

The Management Committee

MILBORNE PORT PARISH COUNCIL

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

Tuesday 22nd November 2022 @ 7:00pm

Present:

Councillors: Mr R. Lockey (Chairman), Mr T Carty, Mr D Grant, Mr C. Phillips, Mr R. Tizzard, Mr R. Warren, Mr T. Watts.

In Attendance:

Mr Simon Pritchard - Parish Clerk & Burials Officer

Nathalie Hetherington - Deputy Parish Clerk & Allotments Officer

Public Question and Comment Time:

One member of the public was present.

Agenda Number:	Agenda Item:
37	<u>Apologies for Absence:</u> Councillors: Mr T Campbell, Mrs L Harrison
38	<u>Declarations of Interests & Dispensations to Participate:</u> A. To receive any Declarations of Interests from Members: Cllrs. Watts and Lockey asked for their connection with the Playing Fields Committee to be noted. Cllr. Warren asked for it to be noted that he is an allotment tenant – Item 42. B. To resolve on any Dispensations to Participate applications: None.
39	<u>Adoption of Minutes:</u> <ul style="list-style-type: none">Tuesday 25th October 2022 <p>Cllr. Tizzard queried the timeframe for the publication of minutes with a request that minutes are published within a week of each meeting; Cllr. Carty explained why this is not always possible and is dependent on other priorities for the Office, but that this subject will be covered at the next HR Committee meeting. The Clerk reported that it can certainly be a target to get the minutes out within a week.</p>

Milborne Port Parish Council: Management Committee: 22nd November 2022

Committee Officer: Simon Pritchard

Website: www.milborneportpc.org.uk

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

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Cllr. Tizzard also requested a 'Matters arising' section on each agenda; the Clerk explained that the Action List and Verbal Reports normally facilitate revisiting previous items.

Cllr. Tizzard commented on the minute of Item 35b regarding his suggestion that the Parish Council make approaches to local businesses with a view to procuring sponsorship for funding the hanging baskets next summer, and/or other items of capital expenditure; he believes that this was a more definitive plan rather than a suggestion. The Clerk explained that he is awaiting a definite answer from South Somerset District Council regarding the baskets and Cllr. Carty reiterated the time constraints issue. It was agreed that Cllrs. Tizzard, Philips, Watts and Warren will form a working group on this issue and report back to the Committee.

Cllr Lockey proposed that the Committee adopt the minutes of the meeting held on Tuesday 25th October 2022; seconded by Cllr Philips and resolved by 4 votes, with 1 abstention and 2 against.

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Review of Council's Tenancies:

A. Town Hall: Upstairs Small Room:

Cllr Tizzard suggested an addition of the tenant being responsible for any business rates that may arise and making it clear the tenant is responsible for repairing room damage. Cllr. Grant suggested the draft lease be reworked by him and that he will liaise with the Clerk on this. The disconnection of the electric wall heater was also approved.

Cllr. Warren proposed that, with suggested changes, a further one-year lease to Something Else Fishy be approved; seconded by Cllr. Watts and resolved unanimously.

B. Chapel at Cemetery

Members noted that the 3-year lease to the History and Heritage Group has 2 more years to run on at £10 per year.

C. Town Hall: Room Lease Agreement for W.I.

The draft minutes of the joint meeting between the W.I, Library and Parish Council had been circulated. Cllr. Carty explained some of the thinking behind the design of the lease; Cllr. Tizzard thanked him for his work on this. Cllr. Grant offered to liaise with Cllr. Carty to rework some aspects of the draft lease and there will be a reference to any future business rates.

Cllr. Carty proposed that the lease be approved in principle; seconded by Cllr. Grant and resolved unanimously.

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41	<p><u>The Cemetery Management:</u></p> <p>A. <u>Cemetery Extension Environmental Management Plan:</u></p> <p>It was agreed that the Office proceed with having a lock fixed to the new gate that leads from the Springfield playing fields to the cemetery extension and that Cllr. Watts liaise with the Clerk regarding the clearance of the drainage ditch.</p> <p>Future possible uses of the area were discussed, in particular the reseeding of the area as a wildflower meadow; Cllr. Warren explained that the area would need preparation and he will research what is required, including costs, and bring that information back to this Committee.</p> <p>Cllr. Tizzard proposed the use of the area as a wildflower meadow; seconded by Cllr. Lockey and resolved unanimously.</p> <p>It was noted that it was essential that the whole area can be quickly and easily be made into cemetery area as and when needed.</p> <p>B. <u>Cemetery Fees for 2023/24:</u></p> <p>The current fees had been circulated, with notes from the Clerk comparing the fees against the Church of England fees. It was noted that funeral directors are now responsible for removing spoil from the site. The Clerk recommended that all fees are frozen next year.</p> <p>Cllr. Carty proposed that there be no changes made to the fees for 2023/24 and that spoil must be removed from site; seconded by Cllr. Lockey and resolved unanimously.</p> <p>C. <u>Sale of Pew in Chapel:</u></p> <p>Cllr. Tizzard proposed that the pew in the Chapel Museum be sold, at the request of the History and Heritage Group; seconded by Cllr. Carty and resolved unanimously.</p>
42	<p><u>Management of: the Allotments</u></p> <p>A. <u>Tenancy Agreement Review:</u></p> <p>Members had been circulated with an updated agreement with a few suggested additions, the changes were discussed, it was agreed to introduce a new rule that carpet must not be brought onto site and that a clause be included about the tenant's obligation to remove unwanted weed-suppressing materials from site once used, as well as any other non-organic waste.</p>

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	<p>Cllr. Lockey proposed that the amendments presented and discussed be adopted; seconded by Cllr. Warren and resolved unanimously.</p> <p><u>B. Allotment Fees for 2024:</u> The Clerk reminded Members that as a year’s notice of any change in fee has to be given, the fees under discussion were for 2024. The Clerk reported that it was tricky to compare the fees with other Councils as all allotment sizes, soil and facilities were different, but rudimentary research suggested that the Parish Council is at the keener end of fees charged, but that many thousands had been spent by the Parish Council on the allotments over the last 4 years upgrading and repairing the infrastructure</p> <p>The Clerk suggested that a £15 admin fee be charged for new tenants.</p> <p>Cllr. Grant proposed that the fees be frozen and that the £15 admin fee for new tenancies be adopted; seconded by Cllr. Philips and resolved unanimously.</p>
<p>43</p>	<p><u>Community Woodland (Station Copse)– Grass Cutting:</u> Cllr. Warren reported that he had not been able to consult the local ecology group but that he is happy to scythe and rake the long grass himself this time. He still plans to liaise with the local ecology group.</p> <p style="text-align: right;">Action: Cllr. Warren to carry out the scything and raking.</p>
<p>44</p>	<p><u>MANAGEMENT COMMITTEE:</u></p> <p><u>A. Committee Finance:</u> The Committee Officer explained some possible overspends: Playparks maintenance and Town Hall electricity; Cllr. Grant thanked him for this information and there followed some general discussion about local government finances.</p> <p><u>B. Committee Action List:</u> This was received with no adjustments to the priorities made.</p>
<p>45</p>	<p><u>Management Committee – Budget/Projects 2023/24</u> The Responsible Finance Officer presented a PowerPoint on the budget setting process and the principles behind it, then on projects and costs that had already been discussed with Cllrs. Carty and Lockey. The following comments/suggestions for amendments were made:</p> <ul style="list-style-type: none"> • Following initial research by the Office, a slight increase to the budget line for a Town Hall cleaner was made to £2,000

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	<ul style="list-style-type: none">• Cllr. Tizzard will investigate the non-domestic rates charge to see whether there are any concessions for Councils• A budget for £2000 for hanging baskets was added and £2,000 for watering• There were some changes suggested for the New Projects section, allotment entrance tarmac was dropped to £2,000 and £750 was added for landscaping on the strip of land at Springfield in front of the new build.
46	<p><u>Verbal Updates:</u></p> <p>There was an agreement to drop this item due to the meeting running for longer than 2 hours.</p> <p>a) The Chairman or Parish Clerk:</p> <p>b) Parish Footpaths/Rights of Way:</p> <p>c) Projects in progress/Updates from the last committee meeting:</p>
	<p style="text-align: center;">Meeting Closed 21:05</p>