

MILVERTON PARISH COUNCIL

MINUTES OF THE MEETING HELD AT VICTORIA ROOMS, MILVERTON ON MONDAY 7th APRIL 2025 at 7:00 pm

Present	R Burton (Chair)	J Hoyle	G May	J Townend
	A Dakowski	C Mann	I Partridge	
	L Heald	A Mather	M Pine	

In attendance: Mr T Payne, Clerk to the Council
13 members of the public

	<p>Public Questions Comment was made on the following: The need for repair work to be undertaken on benches in Jubilee Gardens (<i>Due to be undertaken now warmer weather has dried out the wood</i>); Position in respect of repairs to pebbled pavements (<i>quote to be sought in due course</i>); Litter bins that have been removed (<i>SC has been asked for replacements and PC is looking to change a number of bins</i>); Street light issues on Fore Street and North Street (<i>Cllr G Wren is chasing SC to get the faults corrected</i>); Position of potential installation of a one way traffic system (<i>Traffic problems with HGVs being addressed via new signage being put up, future steps could be a weight limit could be sought and subsequently re-consideration of a one way system</i>); Parking issues and SC's proposal for charges (<i>noted SC's response to the PCs letter to be made public and that no details are yet available on the consultation process</i>); Double yellow lines around the Creedwell Orchard junction (<i>further consultation is to take place before any Order is made</i>)</p> <p>Reports from County Councillors No reports available</p>
1.	<p>Apologies for Absence Apologies were received from Cllr T Phelps and SC Cllrs D Mansell and G Wren</p>
2.	<p>Declarations of Interest None declared</p>
3.	<p>Minutes of the meeting held on 3rd March 2025 The minutes were approved as circulated.</p>
4.	<p>Actions from previous meeting</p> <ul style="list-style-type: none">- Re Delegated Planning Powers: A letter was sent to SC asking what the options are for reinstatement of delegated powers and a response is awaited- Reporting template for the PCSO was agreed and forwarded to the PCSO- Litter pick date has changed to 26 April- Tree Roots due to be reported- Lest We Forget statue options to be reviewed- Solar farm: When chasing a response to the query on the site of the compound, it was advised that the Community Officer had left Innova. Whilst this would not affect the proposed start date, a response is still awaited about the compound

5.	<p>Planning</p> <p>5.1 Consideration of Planning Applications for comments to SC</p> <ul style="list-style-type: none"> - <i>23/25/0014T Fell one cypress tree within Milverton Conservation Area at Milverton Meadows, Station Road, Milverton</i> After discussion the PC resolved to oppose the application on the grounds that there should be a report by an arborist that could demonstrate support by confirming that the reason given for the felling of the tree can be substantiated. - <i>23/24/0011/LB Various alterations and repairs at Netherfield, Sand Street, Milverton</i> After discussion the PC resolved to support the application <p>5.2 Report on Planning Decisions and other Planning Matters</p> <p>Clerk reported that the applications in respect of Fairfield Terrace, Rosemary Cottage/Chapel House, The Coach House, Olands, Pen Craig House (all works) and tree work at the Vicarage had been approved by Somerset Council.</p>
6.	<p>Co-option Process</p> <p>Chair noted the resignation of M Dinning and recorded thanks for her many years of service as a Councillor and Committee member as well as representing the PC on the Victoria Rooms Committee.</p> <p>Clerk reported that a formal notice of the vacancy will be advertised later that week and it was agreed to arrange for co-option to be considered at the June meeting, to give adequate notice for interested parties to come forward.</p>
7.	<p>Bus Service in Milverton and related issues</p> <p>Cllr J Townend reported on the new service between Wellington & Wiveliscombe (#27) on a trial basis from 22 April and a revised and improved timetable for #25 from 22 April. The Bus User Group will be at the July market, publicising the routes. The PC agreed to a contribution to printing/publicity costs of the BUG up to £100.00</p>
8.	<p>Consideration of Grant Applications</p> <p>Clerk had previously circulated information received from the Recreation Ground in respect of monthly play equipment inspections. It was agreed to make the grant of £337. It was also agreed that it should be noted that the PC is minded not to award further grants to the Recreation Ground until the grants made in the last 6 months are publicised in line with the PC's grant policy.</p>
9.	<p>IT Review</p> <p>Clerk advised that based on the quote from Parish Online, the annual website cost would be approx £385pa, to include a website, email boxes for each councillor and a gov.uk domain. Microsoft 365 would be a monthly cost of £18 per month (£216pa). In addition a new laptop to replace the Chromebook would be approx £500 to 600. It was resolved that, pending a final investigation into alternative websites and liaising with the Communication Group, the Clerk should look to set up a new PC website on the above basis</p>
10.	<p>Parish Council Communications</p> <p>Clerk had circulated a proposed protocol to be used for the new PC Facebook page, to be a forerunner of a more general social media policy in due course. It was agreed that this be adopted.</p>
11.	<p>Parking issues in Milverton</p> <p>It was agreed to proceed with the suggestion by SC that the Creedwell Orchard/Fore Street junction double yellow line be removed from the current Order to allow further consultation, allowing the lines at the other sites to be installed immediately.</p> <p>Responses are awaited from SC on the consultation process for car park charging. Queries on the ownership of the carpark are also being investigated. Anna Farrow advised that a village group concerned with the charges proposal will be writing to Rachel Gilmour MP, as well as undertaking a parking</p>

	<p>displacement survey to understand potential ripple effects of people not using the car park. It was noted there is a meeting of Wiveliscombe residents concerned with charges is to be held this week.</p>
12.	<p>Committees 2025/26 Clerk had circulated a summary of current Committees and how these could possibly be made more efficient from May 2025. It was agreed that there would be a move towards working parties as opposed to Committees, with proposals being prepared in advance of the Annual Meeting in May.</p>
13.	<p>Committee Reports</p> <p>13.1 Amenity Committee Chair had previously circulated a report. It was noted that the steps had been revamped in line with the agreed proposal and it was proposed that the quote received for the seating area be accepted and that the contractor be instructed to proceed. It was so resolved. Thanks were expressed to Cllr A Mather for repair works undertaken in the toilets. Further efforts to be made to contact relatives of the benches in Jubilee Gardens which are seemingly in need of repair.</p> <p>13.2 Emergency Planning Committee Cllr I Partridge reported on the workshop in Oake that he and Cllr A Dakowski attended, which was very worthwhile. He is to update the Milverton Emergency Plan for comment in due course. A review of equipment held and required will be undertaken by the Committee after May. An approach is to be made to Emergency Volunteer Action Group to make a presentation at the Parish Meeting</p> <p>13.3 Allotment Committee Cllr A Dakowski had previously circulated a report. There were no additional comments</p> <p>13.4 Parish Plan Working Party Cllr J Townend had previously circulated a report. There were no additional comments.</p> <p>13.5 Traffic Issues Working Party No additional matters to report above those covered elsewhere.</p>
14.	<p>Local Community Networks Updates Chair reported that the Highways Group is due to meet on 15th April where various outstanding matters will be chased up. A full LCN meeting is on 24th April and a Transport LCN Group meeting is on 17th April</p>
15.	<p>Roads and Footpaths</p> <p>15.1 Footpaths Monthly Report Cllr A Dakowski had previously circulated a report. It was noted that the handrail along the wall leading into the churchyard on WG07/40 was flagged for repair on the SC Rights of Way map. Clerk reported that following a complaint about a muck heap on a footpath a report was made to the Environmental Health, the response was that it was not an Environmental Health matter</p> <p>15.2 Roads Monthly Report</p> <p>15.2.1 Monthly Report (GM) In addition to matters covered elsewhere, the works by SC Housing on the Creedwell gully which were instigated last year without being resolved are to be chased.</p> <p>15.2.2 Roundabout Maintenance One quote has been received and one is awaited. It was agreed to proceed with the quote received were no further quote to be received (<i>subject to SC giving permission to works taking place</i>)</p>
16.	<p>Finance</p> <p>16.1 Schedule of Payments and Bank transfers The following payments were noted as having been paid in March: T Payne March Salary £1,336.33</p>

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	<p>Claire's Cleaning - re March £320.00 Victoria Rooms - Room hire £126.00 SC Dog bins (to 31/3/25) £121.99 HMRC fourth qrtr deductions £574.75 T Payne expenses - stationery/mileage £157.40</p> <p>Payments for authorisation: P Young had advised that the battery charger supplied with the SIDs is malfunctioning, with the SIDs not getting an adequate charge. Approval was given for a replacement at a cost of approx £80 SALC 2025/26 Subscription £641.52 It was resolved that the payments be approved, but whilst noting the direct benefits of being affiliated (plus guidance in relation to the on-going SC position), SALC be advised that the high percentage cost increase was scrutinised and similar jumps in the future could mean that, despite the benefits, the subscription cost is seen as too high to be justifiable expenditure.</p> <p>DDs in April Google re website £24.00 yu Toilet electricity £12.42</p>
	<p>16.2 2025/26 Contracts Clerk reported that the proposed SC contract for dog bin emptying had been accepted. Alternative quotes are still awaited for toilet cleaning and agreement is in place with the current supplier for a fee at a reduced level for two months to allow at least one other quote to be received. The quote received from Richard Branfield was accepted as being at a similar to 2024 with modest increases in rates.</p> <p><i>(It was agreed to extend the meeting beyond the 9.00pm deadline as set per the Standing Orders)</i></p> <p>16.3 2025/26 Budget Clerk had previously circulated figures on a revised budget for 2025/26, based on expenditure in 2024/25 being less than budgeted, primarily re that proposed for SC Services. The revised totals were agreed, noting that SC is considering that highway services be paid by PCs under the power of s137. This would impact on the level available for other such expenditure eg grants, so it was agreed that grant requests over £500 not be considered before the September meeting.</p> <p>16.4 Review of Reserves Policy and Earmarked reserves Clerk had made a proposal to rename the Amenity Earmarker reserve as Parish Projects and wind this down as the Parsonage Lane works take place and the associated costs are paid. Other Earmarked Reserves to be kept at current levels, with the IT reserve likely to be utilised this financial year. The proposals were agreed. The Reserves Policy was re-adopted without amendment.</p>
17.	<p>17.1 Crime Report No Crime Report received to date. Cllr A Mather reported he had written to the Chief Constable regarding the theft of church lead. This had prompted a visit from the PCSO. A letter is to be sent to the MP on the lack of interest by the police.</p>
18.	<p>Matters of Report 18.1 Parish Meeting The meeting is to be advertised as much as possible to try to get residents to attend. 18.2 VE Day Events A number of events are being held on or around 8th May 18.3 External Auditor</p>

	<p>Clerk reported that the External Auditor will be undertaking an intermediate audit, which essentially only requires more evidence of the the PC reviewing internal controls</p> <p>18.2 Defibrillator course Cllr A Dakowski reported that a Defibrillor course has been re-arranged for 6 May at the Victoria Rooms.</p> <p>18.3 Viewing Area It was noted that the transformer has a lot of ivy growing around it</p> <p>18.4 10 Radio Cllr G May advised she is taking over a slot with the opportunity for interviews/chats for any publicity</p> <p>18.5 Book Nook Compliments were given in respect of the success of the Book Nook</p>
19.	Date of next meeting The next meeting was confirmed for Monday 12th May 2025, at the Victoria Rooms, which will be preceded by the Annual Meeting
20.	The meeting closed at 9.16pm