

## MILVERTON PARISH COUNCIL

### MINUTES OF THE MEETING HELD AT VICTORIA ROOMS, MILVERTON ON MONDAY 9th JANUARY 2023 at 7:00 pm

<b>Present</b>	R Burton (Chair)	A Dakowski	T Phelps
	K Botes	J Hoyle	J Townend
	P Chambers	C Mann	

In attendance: Mr T Payne, Clerk to the Council  
SC Cllr G Wren  
3 Members of the public

		Action By
	<b>Public Questions</b> No comments made  <b>Reports from County and District Councillors</b> Cllr G Wren noted that proposals for LCNs were due to be considered by SC in mid-January.	
1.	<b>Apologies for Absence</b> Apologies were received from Cllrs K Coombes, M Dinning, C Gauntlett and G May	
2.	<b>Declarations of Interest</b> None were declared.	
3.	<b>Minutes of the meeting held on 5th December 2022</b> Following minor corrections, the minutes were approved as circulated.	
4.	<b>Actions from previous meeting</b> <ul style="list-style-type: none"><li>- it was noted that a request is to be made for volunteers to repaint village signposts</li><li>- It was noted that the bench in the Creedwell car park was now stable.</li></ul>	
5.	<b>Planning</b> <b>5.1 Consideration of Planning Applications under delegated authority</b> <ul style="list-style-type: none"><li>- 23/22/0034 - Erection of porch to the front, part single storey and part two storey extension to the rear and conversion of loft to ancillary accommodation at 27 Courtfields, Milverton</li></ul> Due to the (unexpected) absence of a Planning Officer attending, this item was deferred to a future meeting <b>5.2 Consideration of Planning Applications for comments to SWT</b> <ul style="list-style-type: none"><li>- 23/22/00336 - <i>fell three pollarded Maple trees within Milverton Conservation Area at the Dutch House, Wood Street, Milverton</i></li></ul> After discussion the Council resolved to support the application.	

Signed..... Date..... Minute Book Page Number.....

	<ul style="list-style-type: none"> <li>- 23/22/0033 - Replacement of cubicle house with a steel framed grain store at Preston Farm, Wiveliscombe Road, Preston Bowyer, Milverton</li> </ul> <p>After discussion the Council resolved to support the application.</p> <p><b>5.3 Report on Planning Decisions</b> Clerk reported that no outstanding applications had been approved by the planning authority since the last meeting.</p> <p><b>5.4 Report on Planning Application 23/78/0025, Creedwell Orchard development</b> No matters to report</p>	
6.	<p><b>Finance</b></p> <p><b>6.1 Schedule of Payments</b> Payments to be paid online were noted as being approved:</p> <ul style="list-style-type: none"> <li>- T Payne - December salary £1,041.44</li> <li>- T Payne - Reimbursement of expenses: SID light/platform £109.15</li> <li>- HMRC - 2022/23 Third qtr PAYE/NIC £441.17</li> <li>- Richard Branfield - Grass-cutting £686.40</li> <li>- SALC - Course fees £75.00</li> <li>- Croft Surveyors re toilet refurb £1,575.66</li> <li>- SWT Dog bin emptying - £103.90</li> <li>- R G Whittle - Vodafone booster electricity £43.80</li> </ul> <p>Direct debits</p> <ul style="list-style-type: none"> <li>- EDF re toilet electricity - £9.00</li> <li>- Google monthly fee - £18.40</li> </ul> <p>Following a further valuation, an interim invoice from Keresa was awaited for works to date on the Toilet revamp of £5,138.28 (net of VAT). This was noted as being likely to fall due for payment prior to the February meeting. Contractual payments to SWT (election costs) and SCC Highways (SID posts) were similarly noted.</p> <p><b>6.2 Grant Requests</b> This item was deferred to a future meeting</p> <p><b>6.3 Budgetary review of 2022/23</b> A report detailing actual and budgeted figures had been prepared and circulated by the Clerk. It was noted that total general fund costs up to 31 March 2023 were forecast to be £25,950 (<i>subsequently reduced by toilet running costs being lower</i>) compared to the budget of £28,450, with various elements having either over- or under-spends. The costs of the toilet revamp were expected to be within budget but this could not be confirmed until the works were complete.</p> <p><b>6.4 Precept 2023/24</b> A budget for 2023/24 had been prepared and circulated by the Clerk. Expenditure was shown to increase, primarily as there would be costs for the toilet cleaning following the revamp which had not been incurred since 2020. The total budgeted expenditure was £31,555 and it was resolved to set the precept at £31,500.</p>	
7	<p><b>Website Accessibility Statement</b> Cllr T Phelps reported that work on the Statement is ongoing.</p>	

9.	<p><b>Bus Service in Milverton</b> <i>(brought forward on agenda)</i></p> <p>Further to a resident's enquiry, correspondence had been exchanged between Cllr Gauntlett and SC Cllr D Mansell, with subsequent support being expressed by Councillors for seeking improvements to the local bus service.</p> <p>SC Cllr Wren reported on discussions with the Service Manager at SC, who is the liaison point between the bus operator, First Group and SC. Note was made of the requirement for the operator to provide route descriptions and to register any changes.</p> <p>The change to double decker buses, difficulties manoeuvring in North Street, resulting in buses dropping passengers off at the bottom of Station Road and the lack of notice of service cancellations were noted as some of the problems with the current service. It was agreed that Cllrs Gauntlett and Phelps undertake to collate the results of a parish-wide survey on residents' views. The current promotion of £2 bus fares in Somerset is to be advertised in the Magazine</p>	
8	<p><b>Audit Matters</b></p> <p><b>8.1 and 8.3 Statement of Internal control and a Review of Effectiveness of Internal Audit 2022</b></p> <p>A template provided by the Internal Auditor had been tailored by the Clerk and circulated. After noting a small change to that circulated, the combined Statement of Internal Control and the Review of the Effectiveness of the Audit was adopted.</p> <p><b>8.2 Other Policies to be adopted</b></p> <p>Clerk had reviewed potential policies that the Council could adopt and proposed that work be done to draft a suitable Complaints Policy and a GDPR statement. These to be brought to a future meeting.</p> <p>Clerk reported that once the Website Accessibility Statement was in place, all matters raised by the Internal Auditor would have been dealt with.</p>	
10.	<p><b>Parish Council Surgeries</b></p> <p>It was noted that two surgeries had been held in December, at the Recreation Ground and Creedwell Community Hall. Dates of future surgeries are to be noted in the Parish magazine. It was also noted that consideration be given to having a PC presence at the Street Fair, Friday Club and Milverton market.</p>	
11.	<p><b>Unitary Authority</b></p> <p><b>11.1 Update</b></p> <p>No matters to report</p>	
12.	<p><b>Committee Reports</b></p> <p><b>12.1 Amenity Committee</b></p> <p><u>Toilet Block Refurbishment</u></p> <p>It was noted that there had been slow progress on the works and a completion date is still unknown. Damp weather delaying the drying out of plaster prior to painting is one reason for the delay, heaters and dehumidifiers have been in use to try to speed up the process. Tender documents for the cleaning contract should be completed and circulated to potential cleaning contractors in January. It was agreed to aim for the long-term contract to commence on 1 March 2023.</p> <p><u>Parsonage Lane revamp</u></p> <p>A volunteer is still being sought for the works in siting a replacement bin at the Rec.</p>	

	<p><u>Jubilee Gardens</u> The spring has re-appeared, but has been temporarily piped to a nearby surface water manhole. Thanks to George Harvey for providing the pipework and SWT who have fenced the area off. SWT plans to undertake the permanent works to lay a drain through Jubilee Gardens in February. A meeting on site with the PC will be held before works start to finalise the route of the drain in the grassed area.</p> <p><u>Grit bins and Waste bin provision generally.</u> Waste bins have been uploaded to Parish online. These are to be reviewed to assess if there is a need for additional bins.</p> <p><b>12.2 Emergency Planning Committee</b> Minutes of the recent Emergency Planning Committee meeting had been circulated, indicating the progress made with re-contacting the previous Plan coordinators and the comments received following a review by Councillors of the draft Plan to date which will be fed back into further revisions. A check on the emergency equipment is to be undertaken and the generator is to be tested.</p> <p><b>12.3 Allotment Committee</b> It was noted that notices had been put up in respect of the latest bird flu advice. A potential plot is being prepared and there are persons interested in taking on plots coming forward.</p> <p><b>12.4 Parish Plan Working Party</b> The options as regards investigating the feasibility of a Neighbourhood Plan and/or reviewing/updating the 2010 Parish Plan were still under review.</p>	
<b>13.</b>	<p><b>Calendar of meetings 2023</b> In the light of the two Bank holidays at the beginning of May, it was agreed that the Annual and May meetings be held on Tuesday 9th May at the Victoria rooms. It was further agreed that the Annual Parish meeting be held on Wednesday 3rd May</p>	
<b>14.</b>	<p><b>Roads and Footpaths</b> <b>14.1 Footpaths - Monthly Report</b> A reported obstacle on WG7/9 has been reported to SCC and an application is underway for a Definitive Map Modification Order for part of the path WG7/10 which is being incorrectly shown.</p> <p><b>14.2 Roads - Monthly Report</b> Mr S Potts had provided a report on the operation of the SIDs, which have now been in operation for over six months. A system of changing the batteries on a weekly basis and moving a SID fortnightly is now being used. There are four persons who have done the course to enable them to work on the highway and a further volunteer is attending a course in January. Mr P Young is now collating the information collected by the SIDs for publication in the Magazine/online. There had been a recent gas leak which was suggested to have been caused by the pipe being affected by the weight of vehicles passing over it. This will be one topic to be discussed at a meeting to be arranged with Kate Brown of SCC Traffic Management, as well as HGV signage and speed limits.</p>	

	<p><b>14.3 Alleviation of Flooding in the Parish</b></p> <p>A meeting had taken place with Messrs G Hughes and M Stone of SCC Highways Maintenance on 13 Jan at which the current issues were discussed. Action was agreed to change Sand St and Butts Way gullies to annual rather than two yearly clearing and endeavour to give notice of gully emptying. Remedial works were planned in Sand Street, Creedwell Orchard and Preston Bowyer, scheduled for the 2023/24 financial year. Under the new Unitary Authority, it may be feasible for a cluster of parishes to retain a lengthsman to undertake minor highway tasks but timing and funding are currently unknown.</p>	
<b>15.</b>	<p><b>Crime Report</b></p> <p>The Report provided by PCSO L Fyne did not include any matter arising in Milverton.</p>	
<b>16.</b>	<p><b>Matters of Report</b></p> <p><b>16.1 Food drop at St Michaels</b></p> <p>It was reported that due to demand, the location of the Church as a food drop is to be advertised.</p> <p><b>16.2 Councillor Skills/Interests</b></p> <p>Chair proposed that prior to the Annual meeting, Councillors advise of skills and interests in order that these be used in Parish Council work going forward.</p>	
<b>17.</b>	<p><b>Date of next meeting</b></p> <p>The next meeting was confirmed for Monday 6th February 2023, at the Victoria Rooms.</p>	
	The meeting closed at 9.05 pm	