

The Management Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the Management Committee Meeting
held in The Council Chamber, The Town Hall
Tuesday 26th July 2022 @ 7:00pm

Present:

Councillors: Mr R. Lockey (Chairman), Mr T Campbell, Mr T. Carty, Mr C. Phillips, Mr R. Warren & Mr T. Watts.

In Attendance:

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

Public Question and Comment Time:

2 members of the public attended (one left at 19:28 following the end of Public Question and Comment Time)

- Martin Lancaster (Village Hall Booking Secretary) reported from the meeting of the Village Hall Management Committee held the night before about the notion/feasibility of temporarily relocating the library there (before the new Hub at the Redcliffe development becomes available in some years to come). The committee has a positive approach to working through the issues that this would bring, partially at Christmas time as the Camelot Room (where the library would be) is blocked booked for over two weeks and the books would need to be moved out. Somerset County Council Library service have serious concerns about the books being moved.

Cllr. Carty reported that the WI are not positive about the notion of sharing the downstairs room at the Town Hall with the Library. The fact is the electricity cost for the library bus has gone from £1,000 per year to and estimated £4,000 this year so doing nothing has a cost, further the library staff have no welfare facilities, something that should be factored in. The downstairs room of the Town Hall is damp, so may need an increased amount of heating if books were in there. The Camelot Room at the Village Hall would have a hiring cost. Full Council will need to make the decision.

Agenda Number:	Agenda Item:
16	<u>Apologies for Absence:</u> Councillors: Mr R. Tizzard & Mrs L. Harrison
17	<u>Declarations of Interests & Dispensations to Participate:</u>

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	<p>A. To receive any Declarations of Interests from Members: Noted that Cllrs. Watts and Lockey are members of the Playing Fields Committee.</p> <p>B. To resolve on any Dispensations to Participate applications: None</p>
18	<p><u>Adoption of Minutes:</u></p> <ul style="list-style-type: none">• Tuesday 29th March 2022 <p>Cllr Campbell proposed that the Committee adopt the minutes of the meeting held on 24th May 2022; seconded by Cllr Warren and resolved unanimously.</p>
19	<p><u>Play Parks Quarterly Inspection Reports:</u></p> <p>The Committee Officer had circulated the professional June 2022 Play Park inspection reports ahead of the meeting.</p> <p>Springfield:</p> <ul style="list-style-type: none">• The roundabout at Springfield has been fenced off by Cllr. Lockey following an accident, but the metal stakes and fencing has been removed by youths and the roundabout continued to be used. The safety matting around the roundabout is deteriorating but has been rated as low risk by the professional play area inspector. The roundabout will be removed when the play area is fitted with new equipment later in the year. Members agreed the fencing and stakes should be removed from the play area and the roundabout left in use.• Cllr. Phillips reported seeing some glass, Cllr. Lockey will attend to this tomorrow.• The bearings of the spinner have failed; Hags have quoted £750 to replace parts and the Playground Inspector has quoted £350. Cllr. Lockey proposed that the Playground Inspector be asked to complete this repair, Cllr. Carty seconded, resolved unanimously to proceed.• Rated as medium risk is the wooden hut/ shelter; this will be removed as part of the development project later in the year. Cllr. Lockey is researching options for its replacement which is in keeping with the environment. <p>Gainsborough:</p> <ul style="list-style-type: none">• Cllr Lockey will be clearing the stones from fort and tightening the nuts on climbing wall.• Medium risks – the rotten picnic table has been removed; the agility trail is classed as a medium risk by the Playground Inspector due to algae, but this is rarely wet enough to be slippery.

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20	<p><u>Cemetery & Churchyard Headstone Risk Assessment:</u></p> <p>The Clerk explained the context of the need for a risk assessment in that the Parish Council is legally obliged to ensure that the headstones within the cemetery are safe. Cllr Harrison and the Clerk have examined all the memorials and have no concerns. This inspection will need to be completed annually. The risk assessment itself has a wider scope than just the headstones, as research has shown this to be good practice.</p> <p>Cllr. Lockey proposed that the risk assessment be adopted; this was seconded by Cllr. Campbell and resolved unanimously.</p>
21	<p><u>Water Grant – Grove Garden:</u></p> <p>There is no water supply; the good will of neighbours has been relied upon. It would be very expensive to have a water supply installed. One volunteer has now run a hosepipe from their house to bring water nearer to the garden.</p> <p>Cllr. Carty proposed that a £75 ‘thank you’ be given in the form of gardening vouchers as recognition of their support, seconded Cllr. Lockey and resolved 5 for – 1 against.</p>
22	<p><u>New Fence at Community Woodland, Station Road:</u></p> <p>The Clerk reported on a meeting with the owner of the fence. The fence is rotten the owner has installed posts and electric tape a meter away from the fence to keep his cattle / horses off it. He is satisfied with this arrangement and normally wouldn't be looking to replace the fence. Volunteers who manage the Community Woodland and people who have donated trees to it have expressed the desire to have a new fence installed.</p> <p>The Clerk has obtained two quotes for completely replacing the fence; £3,539 & £2,828 both have been provided to the owner.</p> <p>The owner has suggested that the costs can be reduced with a different specification, getting rid of the gate and with the use of some of his staff to take away the old fence. Estimated possibly down to around £2,300.</p> <p>Cllr. Carty proposed that the Parish Council contribute one third of the costs seconded by Cllr. Campbell and resolved unanimously.</p>
23	<p><u>Cemetery Spoil Heap Removal:</u></p> <p>The spoil heap has been growing and has turned into a dumping ground. It now needs to be removed and the area turned into an access track for the new Cemetery extension. The Ranger (or similar) could be deployed to remove the unrecyclable waste and weeds and then a contractor engaged to remove the earth/stones.</p>

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	<p>Cllr. Watts proposed that Matthew Rose be contracted to do the soil removal and groundworks at a cost of £2,500 seconded by Cllr. Lockey and resolved unanimously.</p> <p>In the long term, there needs to be a plan to prevent this problem from recurring by review of (a) the agreement with funeral directors regarding who is responsible for removing spoil and (b) what is included in the cost of purchasing a grave space.</p> <p>Action: The Office to research how other cemeteries operate in relation to spoil.</p>
24	<p><u>Cemetery Grass Cutting and Planting Ideas:</u></p> <p>The previously circulated document outlining Milborne Port Climate and Nature Action's/Sarah Warren's suggestions were discussed re. ideas to increase the biodiversity at the cemetery – the collection of cuttings, hedge cutting to different lengths, planting, etc.</p> <p>It was felt that some residents prefer the more manicured look typical of some other cemeteries, but members do recognise the move to more wildlife friendly areas and would seek some sense of balance in approaching the management of this space.</p> <p>Cllr. Lockey suggested that the contractors be approached re. hedge cutting and grass cuttings being taken away to see what the extra costs would be and that the advice of the Warrens to be sought in relation to some of the points at appropriate times.</p> <p>Action: The Clerk will liaise with the contractors.</p>
25	<p><u>MANAGEMENT COMMITTEE:</u></p> <p>A. <u>Committee Finance:</u></p> <p>Members had been sent the latest budget spending to date for the Committee's budget lines and this was received.</p> <p>Budget line 45 'Groundsman' was discussed. It was noted that this budget line would be better used when the need arises, and an individual can be employed on a casual basis to complete tasks/jobs.</p> <p>The Clerk reported that the grant provided by Somerset County Council for decorating the kitchen/lavatory will not stretch to new flooring; quotations are currently being procured and the extra cost could be taken from the Repairs and Maintenance line, this will be brought to the Committee.</p> <p>B. <u>Committee Action List:</u></p> <p>This already needed updating having been published a week ago, many of the high priority projects had now been completed or were underway.</p>

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Verbal Updates:

a) The Chairman or Parish Clerk:

The Parish Clerk reported:

Plug 'n' Go Camera/Fines – There have been complaints from a user who on occasions cannot park next to the electric charging points; the Clerk has requested that the company repaint the lines on the ground to make it more obvious that there are bays reserved for users; the Office has also put up an A4 sign requesting that the spaces are not parked in.

Plug 'n' Go have suggested they will install CCTV and issue fines; it's not clear if they have the right to do so, given that this is not their land. The general feeling of members was that such actions would not be well-received. The Office will scrutinise the contract with plug 'n' go.

The Chairman reported:

From the recent meeting of the Playing Fields Committee

- I. Those responsible for some of the recent vandalism at Springfield have been identified and work is being done with these children so that they can make it up to the community; some different children not involved in the vandalism have sanded the end of pavilion to try to get rid of the graffiti.
- II. Regular meetings with the Parish Council are welcomed. A date for the next meeting needs to be arranged.
- III. The Playing Fields Committee wondered if the Parish Council could be billed for the electricity so that the VAT can be reclaimed? There is a question over the legality of this, as it is not clear who owns the cricket club building and what the legal setup is. Also, savings have in the past been negligible.
- IV. Public Liability Insurance – it was confirmed that the Playing Fields Committee do not have public liability insurance and that they do not formally hire out the playing fields. It is incumbent upon anyone using the fields for an event to have their own public liability insurance.
- V. Conversion of former rugby pitch; query over disappointing quality of work by contractor. Cllr. Lockett had found the original spec, the works had been completed over an 18-month period and had been re-costed twice.
- VI. The Parish Clerk is arranging a meeting between the agreed members of the Parish Council and a local developer regarding the possible purchase of land outside the new house at Springfield as a first step.
- VII. The Playing Fields Committee is investigating the purchase of a simple CCTV system; possible contribution from Village Hall Committee. Cllr. Lockett is researching the possibilities.
- VIII. New storage facility – there is a hope that the cost will be covered by S106 monies.

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

- **Defibrillator at Cemetery** – This has been installed, the takeover has taken place and it is up and running with the Parish Council the designated guardian.
- **Town Hall Windows and Doors Painting** – This is under way. The roadside traffic/pavement license issue for the painting of the north side could not be resolved in time so will be a project for a later date. The reduced resulting savings are being used to request some extra work by the decorator at Cllr. Phillips' suggestion.
- **New Allotment Space** – The area is inaccessible to plant vehicles. Once an allotment holder has removed their items from an area that is not part of their allotment, access can be gained to remove stumps and then bring allotment back into use.
- **Allotment Sign and Trespassing** – A new sign is in now in place at the entrance with the allotment rules on it. Seems that the 'rat run' from the southside hedge has stopped since the gaps in the hedge were blocked and the erection of a new fence between the allotments and play park.
- **Roof Repairs to Chapel** – These are scheduled for an August start.
- **Gainsborough Play Park New Fencing** – This has been completed and a great job has been done by the contractor.
- **The Allotments Entranceway and Track** – This project has been completed, with a contractor going in with a digger and scrapping the top of the track all the way along. The Parish Clerk has obtained a grant for ½ the cost. The entranceway could do with some tarmac the Office will explore cheap ways of doing this.
- **Cemetery Extension Fencing** – The farmer who has already planted maize in the Parish Councils field will harvest in September/October then re-seed with grass; it will take a few years before it can be ready for wildflower seeding. Cllr Carty noted that a link/bridge to Springfield playing field from cemetery field will be required.

Meeting Closed 21.18