

# The Management Committee

## MILBORNE PORT PARISH COUNCIL

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

**Tuesday 26<sup>th</sup> September 2023 @ 7:00pm**

### **Present:**

Parish Councillors: Mr Rob Lockey (Chairman)  
Mr Chris Phillips (Vice-Chairman)  
Mrs Margaret Capon Mr Tim Carty  
Mr David Grant Mr Robert Tizzard

### **In Attendance:**

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

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

No members of the public attended. Cllr. Lockey reported that he had been asked about the cemetery extension gate being locked from Springfield and whether there is a possibility of locking the gate to the cemetery only to keep dogs out. He hoped that the current arrangement could be re-examined by the committee at some point soon.

Agenda Number:	Agenda Item:
28	<b><u>Apologies for Absence:</u></b> Councillors: <ul style="list-style-type: none"><li>• Cllr Tom Campbell – Health reasons.</li><li>• Cllr Ted Watts - Assumed to have given apologies as he had done so for a meeting earlier in the day.</li><li>• Cllr Richard Warren – Away.</li></ul>
29	<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.
30	<b><u>Adoption of Minutes:</u></b> It was proposed by Cllr. Carty that the Committee adopt the minutes of the meeting of Tuesday 18th July 2023; seconded by Cllr. Lockey and resolved unanimously.

Milborne Port Parish Council: Management Committee: 26<sup>th</sup> September 2023  
Committee Officer: Simon Pritchard  
Website: [www.milborneportpc.org.uk](http://www.milborneportpc.org.uk)

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

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<p>31</p>	<p><b><u>Gainsborough Play Park:</u></b></p> <p><b>A. <u>Specification for New Fencing</u></b></p> <p>Cllrs. Lockey and Phillips and the Clerk had conducted a site visit in order to inform further discussion regarding what is required. Some cutting back of the hedge and preparation is needed before fencing can be installed There is barbed wire that will be exposed and will need to be removed. It was noted that by installing a fence it would allow the grass cutting to be better monitored as the expectation as to where to cut too would be clear.</p> <p>Cllr. Tizzard questioned the need for a fence; the gaps are used at the moment for access to the Co-op and the Surgery. Cllr. Grant suggested some planting for some of the gaps and possibly a gate, Cllr. Capon suggested a stile; however, there is a question over whether a gate or stile can be installed giving access to land that does not belong to the Parish Council.</p> <p>Cllr. Carty reminded members of the playground Inspector’s requirement to have a secure boundary, fully-fenced for the safety of younger children and dog-proofing; the lack of a fence is currently rated as a medium risk. The Clerk reminded members of the project planning process last year where the need for a fence was identified, the Council now hold £5,000 to deliver the project as part of the approved budget, and there are further S106 funds that can be drawn down on. The general feeling of the committee was that a new hedge was preferred.</p> <p><b>Actions: Cllr. Lockey to liaise with manager of the Co-op to gauge the Co-op’s view re. a gate/stile between the properties.</b></p> <p><b>It was agreed to trim the current hedge, both top and side, to encourage growth, and to have the barbed wire removed. Then assess what is required re. filling in the gaps with hedge plants.</b></p> <p><b>B. <u>Gainsborough Tree Works:</u></b></p> <p>It was agreed to return to the contractors who have already quoted for them to requote for a revised specification; the requirement for the top of the hedge to be cut and the barbed wire to be removed. Two further contractors were suggested who have a tractor and flail, rather than being trees surgeons, as a possible cheaper option.</p>
<p>32</p>	<p><b><u>Heating Upgrade for Community Room:</u></b></p> <p>Three companies had been asked to quote; two quotations had been provided and were discussed, as well as the context for the specification. Cllr Phillips had examined the original quotes and considered that the spec wasn’t sufficient; both companies were asked to re-quote based on information supplied to them.</p>

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	<p><b>Cllr. Lockey proposed that DL Crease be appointed at an estimated cost of £1,330.00 to carry out the work; seconded by Cllr. Grant and resolved unanimously.</b></p>
<b>33</b>	<p><b><u>CCTV at Springfield:</u></b>            Cllr. Lockey updated members on the two recent incidents of vandalism at Springfield recreation ground - a new 8-seater bench has been burnt down and the gents' door panel kicked in - highlighting the need for CCTV on the site, linked to Wincanton Police Station. Cllr. Lockey has started looking into the possibilities/companies and liaising with the Village Hall trustees who are supportive of installing. He has one company visiting this week.</p> <p><b>Action: Cllr. Lockey will procure quotations and bring to Management Committee or Full Council.</b></p>
<b>34</b>	<p><b><u>Town Hall Improvements – Redecorate Stairwell &amp; Council Chamber:</u></b>            The two quotations provided were discussed, and the need for this work; the Clerk reminded members of the prioritised list drawn up by Cllrs. Phillips and Harrison. This list had been approved by the committee and the monies put by for this work. Cllr. Tizzard requested that it be recorded that he doesn't consider this expenditure to be a priority at this time.</p> <p><b>Cllr. Carty proposed that David Rose be appointed to carry out the works at an estimated cost of £2,079.99; seconded by Cllr Phillips and resolved by 5 votes with 1 abstention.</b></p>
<b>35</b>	<p><b><u>Repair to Ball Court Flooring:</u></b>            Cllr. Phillips and the Clerk gave some context following various visits and discussions regarding the best approach to the re-pointing of the Ball Court Floor. The conclusion was that to re-point the whole of the ball court could introduce more problems than it would solve. The problems now are with weeds in the cracks and a few areas that have loose stones; hut re-pointing the whole ball court could affect drainage, ice formation and the eventual breakdown of the grouting material itself. The recommendation is that the few areas with loose stones are simply fixed.</p> <p><b>It was agreed that this new approach be approved, and the Clerk will contact a local contractor to undertake the repairs.</b></p>
<b>36</b>	<p><b><u>Springfield Entrance Landscape:</u></b>            Cllr. Warren has been looking into this and his planting plan is awaited.            Cllr. Carty reported that the Playing Fields Committee and Parish Council liaison group will be meeting early October to discuss this and other projects that have yet to come to fruition.</p>

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37	<p><b><u>Corporate Sponsorship for Projects:</u></b></p> <p>Cllrs. Tizzard, Phillips and Watts have not had the time to make progress with this initiative. There are ideas but time is required to act on them. The pavilion extension and the Community Hub are projects that lend themselves to corporate sponsorship, e.g. a founders' board in the new pavilion. Cllr. Grant is happy to help but cannot commit specifically at this stage.</p> <p>Members will continue to consider the possibilities in preparation for when any members have time to commit to this initiative.</p>
38	<p><b><u>MANAGEMENT COMMITTEE:</u></b></p> <p><b><u>A. Committee Finance:</u></b></p> <p>The budget lines were received and reviewed. There are many underspends forming. The Clerk informed members that Sherborne company Bill Butters replaced the panel in vandalised lavatory door at Springfield the very next day free of charge, which was much appreciated; this detail will be included in the November Village Magazine and on Facebook.</p> <p>The Clerk explained the domestic rate reductions and rebates that had also saved over £2,600 with a refund of £500.</p> <p><b><u>B. Committee Action List:</u></b></p> <p>This was received with no adjustments to the priorities made; some actions have already been completed.</p> <p>Following an inspection of the Town hall by a fire safety specialist company, the Clerk reported that a better smoke/fire alarm system will be required and that the current smoke alarms are out of date.</p>
39	<p><b><u>Play Parks Quarterly Inspection Reports</u></b></p> <p>The report from early September 2023 was received and all items of high and medium risk discussed.</p> <p>At Springfield:</p> <ul style="list-style-type: none"><li>• Fencing - Timber rotting – High risk All the old fencing had been removed the day after the report was read removing this risk.</li><li>• Site surface – Holes – Medium risk This is the gaps between the rubber tiles that have shrunk under the swings. The swings maybe replaced when more S106 money comes online, with the safety service being done at the same time. In the short term this problem is not repairable.</li></ul>

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- Fence - Section missing – Medium risk.  
This had now been resolved by the erection of the new fence.
- Pedestrian gate - Violent Action - Medium risk.  
There is nothing 'Violent' about the action of this gate, it simply closes a few seconds faster than recommended. Adjustments to the timing has been tried and the current time is the best that can be achieved.
- Surface hole in grass - Medium risk.  
A small rut has been identified in the fence line; this can be filled in with a bit of top soil.

## At Gainsborough:

- Picnic Tables – Items moved – High risk  
Two heavy picnic benches have been moved on to the skate park. The benches are so heavy that it hasn't been possible to move them back. The recommendation is that benches / tables are secured in some way to prevent movement. The Office has contacted Somerset Council to see what assistance they can offer. Members didn't consider this matter to be a high risk.
- Agility Trail – Slippery - Medium risk.  
This has been on the list as medium risk for years, and yet in the regular visual inspections it has only been found to be a bit slippery once over two years. Algae remover has been applied and it is power washed annually. The medium rating is not felt to be justified.
- Skate Park – Bird droppings - Medium risk.  
The skate park has been power washed this year and Cllr Locky has cleaned as well. But, dropping can return the very next day and there is no solution to stop this from happening.
- Fencing - Not Dog Proof - Medium risk.  
This was covered early in the meeting. The project to fence has been suspended in favor of growing a hedge.
- Picnic Tables – Loose in the ground - Medium risk.  
Somerset Council being consulted upon for a simple fix.

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40	<p><b><u>Verbal Updates:</u></b></p> <p><b>a) The Chairman or Parish Clerk:</b> A specification will need to be drawn up for the sports pavilion extension, by the sports pavilion working group, now that planning permission has been granted by Somerset Council.</p> <p><b>b) Parish Footpaths/Rights of Way:</b></p> <ul style="list-style-type: none"><li>• Debbie Barsby is still signed up with Somerset Council as their footpaths ranger and she still has all the equipment.</li><li>• Pinford Lane update: Sherborne Town Council will be hosting a meeting at Digby Hall in October where Jim Hart will present his research as he did for Milborne Port History and Heritage Group; date and time tbc. The Deputy Clerk has written to various interested parties to ask them to send letters of support to the Definitive Map Team at Dorset Council.</li></ul>
	Meeting Closed 8.41 pm.