

# Full Council

## MILBORNE PORT PARISH COUNCIL

Minutes of the Full Council meeting

held in The Council Chamber, The Town Hall, Milborne Port.

**Tuesday 5th December 2023 @ 7:00pm**

**Present:**

Parish Councillors: Tim Carty (Chairman)  
Margaret Capon Glenn Coombs  
David Grant Robert Lockey  
Chris Phillips Richard Warren  
Ted Watts

**In Attendance:**

The Parish Clerk: Simon Pritchard  
The Deputy Parish Clerk: Nathalie Hetherington  
1 member of the public until Item 85 (co-option candidate)

❖ **Reports from Somerset Council:**

- No report received.

❖ **Public Statements and Comments:**

- Nathalie Hetherington from the History & Heritage Group informed members that there will be a community History Day on Saturday 11<sup>th</sup> May 2024; the group hopes that some councillors might like to be involved/help out on the day; the group will be applying for a grant from the Parish Council to help to cover expenses.
- Cllr. Watts raised the issue over excess water from the Redcliffe development causing problems on Wheathill Lane and discussion followed.
- Cllr. Capon asked about the initial plans for the top end of Wheathill Lane because it is noted that Wheatsheaf Road is not yet adopted but is being used by the public; possible issue to raise with Redcliffe in the future.

19:28

Agenda Number:	Agenda Item:
82	<b><u>Apologies for Absence:</u></b> <ul style="list-style-type: none"><li>• Cllr. Tom Campbell – Health reasons</li><li>• Cllr. Robert Tizzard – Away on business</li></ul>
83	<b><u>Declarations of Interest &amp; Applications for Dispensations to Participate:</u></b> <b>A: Declarations of Interests from Members:</b> <ul style="list-style-type: none"><li>• Cllr. Lockey declared an interest in 92B – as a School Governor</li><li>• Cllr. Lockey declared in interest in 92C – as a trustee and member of the Playing Fields Committee.</li><li>• Cllr. Warren asked for it to be noted that he volunteers for Dorset Citizens' Advice in relation to Item 92D.</li></ul>

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

Parish Clerk: Simon Pritchard PSLCC

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

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

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	<p><b>B: Applications submitted to the Proper Officer for a dispensation to participate:</b></p> <p>Cllr. Lockey had submitted an application in relation to Item 92B, for a partial dispensation, to be able to participate in the debate, but not vote.  <b>It was proposed by Cllr. Watts that a partial dispensation be granted; seconded by Cllr. Capon and resolved by 5 votes with 3 abstentions.</b></p> <p>Cllr. Coombs had submitted an application for a partial dispensation in every agenda item relating to approval of payments, as his partner is the current self-employed cleaner of the Town Hall and so is always one of the payees on the monthly list.  <b>It was proposed by Cllr. Carty that a partial dispensation be granted until the next election, seconded by Cllr. Watts and resolved by 7 votes with 1 abstention.</b></p>
84	<p><b><u>Adoption of Full Council Minutes:</u></b>  <b>Cllr. Lockey proposed that the minutes of the Full Council meetings of 7<sup>th</sup> November 2023 be adopted; seconded by Cllr. Phillips and resolved unanimously.</b></p>
85	<p><b><u>Co-Option of New Council Member</u></b></p> <p><b>A. <u>Interview of the Candidate:</u></b>          Mr John Price introduced himself to Members, explained his reasons for applying to become a parish councillor and took questions. He expressed a preference to be on the Planning and Environment Committee if successful.</p> <p><b>B. <u>Nomination and Voting:</u></b>  <b>It was proposed by Cllr. Carty to co-opt Mr Price into the Council's membership; seconded by Cllr. Lockey and resolved unanimously.</b></p> <p><b>C. <u>Declarations of Acceptance of Office:</u></b>          Cllr. John Price signed the necessary paperwork and joined the meeting.</p>
86	<p><b><u>Delivery of the Community Hub by Redcliffe Homes:</u></b>          Cllr. Carty informed Members that there is nothing to report at this time.</p>
87	<p><b><u>Somerset Council – Asset and Service Devolution:</u></b>          The recent letter from Somerset Council, inviting Town &amp; Parish Council to express an interest in taking over the local delivery of some services and ownership of some public assets was received.          Cllr. Carty, along with Cllr Capon had attended the SALC AGM at which the Somerset Council Leader, Cllr Bill Revans had given a frank and honest presentation and taken questions from the audience.          Cllr. Carty reported it had been explained that as Somerset has a historically lower council tax charge and cheaper housing stock than many other counties, as the council tax increase is capped it isn't possible for Somerset Council to increase the council tax by the amount needed to stay solvent, Cllr. Carty believes that a Section 114 bankruptcy notice seems likely, if so commissioners will step in to manage the council.</p>

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	<p>Somerset Council would like to pre-empt the actions of any commission by reducing some of their services and devolving them out to parishes. It was recognised that more cuts rather than savings will be coming.</p> <p><b>It was agreed that Cllr. Carty would draft a letter to Somerset Council expressing interest in engaging in talks regarding taking on areas of land, either through transfer of title, purchase or long-term lease.</b></p>
88	<p><b><u>Formation of the new Village Hall Management Committee:</u></b></p> <p><b><u>A. Adoption of Terms of Reference for new Village Hall Management Committee:</u></b></p> <p>The Clerk had produced a first version of the Terms of Reference; it was agreed that these will evolve over time. It was agreed to increase the number of residents that can be on the Committee by one up to five as five members of the current committee were happy to serve on the new committee.</p> <p><b>It was proposed by Cllr. Carty that the council adopt the Terms of Reference with the one change; seconded by Cllr. Phillips and resolved unanimously.</b></p> <p><b><u>B. Appointment to the new Village Hall Management Committee:</u></b></p> <p>Cllrs. Carty and Lockey will automatically be on the Committee as Chairman and Deputy Chairman of the Parish Council. Cllrs. Phillips, Capon, Coombs and Watts expressed a wish to be on this Committee also.</p> <p><b>It was proposed by Cllr. Carty that Cllrs. Phillips, Capon, Coombs and Watts be appointed to the Village Hall Management Committee, seconded by Cllr. Warren and resolved unanimously.</b></p> <p>The Parish Clerk informed Members that the following members of the current Village Hall Management Committee would like to be on the new committee: Jenny Hill, James Crow, Martin Lancaster, Charlotte Chipen and Richard Douglas.</p> <p><b>It was proposed by Cllr. Carty that Jenny Hill, James Crow, Martin Lancaster, Charlotte Chipen and Richard Douglas be appointed onto the Village Hall Management Committee, seconded by Cllr. Watts and resolved unanimously.</b></p> <p>It was noted that the new committee needed to meet as soon as possible to agree the details of the advert for the new hall manager, this will be before Christmas.</p>
89	<p><b><u>Purchase of CCTV for Springfield (Village Hall)</u></b></p> <p>The two quotations had been obtained by the Parish Clerk and had already been circulated; there had been a third quotation that came in on the day but had not been circulated as the deadline had been set as Wed 29<sup>th</sup> Nov and this supplier had already been given an extra month to get the quote in. It was this third contractor who had met with Cllrs Carty &amp; Lockey on site and they both expressed their preference for the spec that was being quoted for.</p> <p><b>It was proposed by Cllr. Carty that Equations be appointed to install the CCTV at a cost of £5,000; seconded by Cllr. Lockey and resolved unanimously.</b></p> <p>Special thanks to go to the other two quoting contractors who had been very responsive.</p>

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<p>90</p>	<p><b><u>Appointment to Council Committee</u></b> Cllr. Glenn Coombs expressed a preference for the Management Committee and Cllr. John Price expressed a preference for the Planning and Environment Committee &amp; the Management Committee.</p> <p><b>It was proposed by Cllr. Carty to appoint Cllr. Coombs onto the Management Committee and Cllr. Price onto the Planning &amp; Environment Committee and Management Committee; seconded by Cllr. Phillips and resolved unanimously.</b></p>
<p>91</p>	<p><b><u>HR Committee Recommendation – Pension Contribution</u></b> Cllr. Carty explained the context and results of the research and review carried out by Cllr. Capon. The recommendation of HR Committee constitutes a 10% rise in remuneration for parish council employees if they are a member of the pension scheme.</p> <p><b>Cllr. Capon proposed that the parish council sets a policy of contributing 15% towards staff pensions; seconded by Cllr. Lockey and resolved unanimously.</b></p> <p>It was noted that the HR Committee had resolved that this change would take place from April 2024.</p>
<p>92</p>	<p><b><u>PARISH COUNCIL GRANTS:</u></b></p> <p><b>A. <u>Milborne Port Village Hall:</u></b> An application had been received for £3,000. To help subsidise the cost of electricity until April 2024</p> <p><b>Cllr. Carty proposed that £3000 be granted to Milborne Port Village Hall; seconded by Cllr. Lockey and resolved unanimously.</b></p> <p><b>B. <u>Milborne Port Primary School PTFA:</u></b> An application had been received for £5,201.92. Cllr. Lockey explained how the after-school provision at the school operates, to set the application for a subsidy in context. Cllr. Lockey will ask the Business Manager at the school to provide a report on how the grant is used.</p> <p><b>Cllr. Phillips proposed that £5,201.92 be granted to Milborne Port Primary School PTFA; seconded by Cllr. Capon and resolved by 7 votes with 2 abstentions.</b></p> <p><b>C. <u>Milborne Port Memorial Playing Fields:</u></b> An application had been received for £5,600.</p> <p><b>Cllr. Watts proposed that £5,600 be granted to Milborne Port Memorial Playing Fields; seconded by Cllr. Phillips and resolved unanimously.</b></p> <p><b>D. <u>Somerset Citizens’ Advice:</u></b> A request for funding had been received from Somerset Citizens’ Advice. There was a discussion about the Sherborne (Dorset) office being the one most likely to be visited rather than Yeovil or Wincanton (Somerset).</p>

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	<p><b>Cllr. Carty proposed that £250 be granted to Somerset Citizens' Advice, and that £250 be granted to Dorset Citizens' Advice if it can be shown residents are using the Sherborne office and they ask for the donation, seconded by Cllr. Lockey and resolved by 6 votes with 2 against and 1 abstention.</b></p>
93	<p><b>A. <u>Monthly Payments:</u></b> Payment numbers 212 to 243 for December 2023 had been circulated totaling £13,458.55 and are attached to the minutes.</p> <p><b>Cllr. Lockey proposed that the payments for December 2023 be approved; seconded by Cllr. Warren and resolved 6 for and 1 abstention.</b></p> <p><b>B. <u>Full Council Accounts and Bank Reconciliation:</u></b> The full council accounts and bank reconciliation for October had been circulated and were received. Reserve Account 31/10/2023 £268,171.27 Current Account 31/10/2023 £5,256.00</p>
94	<p><i>Cllr. Watts left the meeting at 8.34pm.</i></p> <p><b><u>Full Council Budget Lines for 2024/25</u></b> The Responsible Finance Officer had already circulated the draft budget lines for Full Council. The council when through these making some adjustments: Grants pot moved up to £20,000, Grant to Village Hall for running costs decreased to £9,000, Village Hall Building Extension removed from budget.</p> <p>The Responsible Finance Officer informed members that the ball park total spend figure was about £200,000 for next year. It will be for the January meeting of Full Council to agreed how this will be funded. Several option will be put forwards ranging from putting the whole of the increase on to the precept though to using as much of the council's reserves as possible to offset increase.</p> <p>The precept will need to be agreed in January the next Full Council meeting being 9<sup>th</sup> of January 2024, but the 16<sup>th</sup> of January has also been pencilled in in case more time was required for members to make a decision.</p>
95	<p><b><u>Activities Planner: Current Full Council Projects incl. s106 Projects</u></b> The current priorities list had been circulated; the council made no adjustments.</p>
96	<p><b><u>Verbal Reports:</u></b></p> <p><b>a) Council Chairman's report:</b></p> <ul style="list-style-type: none"> <li>- Tennis courts: a further £5,000 S106 money has been found by Somerset Council so this project should cost the parish council the projected budget. The courts should be in use again from February 2024.</li> <li>- Playing Fields Committee liaison meeting took place this morning; amongst other things, drainage was discussed. The Trustees are happy for the new MUGA project to accommodate basketball, netball and 5-aside football; it will have a more robust and harder surface. Positive feedback from PFC for the</li> </ul>

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	<p>project to use the extension to the cemetery as junior football pitch until it is required for burials.</p> <ul style="list-style-type: none"><li>- Feedback had already been provided to Members about the presentation by Lorne Thomson of Yeovil Rivers Community Trust on 30<sup>th</sup> November on flood risk and Natural Flood Management techniques; he will be liaising with local landowners. Councillors thanked Cllr. Carty for the summary provided; it was agreed that it be published on the community website, as well as the Rotary Club contact details for those who would like gel bags.</li><li>- Cllrs. Carty and Capon attended the SALC AGM on Saturday 2<sup>nd</sup> December, the main message from which was to expect cuts in services from Somerset Council.</li></ul> <p><b>b) Parish Clerk's report:</b></p> <ul style="list-style-type: none"><li>- Council staff will be on leave from Wednesday 20<sup>th</sup> December 2023 and back in the office on Tuesday 2<sup>nd</sup> January 2024.</li><li>- The next Full Council meeting will be on Tuesday 9<sup>th</sup> January 2024</li><li>- Simon and Nathalie hope that you have a pleasant Christmas break and a Happy New Year.</li></ul> <p><b>c) Members' Reports from outside organisations:</b></p> <ul style="list-style-type: none"><li>- Cllr. Capon fed back on her learning from a Somerset Resilience event: flood prevention packs; riparian ownership; link between Neighbourhood Watch and emergency planning; Single Point of Contact. A number of Milborne Port organisations are interested in developing community resilience and an emergency plan. Cllr. Capon will liaise with those councillors who expressed an interest in being part of a working group on this issue and will aim to convene a meeting in January 2024.</li></ul>

**End of formal meeting at 9:32 pm.**