

## MILBORNE PORT PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Tuesday 16<sup>th</sup> August 2011 at Milborne Port Town Hall at 7.30pm

**Present:** Mr J Farley (in Chair), Mrs P Alexander, Mr R Biss, Mrs R Douglas, Mr R Duckworth, Mr J Edmonds, Mrs W House, Mrs M Lock, Mr M Ritchie, Mrs S Shingleton, Mr E Watts

**Also in attendance:** Mrs J Freeman (clerk)

In the absence of the chairman, Mr J Farley took the chair and welcomed Mr Martin Ritchie as newly co-opted member of the Parish Council

#### **Public Question Time** (1 member of public in attendance).

- Mrs Lock reported that residents on the Cavanna estate had been informed by the appointed maintenance company, Greenbelt, that they had taken on responsibility for the river banks but not the river bed. It was agreed that the District Council should be asked to write to all riparian owners along the river bank, including Cavanna Homes, to remind them of their responsibilities.
- Mr Biss reported incidences of glass bottles being thrown into the field adjacent to the skate park *clerk to report to PCSO*
- Mr Edmonds reported thefts of produce from the allotments *clerk to report to PCSO*
- Mr Ritchie reported complaints about overgrown hedges along East Street making the footway difficult to use in places. *Clerk to write to residents*
- Mr Watts asked that the council consider cutting its own hedges in Wheathill Lane, and Gainsborough. It was agreed that the contractor should be asked to cut the hedges within the next 2-3 weeks or, if this was not possible, to seek the services of an alternative contractor.

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#### **Report from PCSO Mandy Forsey** (via e-mail):

- 21 telephone calls were received during the last month
- 10 crimes were recorded – 3 criminal damage, 1 domestic, 4 theft, 1 malicious communication and 1 burglary

1. **Apologies for absence** were received from Mr E Davis (unwell), Mr R Lockey (holiday); PCSO Mandy Forsey; District Councillor Lucy Wallace and County Councillor William Wallace.
2. **Declarations of Interest** : None
3. **Minutes of the full council meeting** held on Tuesday 19<sup>th</sup> July 2011 were agreed and signed as an accurate record of the meeting.
4. **Matters Arising**
  - 4.1 **Parish Plan** Mr Farley reported that the planned meeting with Mr Mike Allen, SSDC Area Development Officer, had been postponed until Friday 26<sup>th</sup> August
  - 4.2 **Future of the Library** A further meeting with Kay Allen had been arranged for Friday 2<sup>nd</sup> September. In the meantime the Judicial Review continued. It had been confirmed that no action had as yet been taken regarding the present lease.
  - 4.3 **Potential Car Parking – Piece Road** The clerk read out a reply from Diane Layzell, SSDC Senior Land and Property Officer, reporting that SSDC members had declined the parish council's request for the area of green space at Piece Road to be made available for car parking, citing the main reasons as being a desire to avoid losing the "only available area of informal play space in the immediate vicinity" and also that the land helped to soften the landscape. After discussion it was proposed by Mrs House, seconded by Mr Biss and agreed unanimously that the Parish Council should pursue this matter, stating that, in the Parish Council's view, the urgent

need for additional car parking in the area overrode any need for the area to be retained for “informal play”, particularly as there were two play areas within 100 yards and another due to be installed as part of the Bellway development. The clerk was also asked to put forward the suggestion that the area could be leased to the parish council rather than being sold or gifted; also that a “light” surfacing such as grasscrete or cellular plastic could be used to preserve the general landscape.

- 4.4 Charity Cricket Event A total of £346 had been raised through the bike raffle and the whole event had been very successful. Mr Farley thanked Mr Watts for selling tickets whilst riding the bicycle around the event, which proved to be a very successful selling technique.
- 4.5 Parish Youth Worker Mr Farley and Mrs Freeman reported on an evaluation meeting which had recently taken place at SSDC’s offices in Wincanton, attended by representatives from the parishes which had contributed to the scheme together with Youth Worker Lewis Diffey and Community Development Officer Tim Cook. Mr Diffey’s main focus in Milborne Port had been to start up a Youth Club and to assist in writing funding bids for the Gainsborough Scheme, both of which had unfortunately been unsuccessful. The clerk reminded councillors that although Milborne Port had contributed £500 to the scheme, Mr Diffey had obtained a grant of £600 from SSDC for youth activities – this funding was held by the Parish Council and would be ring fenced.
- 4.6 Emergency Planning Mrs Douglas drew the council’s attention to a template form which would be used for creating an up-to-date emergency plan and stressed the requirement for a building to be identified as an evacuation centre, with the village hall being the obvious choice. She suggested that as any evacuation centre would need to be properly equipped as regards toilets/facilities etc, this may assist any fundraising to update the hall. Mrs Douglas agreed to talk to the Chairman with a view to setting up a committee to go through the draft plan in detail; it was agreed that the village hall committee should be included in discussions, and should be asked to nominate a member to sit on the emergency committee; the clerk and PCSO Mandy Forsey would also be kept informed.

## 5. **Planning**

5.1 The following planning applications were considered:

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| <b>11/02723/FUL</b>                      | Erection of a garden room extension <i>1 Station Road</i><br><b>No objection</b>   |
| <b>11/02767/FUL</b>                      | Construction of aperture and insertion of window into south-east elevation. <i>5 Higher Kingsbury Close</i> <b>No objection</b>  |
| <b>11/02939/FUL</b>                      | Erection of an extension and loft conversion <i>29 Prankerds Road</i><br><b>No objection</b>   |
| <b>11/02960/FUL }<br/>11/02961/LBC }</b> | Minor alterations to 05/02113/FUL to include windows and two velux windows on west elevation<br><i>Kings Place, The Tipp. Philosopher, High Street</i> <b>No objection</b> |

5.2 The following TPO Application was noted:

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| <b>11/02735/TPO</b> | Application to fell a horse chestnut tree which is included in the South Somerset District Council (Milborne Port 5) Tree Preservation Order 2001. <i>Land adjacent Bazzleways, Station Road</i> |
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5.3 Members were asked to note that the following application had been **approved** by the SSDC Area East Committee on Wednesday 10<sup>th</sup> August 2011:

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| <b>11/00555/FUL</b> | Refurbishment and extension of existing dwelling and erection of a new attached terraced dwelling with new vehicular access and parking |
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13 Newtown

Mr Farley confirmed that he had attended the meeting on behalf of the Parish Council

- 5.4 Receipt of notification of appeal in respect of the following application decision was noted:  
**11/01284/FUL** Stopping up of existing access and creation of a new access  
*Land adjoining 94 Brook Street (appeal by written representation)*

- 5.5 The **withdrawal** of the following applications was noted:  
**11/02514/FUL** } Conversion of workshop into 3 bedroom dwelling  
**11/02515/LBC** } *160 North Street*  
  
**11/00242/FUL** Erection of a milking parlour, dairy and handling facilities  
*Coombe Hill Farm, Furlong Lane*

- 5.6 The following **planning approval** was noted:  
**11/01892/FUL** The erection of extensions to two barns for chicken farming business  
*Silverthorne Farm, Osborne Road*

6. **Finance**

- 6.1 Minutes of the Finance Committee meeting held on Tuesday 2<sup>nd</sup> August 2011 were received and noted.

- 6.1.1 **Clerk's Salary** Members were asked to approve amendments to the monthly standing order payment to Mrs J Freeman to take into account a 1% increase from 1<sup>st</sup> April 2011, an increase in hours from 14 to 18 per week from 1<sup>st</sup> June 2011 and National Insurance and Income Tax payments now due under the new scheme specified by HMRC (full details supplied issued with agenda). **Approved.** Amendments to the quarterly standing order to cleaner Mrs M Davis to take into account the agreed increase from £600 to £650/year for the year 2011/12 was also **approved.**

- 6.1.2 **Milborne Port Village Hall Heating Project** Mr Farley went through details of a report prepared by the clerk and approved by the Finance Committee. He asked members to note that the village hall committee had funding in place for approximately 50% of the total project cost and that the Parish Council was now being asked to consider approving an application for borrowing approval from NALC for a £30,000 loan from PWLB to fund the costs of new roofing plus professional fees. Mr Farley also asked councillors to note that as previous loans from SSDC and PWLB had now been paid off, the actual effect on the precept amounted to approx. 77p per year per household; he also noted that the precept for Milborne Port continues to be below average for the size of village. It was then proposed by Mr Watts, seconded by Mrs Douglas and **agreed unanimously** that the Parish Council should apply for borrowing approval for £30,000 .

- 6.2 The following payments were approved:

Mr S Davis	General maintenance	£ 289.56
K M Dike	Grounds maintenance – July 2011	£ 892.30
Lifestyle Landscapes	The Grove/Ball Court – monthly contract	£ 116.40
Mr A Gawler	Electrical Inspection/PAT testing – Town Hall	£ 266.00
Southern Electric	Electricity charges – Town Hall	£ 25.29
Bourton Fencing	Fencing – East Hill seating area	£ 660.00

- 6.3 The following payment by Direct Debit was noted:  
PWLB Loan repayment £ 1243.99

7. **Town Hall**

- 7.1 **Internal Decoration** Three quotations for internal decoration of the annexe building and the kitchen/toilet area in the main building were considered. It was **agreed** to award the contract to Mr

Wayne Timmins having submitted the lowest quote of £1585.00 + VAT, with the proviso that work should be completed before Christmas (proposed Mrs House, seconded Mrs Shingleton, agreed unanimously).

- 7.2 **Electrical Inspection/PAT testing** The clerk gave details of recommendations arising from the recent electrical inspection and testing. It was agreed that Mr Biss and the clerk should meet with the electrician Mr Gawler to discuss requirements and to obtain an estimate of costs. It was also agreed that estimates should be obtained for re-positioning the downstairs fuse box to a more accessible level and for replacing the three oldest heaters in the main meeting room.
- 8.2 **Public Conveniences** Mr Farley gave a précis of an e-mail from Helen Rutter and Vega Sturgess replying to various issues raised by the Parish Council; he also reported on a telephone conversation with County Councillor Henry Hobhouse, SSDC portfolio holder for property. It appeared from the latest e-mail that the quoted consideration payment would only be payable on a longer term lease, with a shorter term lease of, say 3 years, attracting a reduced settlement. It was also noted that during the period for which costings had been provided, there had been no major repairs, nor was the cost of insurance included. The possibility of discussing with local pub landlords the provision of toilet facilities to the public was also discussed. Members also questioned whether any funds available should be directed to providing toilets at the playing fields, which may be of more benefit to the local community. It was **agreed** to defer further discussion of the subject to the next full council meeting and to obtain further details regarding actual running costs, lease terms and financial considerations being offered by the SSDC.
9. **Review of County Council members/divisions and South Somerset Polling District and Polling Place Review** Mr Farley gave an update on the Local Government Boundary Commission's review of electoral arrangements and reported that the County Council had now submitted a proposal recommending that the number of members should be reduced from 58 to 55, with Taunton Deane, Mendip and South Somerset each losing one councillor. SALC had asked parishes to comment on the proposals – both on the number of councillors and also on the role of the county councillor – asking whether he should be an invigilator of centralised services, or a conduit for complaints or suggestions from individual electors or to convey the opinions of Parish & Town Council in his area. It was **agreed** that a county councillor should be expected to cover all these roles; also that whilst the Parish Council recognised the need to achieve a more even representation, being in a rural area on the edge of the county it would like to retain the existing make-up of being grouped with other local large villages and considered it would not be appropriate to be amalgamated with a large town. A detailed response would be submitted to LHBC once details of their proposals had been received.
10. **South Somerset Market Towns Investment Group** It was noted that the next meeting of the South Somerset Market Towns Investment Group was due to take place on 3<sup>rd</sup> November at 7pm in the Council Chamber at SSDC, Yeovil. *Mr J Farley and Mr E Davis to attend.*
11. **Correspondence:**
- **Mr M Keatinge, Sherborne Transport Action Group** The clerk drew the council's attention to Mr Keatinge's report of the Bus Community Partnership meeting held in Wincanton on 21<sup>st</sup> July 2011. By invitation of the chairman Mr John Fanning gave a verbal report of the meeting and an update on the plans for a Bus Community Partnership, the main stumbling block being the need for a volunteer to lead the partnership. The Council expressed support in principle and agreed to keep the subject as an agenda item.
12. The date of the next Parish Council meeting was confirmed as Tuesday 20<sup>th</sup> September 2011