workable plot, seconded by Cllr. Carty and resolved unanimously.</b></p> <p style="text-align: right;"><b>Action – The Clerk</b></p>
<b>8</b>	<p><b><u>Management of: The Cemetery:</u></b></p> <p style="padding-left: 40px;"><b><u>A. Fees for April 2022/March 2023:</u></b></p> <p>The Clerk went over the council's current fees comparing them to the Church of England fees for 2022. The only real discrepancy was the charge for an ashes plot.</p> <p><b>Cllr. Carty's proposed to reduce Item 2b, ashes plot cost down to £75 seconded by Cllr. Harrison and resolved unanimously.</b></p> <p><b>It was also agreed to make a small increase to the interment fee to £160</b></p>

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	<p><b>It was agreed to change the fee for an additional inscription on an existing monument to the same as the current administration free of £50, as this often requires extra office time.</b></p> <p>All other lines were given very small increases in-line with the Church of England fees.</p> <p><b>B. <u>Gravestone Testing:</u></b></p> <p>The Clerk explained the context of the requirement of owners of cemeteries to ensure that headstones are safe. South Somerset District Council can be commissioned to produce a report on the condition of the gravestones in the cemetery and the churchyard.</p> <p><b>It was agreed that the work would be done internally and that the Clerk and Cllr. Harrison would carry out a visual inspection and create a report.</b> It will made clear to anyone wanting to erect a gravestone that they have a responsibility to maintain their gravestones in perpetuity</p> <p style="text-align: right;"><b>Action - The Clerk &amp; Cllr. Harrison</b></p>
<p style="text-align: center;"><b>9</b></p>	<p><b><u>Management of: The Chapel, Wheathill Cemetery</u></b></p> <p><b>A. <u>Roof Repairs/Maintenance:</u></b></p> <p>Cllr. Harrison has consulted a local buildings maintenance expert who reported that some ridge tiles need repointing and that some joists are rotten and need replacing; Cllr. Harrison is on the process of confirming the spec and procuring quotations for the work and is taking the lead on this as she is also the Secretary of the History and Heritage Group who rent the building.</p> <p style="text-align: right;"><b>Action - Cllr. Harrison</b></p> <p><b>B. <u>Internal Insulation:</u></b></p> <p>No decisions can be made about the proposal to insulate the ceiling of the chapel until the roof work has been carried out.</p>
<p style="text-align: center;"><b>10</b></p>	<p><b><u>Confidential Session:</u></b></p> <p>Members resolved to go into confidential session for agenda items 11, 12 and 13.</p>
<p style="text-align: center;"><b>11</b></p>	<p><b><u>Management of: Gainsborough Play Park:- New Fencing</u></b></p> <p>Members considered the two quotations provided.</p> <p><b>Cllr. Lockey proposed to award the contract to Dorset Garden Fencing, seconded by Cllr. Carty. Resolved 4 in favour, 1 against and 1 abstention.</b></p> <p>The work will involve 3 rails with stock fencing and 2 new wooden gates. Total cost £4630 + VAT.</p>

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<b>12</b>	<p><b><u>Management of: The Allotments:- Entrance and Trackway</u></b></p> <p>Members discussed one quotation for work on the track, entrance way and parking areas, this was at a cost of around three times the original ball park figure. It was agreed to defer this item in order to allow Cllr. Campbell further time to procure 2 further quotations; it continues to be difficult to persuade contractors to visit the site and provide a quotation.</p> <p style="text-align: right;"><b>Action - Cllr. Campbell</b></p>
<b>13</b>	<p><b><u>Management of: The Town Hall: Painting of the Toilet and Kitchen</u></b></p> <p>Two quotations have been received. The Clerk reminded members that the council had received a grant from Somerset County Council to pay for this work and that this is work that needs to be done fairly regularly due to the problems with damp.</p> <p><b>It was proposed by Cllr. Lockey to appoint David Rose at a cost of £1,149.00, subject to the work being done by the end of May, seconded by Cllr. Carty and resolved unanimously.</b></p>
<b>14</b>	<p><b><u>Review of Action List:</u></b></p> <p>The current list had been circulated to members. It was reviewed and progress discussed:</p> <ul style="list-style-type: none"> <li>• Community Orchard – The Clerk has obtained a few quotes for having the rotten fence replaced and will contact the adjacent landowner.</li> <li>• Re-pointing of skatepark – the Clerk to discuss this with the ranger as it seems that this could be done by him.</li> </ul>
<b>15</b>	<p><b><u>Verbal Updates:</u></b></p> <p><b>a) The Chairman or Parish Clerk:</b></p> <ul style="list-style-type: none"> <li>• War Graves – the Commonwealth War Graves Commission have approached the Parish Council to ask whether it would be prepared to allow them to install a 'Commonwealth War Graves' sign at the cemetery at no charge. Members agreed to this request. Cllr. Harrison and the Clerk will agree a location for it on the entrance fence or on one of the entrance pillars during a site visit.</li> </ul> <p style="text-align: right;"><b>Action - The Clerk and Cllr. Harrison</b></p> <p><b>b) Parish Footpaths/Rights of Way:</b></p> <ul style="list-style-type: none"> <li>• Cllr. Barsby had submitted a report to Somerset County Council on problems identified and their resolutions, most of them minor issues that she is able to resolve herself.</li> <li>• The issue of fly-tipping on Old Bowden Way was discussed; this is private property, and it seems that South Somerset District Council has no remit.</li> </ul>

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As this issue has been raised before in Planning and Environment meetings, the Deputy Clerk will re-issue the findings/actions at that time.

**Action – The Deputy Clerk**

**c) Milborne Port in Bloom: –**

- Cllr. Lock reported that there will be no formal entrance to the competition this year but that the volunteers will continue to work hard to create their usual beautiful displays.

**d) Projects in progress/Updates from the last committee meeting:**

- **Defibrillator at Cemetery** – Delay due to the organiser’s personal circumstances but installation is imminent.
- **Storage Unit at Cemetery** – This has been installed for storing flammable liquids and the lawn mower; more equipment will be moved there also and rubbish will be removed in order to tidy the general area.
- **Rose Arbour at The Grove Garden** – work completed.
- **Tree Works at Gainsborough** – work completed.
- **Town Hall Windows and Doors Painting** – the Deputy Clerk is working on procuring quotations/re-quotations and will report to the Clerk.
- Cllr. Harrison reported that some street-cleaning of the area to the side of the bus-stop/phone box on the High Street has been cleaned.

**Meeting Closed 21:07**