

# 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 R. Lockey (Chairman), Mrs. L Harrison (Vice-Chairman), Mr T. Carty, Mr T Campbell, Mr T Watts, Mr R Warren.

### **In attendance:**

Mr Simon Pritchard - Parish Clerk & Burials Officer.

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

Cllr Carty brought members attention to an email that he had sent around to all members proposing a £1,000 grant was awarded to the Spirit of Milborne Port. This had received all positive response. Would like to move this forward ASAP and have it ratified at the next Full Council. Members indicated their full support.

Cllr Carty expressed his hope that the Parish Council and the Spirit of Milborne Port can work together and that he will arrange a meeting with the group to start to forge links.

As Chairman of the Council, Cllr Carty took the chair for agenda items 1, 2 & 3

<b>Agenda Number:</b>	<b>Agenda Item:</b>
1	<b><u>Apologies for Absence:</u></b> Councillors; Mr R. Tizzard & Mr C Phillips (holiday).
2	<b><u>Declarations of Interests &amp; Dispensations to Participate:</u></b>  <b>A. To receive any Declarations of Interests from Members:</b> None  <b>B. To resolve on any Dispensations to Participate applications:</b> None
3	<b><u>Election of Management Committee Chairman for the Municipal Year:</u></b> <b>Cllr Harrison proposed Cllr Lockey, seconded by Cllr Campbell.</b> There were no other nominations. <b>It was therefore resolved to appoint Cllr Lockey as the committee chairman for the municipal year: 5 in favour – 1 abstention</b>  <b>Cllr Lockey took the chair.</b>

Milborne Port Parish Council: Management Committee: 24<sup>th</sup> May 2022

Committee Officer: Simon Pritchard

Website: [www.milborneportpc.org.uk](http://www.milborneportpc.org.uk)

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

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

## The Management Committee

4	<p><b><u>Adoption of Minutes:</u></b></p> <ul style="list-style-type: none"> <li>• Tuesday 29<sup>th</sup> March 2022</li> </ul> <p>Cllr Lockey proposed that the Committee adopt the minutes of the meeting held on 29<sup>th</sup> March 2022; seconded by Cllr Campbell and resolved 5 in favour – 1 abstention</p>
5	<p><b><u>Election of Committee Vice-Chairman:</u></b></p> <p>Cllr Lockey proposed that Cllr Harrison be elected as the committee vice-chair, seconded by Cllr Carty. There were no other nominations. It was therefore resolved to appoint Cllr Harrison as the committee Vice-chairman for the municipal year: 5 in favour – 1 abstention</p>
6	<p><b><u>Review of Committee’s Terms of Refence:</u></b></p> <p>It was noted that the committee obligations to the environment could increase as new environmental laws continue to come into effect. It was agreed to add a reference that the committee will work with other organisations in the upkeep of leased assets. It was noted that, once built, the committee will be responsible for the management / upkeep of the community hub. With a few other adjustments, the terms of reference were approved.</p>
7	<p><b><u>Review of the Committee’s Meeting; Time, Location, Day &amp; Frequency:</u></b></p> <p>Members agreed they were happy with the time (7:00pm), location (the Council Chamber) and that meetings be held every other month on the 4<sup>th</sup> Tuesday of the month, with the next meeting being in July (26<sup>th</sup>)</p>
8	<p><b><u>Play Parks Quarterly Inspection Reports &amp; Cost of Snagging Works:</u></b></p> <p><b>A. Quarterly Inspection Reports:</b> The Committee Officer had circulated the professional March 2022 Play Park inspection reports ahead of the meeting. This report had already been considered at the March 2022 meeting. It was noted that there were no high risks and of the three medium risks the surface holes on the roundabout at Springfield will be resolved when the new equipment is fitted, and the old roundabout is removed. The agility trail at Gainsborough isn’t slippery, and the rotting picnic tables are due to be removed from the play park.</p> <p><b>B. Commissioning of Snagging Works:</b> The Clerk had obtained costings for resolving some of the minor issues on the inspection report. The quote was rather extensive and included items that were not</p>

## The Management Committee

	<p>seen as a quick-fix snag. Cllr Lockey will go over the low-risk items on the list to see what he can do and what could possibly be done by a Groundsman.</p> <p>It was noted that the committee had a budget for a Groundsman and that there was no agreement in place as to how this would be set up. Cllr Harrison reported that she may know someone would undertake this sort of work.</p>
<p style="text-align: center;">9</p>	<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. It was noted that all lines should have a forecast spend next to them, the assumption of a full budget spend should be made if there is no other information.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p> <p>The Clerk reported that there is still a grant of £1,225 available from SSDC towards the relaying of the allotments track as well as the £3,000 in the committee’s budget.</p>
<p style="text-align: center;">10</p>	<p><b><u>Parish Footpaths Ranger:</u></b></p> <p>Former Councillor Deborah Barsby has offered to continue as the Footpaths Ranger while no longer being a member of the council. The Clerk confirmed that this was done under the guidance of Somerset County Council and that Ms Barsby had passed the appropriate courses and her voluntary works was covered on Somerset County Council’s insurance.</p> <p><b>It was proposed by Cllr Lockey to graciously accept this offer, seconded by Cllr Campbell and resolved unanimously.</b></p>
<p style="text-align: center;">11</p>	<p><b><u>Trespassing at the Allotments:</u></b></p> <p>The Clerk reported that two holes had been forged through the fence and hedge from the new Bovis homes estate and that access was being gained by people either walking a dog or cutting through to the park or co-op. Multiple allotment holders have complained about this. The Clerk suggested introducing some site rules as a first step so that there was something to enforce. The suggested rules had been tabled.</p> <p>It was agreed that the company that has been appointed to install the fencing between the allotments and the play park be asked for advice about potential fencing between the allotments and the Bovis homes.</p> <p><b>The committee approved the allotment rules:</b></p> <ul style="list-style-type: none"> <li>• <i>This site is the property of Milborne Port Parish Council and is for the use of <b>allotment tenants only</b>; there is no public right-of-way through the site.</i></li> <li>• <i>No nuisance or annoyance shall be caused by any tenant to another tenant or neighbour.</i></li> </ul>

## The Management Committee

	<ul style="list-style-type: none"> <li>• <i>If allotment tenants bring their dogs on site, they must be kept on a lead and must not be allowed to cause a nuisance; any fouling must be cleared away by the person accompanying the dog.</i></li> <li>• <i>Tenants bringing cars on to the allotment site shall only park in designated areas for the duration of their visit.</i></li> </ul>
12	<p><b><u>Cemetery Extension Fencing:</u></b></p> <p>The Clerk reported that the Market Towns Investment Group at South Somerset District Council (SSDC) had a little bit of grant money left to spend, but that any project had to be started by September. The most achievable project is to install the new fencing at the cemetery area, this can receive up to £3,000 in grant funding from SSDC.</p> <p>The Committee agreed that this project be a top priority. The spec would be post and rail, with three rails and stock fencing to make the area dog proof. A pedestrian gate would be required to connect into the playing fields at Springfield and a pedestrian gate and vehicle gate to connect into the excising cemetery area.</p> <p style="text-align: right;"><b>Action – The Clerk</b></p>
13	<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, no priorities were changed.</p>
14	<p><b><u>Management of: The Town Hall:</u></b></p> <p><b>A. To Appoint a Scaffolding Company and Traffic Management Company:</b> Members had been circulated a list of seven scaffolding companies contacted, many despite being contacted a few times had declined to submit a tender. Two had tendered for the works. It was agreed to appoint AV Scaffolding at a cost of £1750 + VAT plus the cost of a pavement licence.</p> <p>Five traffic management companies had been approached. Three had offered tenders, one of which didn't see the need for any traffic lights.</p> <p>Members resolved that traffic lights where essential and agreed to appoint Events Crew at £816 + vat to manage the traffic during the time that the scaffolding is on the highway.</p> <p><b>B. Future Town Hall Works / Maintenance:</b> It was agreed to defer this item to the next meeting.</p>
15	<p><b><u>Verbal Updates:</u></b></p>

# The Management Committee

	<p>a) <b>The Chairman or Parish Clerk:</b></p> <ul style="list-style-type: none"><li>• <b>No report</b></li></ul> <p>b) <b>Parish Footpaths/Rights of Way:</b></p> <ul style="list-style-type: none"><li>• Cllr Carty report that SCC are undertaking a project to formalise all the paths that are used as a right-of-way over the next year, so that they become formal rights-of-way.</li></ul> <p>c) <b>Milborne Port in Bloom:</b></p> <ul style="list-style-type: none"><li>• No report</li></ul> <p>d) <b>Projects in progress/Updates from the last committee meeting:</b></p> <ul style="list-style-type: none"><li>• <b>Defibrillator at Cemetery</b> – Due to be installed in the next few weeks.</li><li>• <b>Gravestone Testing</b> – Original date had to be cancelled, but new date now in the diary for next week for Cllr Harrison and the Clerk to meet on site.</li><li>• <b>Town Hall Windows and Doors Painting</b> – As the committee had just appointed a scaffolding contractor and a traffic management company, this project could now go ahead and would be started by the end of July.</li><li>• <b>Chat Bench</b> – Now installed and had been advertised on the website, Facebook and the Village mag. Very positive response received. Cllr Carty noted that Milborne Port had been used as a shining example in a recent area meeting he had attended.</li><li>• <b>New Allotment Space</b> – Quotes for this were still being gathered and would come to the next committee meeting</li><li>• <b>Roof Repairs to Chapel</b> – Quotes are still being obtain and will come to council ASAP</li><li>• <b>Gainsborough Play Park New Fencing</b> – Contractor has been appointed and work will start in July and be finished before the summer holidays.</li><li>• <b>The Allotments Entraceway and Track</b> – This project was still in abeyance; the one tender obtain had been for a lot more that the original budget.</li><li>• <b>Painting of the Toilet and Kitchen</b> – This project was complete and had been done to a very good standard. Invoice awaited.</li><li>• <b>Skatepark Pointing</b> – Work completed by the Ranger, seems to be holding.</li></ul>
	<p><b>Meeting Closed 20:38</b></p>