

# The Management Committee

## MILBORNE PORT PARISH COUNCIL

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

**Tuesday 26<sup>th</sup> March 2024 @ 7:00pm**

### **Present:**

Parish Councillors: Rob Lockey (Chairman)  
Chris Phillips (Vice-Chairman)  
Margaret Capon            Glenn Coombs  
David Grant                John Price  
Richard Warren

### **In Attendance:**

Parish Clerk & Burials Officer: Simon Pritchard  
Deputy Parish Clerk & Allotments Officer: Nathalie Hetherington  
No public.

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

None.

The Chairman reported that it had just been released that the meeting agenda didn't have provision for adopting the minutes of the last meeting(s). These will be added to the next Full Council agenda.

Agenda Number:	Agenda Item:
<b>62</b>	<b><u>Apologies for Absence:</u></b> Councillors: <ul style="list-style-type: none"><li>• Cllr Tom Campbell – health reasons</li><li>• Cllr Robert Tizzard</li><li>• Cllr Tim Carty – away</li><li>• Cllr Ted Watts</li></ul>
<b>63</b>	<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.

Milborne Port Parish Council: Management Committee: 26<sup>th</sup> March 2024  
Committee Officer: Simon Pritchard  
Website: [www.milborneportpc.org.uk](http://www.milborneportpc.org.uk)

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

## The Management Committee

64	<p><b><u>Allotment Tenancy Agreement - Update:</u></b></p> <p>Members discussed the suggested update to the Allotment Tenancy Agreement: the requirement of a deposit to be paid by new tenants in order to address the issue and cost to the Parish Council of tenants not clearing their plots at the end of their tenancies. Some other minor changes to phrasing and paragraphing were suggested by Cllr. Grant and agreed.</p> <p><b>Cllr. Grant proposed the minor amendments and that the deposit be set at £75 with immediate effect for new tenants; seconded by Cllr. Warren and resolved unanimously.</b></p>
65	<p><b><u>Parish Ranger Cost for 2024:</u></b></p> <p>The Clerk explained that due to the perilous position of Somerset Council's finances that all its services are being reviewed and as a result the charge for the Parish Ranger services are being doubled.</p> <p>Previously the Parish was visited one day a week by the Ranger, as a stop gap position the Parish Clerk has reduced this to a fortnightly basis so the overall cost to the Parish Council is the same. There was some discussion regarding the future of these services and who might provide them. Noted that if the fortnightly visits do not prove to be enough then local contractors would need to be contracted to specific bits of work.</p> <p><b>It was agreed to run with the fortnightly visits for now, for the Clerk to monitor and keep the Committee informed.</b></p>
66	<p><b><u>High Street Hanging Baskets:</u></b></p> <p>The Clerk explained the difficulties in finding a supplier as a replacement for South Somerset District Council, Somerset Council who took over from South Somerset District Council has now closed the council's nurseries. Many local garden centres had been contacted, but none were set up for supplying and delivering 40 baskets. The only quotation that the Parish Clerk was able to procure was discussed; the baskets come ready made and are specially designed to hold a large reservoir of water to reduce the amount of watering required. The Spirit of Milborne Port have offered to put them up and homeowners have volunteered to water them.</p> <p>Disposal of baskets and compost at the end of the season is an issue to be dealt with, it was also not known what the delivery cost would be. The Parish Clerk will continue to research options, including the possible recycling of the plastic baskets, or storing and re-using next year.</p> <p><b>Cllr. Lockey proposed that Plantscape be contracted to supply the hanging baskets for the Summer of 2024 at a cost of £1,764; seconded by Cllr. Capon and resolved unanimously.</b></p>

## The Management Committee

67	<p><b><u>Churchyard Railings – Quotations for the Repair of:</u></b></p> <p>The process of the procuring of these quotations was shared by Cllr. Phillips and the Deputy Clerk, including an explanation for extreme differences in tenders. Members felt that more information is needed about the exact work required in different areas. Also, should work be prioritised on some sections of the railings, e.g the gates and the west side - and of spreading the cost over 2 or more years. A potential issue with crumbling stonework that supports the railings was raised.</p> <p><b>It was agreed that the precise works to be carried out would be better defined, re-quoted for and for all that information to be sent to committee members in advance of the meeting.</b></p>
68	<p><b><u>Cemetery Fencing – Rotten West Border:</u></b></p> <p>The area of fencing that requires work was discussed; it was agreed that the fence needs to be repaired/replaced. The Clerk had gained a quotation from Perrett fencing to repair 18 posts, installing creosote ones to give a 30-year life for £631. It was agreed that this was a very reasonable price and that rather than spend more time and money talking to further contractors the repair should be made ASAP</p> <p><b>Cllr. Lockey proposed that Perrot Fencing be appointed to complete the work; seconded by Cllr. Grant and resolved unanimously.</b></p>
69	<p><b><u>Springfield Entrance - Landscaping</u></b></p> <p><b>It was agreed to put this item on hold until there is a clearer indication of what might happen to this piece of land.</b></p>
70	<p><b><u>East Street Car Park – Collapsed Wall</u></b></p> <p>There was some discussion regarding the reason for the damage - probably the effects of ivy weakening the stonework/mortar. <b>Members agreed that the wall should be repaired and to procure quotations.</b> Some possible contractors were mentioned.</p>
71	<p><b><u>MANAGEMENT COMMITTEE:</u></b></p> <p><b>A. <u>Committee Finance:</u></b></p> <p>The committee budget lines were received. While not the final year end outturn, the Clerk had reviewed each cost line and believed the forecast spend to be accurate.</p> <p><b>B. <u>Committee Action List:</u></b></p> <p>There was some discussion regarding the fire prevention/safety work required this will remain High Priority.</p>

# The Management Committee

	<p><b>C. <u>Committee Projects:</u></b> To confirm status of the following projects:</p> <p><b>1. Repair Ball Court Flooring</b> This will remain on the list of future projects.</p> <p><b>2. Cemetery extension – Tree planting plan</b> This has been superseded by a project to convert this area for football training pitch.</p> <p><b>3. Explore tree planting for Gainsborough</b> On playpark side between the play park and the allotments; only one allotment holder commented on trees creating shade but there were no other responses following request for feedback in November’s renewal letter. There was some discussion about what trees could be planted and where exactly in relation to the fence. This project is to be retained. Planting would need to be in Winter.</p> <p><b>4. Allotment Entrance Improvement</b> Discontinued for now given that this has caused fewer problems in recent years.</p> <p><b>5. Explore corporate sponsorship options for projects</b> Discontinued as members haven’t had the time to pursue.</p>
72	<p><b><u>Play Parks Quarterly Inspection Reports:</u></b> Gainsborough: Report was discussed.</p> <ul style="list-style-type: none"><li>- The Inspector is suggesting that the park benches/tables are anchored into the ground; it was agreed that this be done.</li><li>- Repair to the high-risk Multi-play unit has been commissioned and will be carried out in the week of 8<sup>th</sup> April. In the meantime, it has been taped off.</li><li>- Noted that some wire mesh is to be fitted to the two vehicle gates shortly, this will make the whole play park dog proof.</li></ul> <p>Springfield: Report was discussed.</p> <ul style="list-style-type: none"><li>- It was decided to address the medium risk gate (by the Village Hall) closure mechanism.</li></ul>

## The Management Committee

<b>73</b>	<b><u>Verbal Updates:</u></b>  <b>a) The Chairman or Parish Clerk:</b> Cllr. Lockey reported that the drainage ditch is being created to deal with water runoff from the car park at Springfield. The gravel and drain piping were organised by the Clerk, labour and equipment being provided for free.  <b>b) Parish Footpaths/Rights of Way:</b> Nothing to report. Debbie Barsby is still involved.
	Meeting Closed 8:37 pm.