

# Full Council

## MILBORNE PORT PARISH COUNCIL

Minutes of the Full Council meeting  
held in The Council Chamber, Milborne Port Town Hall  
**Tuesday 5<sup>th</sup> September 2023 @ 7:00pm**

### Present:

Parish Councillors: Tim Carty (Chairman)  
Chris Phillips  
Ted Watts  
Richard Warren  
Margert Capon

### In Attendance:

The Parish Clerk: Simon Pritchard  
Deputy Parish Clerk: Nathalie Hetherington  
Somerset Councillor Nicola Clark (left the meeting at 7.10pm)  
3 members of the public, 2 of whom left the meeting at 7.33pm

### ❖ **Reports from Somerset Council:**

Cllr. Nic Clark reported:

- Next Local Communities Network meeting will be on 4<sup>th</sup> October, venue tba.
- 'Stark and challenging' financial times ahead for Somerset Council, as for many councils across the county; as warned, there will be a scaling back of services; a meeting tomorrow will result in more information about this. £18 million of reserves being used to maintain required level of social services.
- A 6-week consultation opens tomorrow for development of the county's services, especially Active Travel. Cllr. Carty commented on the urban focus of the material already provided but principles are sound; lack of joined up thinking on parking and pavements.

### ❖ **Public Statements and Comments:**

- One member of the public commented positively on the new lighting in the Community Room in the Town Hall.
- Martin Lancaster provided information related to the Village Hall: X-mas tree recycling, film showings, mini-market in the Camelot Room & Main Hall; policy re. weekend hire; he will liaise directly with the Clerk where appropriate.

Agenda Number:	Agenda Item:
50	<b><u>Apologies for Absence:</u></b> <ul style="list-style-type: none"><li>• Cllr. Tom Campbell – Health reasons</li><li>• Cllr. David Grant – Holiday</li><li>• Cllr. Robert Tizzard - Away</li><li>• Cllr. Rob Lockey - Holiday</li></ul>
51	<b><u>Declarations of Interest &amp; Applications for Dispensations to Participate:</u></b> No interests declared.

Milborne Port Parish Council: Tuesday 5<sup>th</sup> September 2023

Parish Clerk: Simon Pritchard PSLCC

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

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

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52	<b><u>Adoption of Full Council Minutes:</u></b> <b>Cllr. Carty proposed that the minutes of the Full Council meetings of 4<sup>th</sup> July and 15<sup>th</sup> August 2023 be adopted; seconded by Cllr. Phillips and resolved unanimously.</b>
56	<p>Agenda item 56 was brought forwards due to its considerable interest to all who were attending the meeting.</p> <p><b><u>Delivery of the Community Hub by Redcliffe Homes:</u></b></p> <p>Redcliffe Homes have advised that a requirement of the Parish Council to submit a fully funded business plan within six months of planning permission had not been satisfied and so the requirement to construct the Community Hub had fallen away. The Parish Council approved a business plan in February 2019 and it was then submitted. An amended business plan was submitted in late 2020.</p> <p>Cllrs. Carty and Grant met with Trowers &amp; Hamblins LLP Solicitors in London for a consultation (at no charge).</p> <p>A number of main issues were identified:</p> <ul style="list-style-type: none"><li>- Contractual issues in the s.106 agreement including what planning permission was the trigger; what "fully funded" means, whether the submitted plans satisfy requirements.</li><li>- Planning related issues including when s.106 items are deemed satisfied; how different clauses and obligations interact.</li><li>- Planning Authority (South Somerset District Council / Somerset Council) related items including the marked difference between the items set out by the Regulatory Committee that led to approval of the application and the s.106 agreement; what South Somerset District Councils' obligations would have been to make Milborne Port aware of the obligations placed upon them and assist with satisfying these; what Milborne Port's authority and options might be given it is not a participant in the contract.</li></ul> <p>Trowers &amp; Hamblins LLP are quoting £5,000 for more detailed advice. Somerset Council has issued instructions to its legal team to review the situation. The Parish Council commissioning its own legal advice would add strength to the argument.</p> <p><b>Cllr. Capon proposed that the parish council spend up to £5,000 on legal advice from Trowers &amp; Hamblins LLP, seconded by Cllr. Phillips and resolved by 4 votes in favor with 1 abstention.</b></p> <p>Following Item 56, one member of the public asked whether the position with the Community Hub should be publicised more widely. Another asked whether a Plan B would be to involve the local media. Cllr. Carty expressed the need to wait to see what Somerset Council's position is; a statement will be published on the Parish Council's website once more is known/is clear.</p>
53	<b><u>PARISH COUNCIL ACCOUNTS:</u></b>
	<b><u>A. Monthly Payments:</u></b> Payment numbers 100 to 129 for August 2023 had been circulated totaling £74,381.84 130-153 for September 2023 totaling £10,060.87 and are attached to the minutes.

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	<p><b>Cllr. Carty proposed that the payments for August and September 2023 be approved; seconded by Cllr. Warren and resolved unanimously.</b></p> <p><b><u>B. Full Council Accounts and Bank Reconciliation:</u></b> The full council accounts and bank reconciliation had been circulated and were received.</p> <p><b><u>C. External Audit Report 2022/23:</u></b> To receive the external audit result and agree to publish.</p> <p><b>Cllr. Carty proposed that the External Audit report be published; seconded by Cllr Phillips and resolved unanimously.</b> The RFO will make the necessary arrangements for the second public rights notice to be issued.</p>
54	<p><b><u>Reinstatement Cost Assessment Report:</u></b> The reinstatement cost report, commissioned by the parish council for the council's properties, had already been circulated. The Prish Clerk informed the council that changes to the council insurance policy had already been made to cover the increased cost of reinstatement compared to the last time the properties were evaluated.</p>
55	<p><b><u>Appointment of Internal Auditor 2022/23:</u></b> The Clerk recommended that the current auditor, Do the Numbers, be reappointed at the same fee as last year of £750 (two visits and ongoing support) for 2023/2024.</p> <p><b>Cllr. Carty proposed the reappointment; seconded by Cllr. Watts and resolved unanimously.</b></p>
56	<p><b><u>Delivery of the Community Hub by Redcliffe Homes:</u></b> (This item was taken earlier in the meeting)</p>
57	<p><b><u>Community Room Lease to the Glovelies:</u></b> Cllr. Carty has been working with the Glovelies (formally the W.I.) on the lease document, which has recently been revised by the Glovelies; he suggested a 6-month notice term and some terminology changes.</p> <p><b>Cllr. Carty proposed that the lease document be approved subject to a few minor changes; seconded by Cllr. Warren and resolved unanimously.</b></p>
58	<p><b><u>Parish Council Policies Review – Recording of Meetings:</u></b> The Clerk gave some background to this policy and recommended to discontinue it because such a policy is unenforceable. However, the general feeling amongst members was it is better to have some sort of guidelines for anyone who wanted to record a meeting and that the policy was a useful document.</p> <p><b>Cllr. Carty proposed the readoption of the recording of meetings; seconded by Cllr. Watts and resolved unanimously.</b></p>

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<p>59</p>	<p><b><u>Activities Planner: Current Full Council Projects inc s106 Projects:</u></b> The Clerk summarised the activities in the document already circulated. There are some complications with the updating/re-drafting of Springfield legal agreements due to the 3 different groups involved but all groups are in favour of a resolution; it is hoped that this agreement can be sorted out late 2023/early 2024.</p>
<p>60</p>	<p><b><u>Verbal Reports:</u></b></p> <p><b>a) Council Chairman’s report</b></p> <ul style="list-style-type: none"><li>• The part of Station Road damaged by flood water has been resurfaced but the unblocking has not happened; work on rest of Station Road has not resulted in filling of potholes and now more work has begun by Wessex Water.</li><li>• The cutting down of the alder tree at Pud Brook caused some concern; Somerset Council’s tree officer had not been notified and was called by the Clerk to attend and advise. Many thanks to Cllr Capon and the Clerk who managed to achieve a better result that would otherwise have happened as the base of the tree has been saved, is alive and will grow back.</li><li>• Cllr. Nic Clark has asked for a summary of these 2 matters from Cllr. Carty so that she can look into them and associated costs.</li><li>• Level 3 Youth Officer is being recruited; Cllr. Carty has raised some issues and will distribute to members. Castle Cary will be the primary contractor so are putting together the Memorandum of Understanding. 44 weeks of delivery out of 52.</li><li>• Wessex Water are currently carrying out works in the village relating to water pressure.</li><li>• Councillor Recruitment: following resignations by Lyn Harrison and Anna Wagner, there are now 9 councillors. The Office has already started formal recruitment process, Cllr. Carty called on members to encourage others to come forward.</li></ul> <p><b>b) Parish Clerk’s report:</b> Nothing in addition to what already covered elsewhere.</p> <p><b>c) Members’ Reports from outside organisations:</b> New legal agreements at Springfield – see Item 60.</p> <p><b>d) S106 Project Updates:</b></p> <ul style="list-style-type: none"><li>• Tennis Courts re-fit (Springfield): Somerset Council is funding £23,000; originally told they would fund £27,000 – but the overall cost of the project is less.</li><li>• Sports Pavilion Planning permission application is awaiting a decision by Somerset Council.</li></ul>

**End of formal meeting at 8:10pm.**