

Town Council Action List For Council 15 December 2015
Updated 10 December 2015

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	13.10.15	Open Spaces Committee Recommendation Badgers	Advise contractor that quotation the fit exclusion gates and install below ground barrier has been accepted	Town Clerk	(i) Email sent 14.10.15 (ii) Licence still awaited from Natural England (iii) Licence obtained and work completed	4 December 2015
2	22.09.15 TC 100	Police Report	(i) Talk to the police about being pro active in identifying potential obstructions on the carnival route (ii) Talk to the police about the probable public access when they move to new accommodation and report back to Town Councillors	Cllr Keitch	(i) Cllr Keitch spoke to local police about a pro-active approach to identifying potential obstruction & reported this to Open spaces committee on 29 September (ii) At the meeting on 17 November the police confirmed that there will not be any public access at the new	

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					accommodation but that is no change as there is not currently any public access / opening hours at the existing police station	
3	22.09.15 TC101	District Councillors' Report	Investigate current position regarding Superfast broadband in and around Ilminster and report back to Town Councillors	Cllr Keitch		
4	22.09.15 TC 102	County Councillors Report	Obtain the facts regarding the status of Neroche Primary school in relation to education for Ilminster children and report back to Town Councillors	Town Clerk		
5	22.09.15 TC105	The History of Ilminster Notice Board	Identify all costs and financial information relevant to the provision and erection of the proposed noticeboard and prepare a report for presentation to the Town Council	Mr T Walker (Rotarian)		
6	22.09.15 TC 106	Fair Trade Signage	Write to Fair Trade saying that the town council supports the principle of having signs erected indicating the Town's fair Trade status on the main roads into the town	Town Clerk		

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7	18.08.15 TC 89	Council Engagement – Surgeries & quarterly Meetings	<p>(i) Make arrangements for monthly surgeries for a trial period of 6 months</p> <p>(ii) Put review on Town Council agenda planner for May 2015</p> <p>(iii) Make arrangements for a feedback meeting & review</p>	Town Clerk	<p>(i) Annex at Greenfyld school booked for last Saturday in the month</p> <p>(ii) Youth Centre booked for the evening of 2 February 2016 for feedback meeting starting at 7.30pm</p> <p>(iii) Review item scheduled on agenda planner for 12 April 2016 meeting</p>	
8	14.07.15 TC 62	Internal Audit Report Financial Controls 2014/15 Annual Return	Implement Action Plan	Town Clerk	Commenced implementation of action Plan – report to Town Council 22.09.15	
9	14.07.15 TC 63	Review of Project Management of the Football and Community Facility	Implement Action Plan	Town Clerk	Commenced implementation of action Plan – report to Town Council 22.09.15	
10	14.07.15 TC 69	Potential For Acquiring Additional Open	RESOLVED that the Town Council investigate the possibility of acquiring additional land for amenity use	Town Clerk	Letter sent to Somerset County Council and response	

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		Space			received 6 November - copy will be circulated to Town Councillors	
11	23.06.15 TC 38	Lookout Point	RESOLVED that the Town Council seek quotations to form a viewpoint / platform on Herne Hill	Office Staff	(i) Work has started to sort the stone at the cemetery to separate rubbish from what may be re-usable (ii) Informal advice sought regarding preparation of a specification	
12	14.04.15 TC 414	Office Accommodation Working Group	RESOLVED that (i) That the possibility of locating the Wardens Workshop on Town Council owned land at West Crescent be explored (issues to include cost, security, access and possible planning requirements)	Accommodation Working Group		
13	14.04.15 TC 415	Sports Club Tenure	RESOLVED that the Ilminster Cricket Club be offered a 25 year tenure in the licence for the Sports Club	Town Clerk	Draft legal document circulated to Licence Negotiations Group for comment Advice obtained from Solicitor on a number of questions; to be	

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					discussed further by negotiations Group	
14	14.04.15 TC 416	Community Facilities Management and Rental Policy	RESOLVED that the principles in the Community Facilities Management and Rental Policy be adopted. Details to be completed	Town Clerk / Cllr Goodall		
15	17.03.15 TC 389	Report from County Councillor for Ilminster	The Town Clerk is initially to speak with Councillor Linda Vjeh regarding drain maintenance in Ilminster and follow up with a robust letter to Somerset County Council Highways.	Town Clerk	14/05/15 Cty Cllr investigating if schedule available of when drains were last cleared and when they are due to be cleared again	
16	17.03.15 TC 393	Winterhay Lane Recreation Ground – Play Area Project	RESOLVED that The Town Council formally apply to South Somerset District Council for the full s106 money allocated for this project and also to authorise the use of the renewals budget at the sum of £12,000 for future maintenance and enhancement of the play area.	Town Clerk	29.09.15 quotations for equipment, hard & soft landscaping requested. Quotations to be received by 23.10.15 Play & Paths Sub Group to consider quotations on 12.11.15 and make a recommendation to Town Council 17.11.15. Following Council acceptance of the	

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17	16.12.14 TC 328	Club Licences and Leases	<p>RESOLVED that</p> <p>(i) That the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club are approved.</p> <p>(ii) That the Town Council's solicitor (previously agreed) be requested to start compiling the template for the licences and lease based upon the agreed heads of terms</p> <p>(iii) That the Chair of Open Spaces, Cllr Neave and the Town Clerk meet with Cricket Club representatives and Football Club representatives to negotiate the details to be contained in the licence / leases</p> <p>(ii) That the details negotiated in (iii) above to be reported to Council for approval</p>	Town Clerk	<p>quotations orders placed and work likely to start on site mid-late January 2016, dependent upon weather and ground conditions</p> <ol style="list-style-type: none"> 1. Individual meetings arranged with Cricket & Football Clubs to discuss detail. Initial meetings have taken place 2. Solicitor requested to draft football facility lease – draft expected mid April 3. First draft of Football lease received and comments returned to Solicitor. 4. June 2015 Negotiations ongoing 5. Sept 2015 football lease content 	

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18	14.10.14 TC 288	Market House Quotations	RESOLVED that Contractor C be appointed for the sum of £5092, provided the quotation could be fixed, until next Spring/Summer when the works could commence.	Deputy Town Clerk	<p>agreed by Licensing negotiations group Sports Club document circulated for comment</p> <p>Agreed with contractor and letter sent 06.11.14</p> <p>Contractor visited site to arrange start date but has now advised much more work is required than quoted for - Formal report to be made to June Resources Committee Recommendation on Council agenda 23.06.15</p> <p>Recommendation approved at Council 23.06.15</p> <p>Sept 2015, discussion underway regarding start date – need to bear in mind Christmas lights, Victorian evening,</p>	

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					<p>and the views of the market traders 29.09.15</p> <ul style="list-style-type: none"> • Contractor says they need to allow 4 weeks for the work. • The Councillor rep on the Christmas lights Committee reports that: Christmas Lights may start work on the lights on the Market House 25th Oct but more than likely on the following weekend, 1st November. The lights would likely be taken down from the Market House on Sunday 10th January. I have been told that at a push they could come down during the day on Thursday 7th 	

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19	10.06.14 RES 35	Town Sponsorship	<p>RESOLVED</p> <p>(i) That the cost for a 1 year sponsorship of the Station Road / Reic Sur Belon Roundabout be £750.00</p> <p>(ii) That the cost of sponsorship at the triangle or the top of North Street be £100 per year.</p>		<p>January if that was deemed necessary. Meeting arranged with Chair & Vice-Chair of Resource & Market Traders for 12 October</p> <p>On - going</p>	
20	SCC Investigation Winterhay Lane TC 05.02.13	Winterhay Lane Footpath	<p>Resolved</p> <p>1) that the Town Council stance is that it supports Winterhay Lane becoming a designated right of way That Cllrs Swann(with Cllr Miller as deputy) attends the County Council's Regulation Committee on 7th March 2013 to put the Town Council's view</p>		<p>1) Meeting booked for 7th March 2013 Meeting Cancelled – Councillors and Mr Holtom informed 2) Report and Recommendation received from SCC 3) Application to be placed before regulations Committee on 3rd October 2013 4) Consideration by</p>	

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					SCC Regulation Committee postponed 5) Regulation Committee decided Winterhay Lane Should be a Public Right of Way, awaiting for SCC to make order. 6) SCC have made an order. 7) 01.04.14 SCC have received objections and this will now be referred to the Planning Inspectorate. 8) Information from County Councillor suggests timescale for submission to Planning Inspectorate unknown 9) Town Clerk sent letter 12.12.14 10) Item added to agenda to discuss at meeting on 20.01.15 10) Meeting 20.01.15	

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					<p>RESOLVED "That, in the light of the friction which exists in the town over the continuing ambiguity as to the status of the footpath that adjoins Winterhay Lane that the Town Clerk be authorised to contact vigorously all organisations who can assist in implementing an early resolution of the issue."</p> <p>Letters sent 24.02.15 (SCC Chief Exe, Ch Regulation Cttee, MP, PCC, Conservative PPC</p> <p>Replies received from PCC and SCC</p> <p>14/05/15 letter to mayor rec'd from SCC stating that this footpath will be the next case compiled by SCC and sent for decision</p>	

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					<p>13.08.15 Preparations have been started on compiling the documents for submission to the Planning Inspectorate and work is actively ongoing; the case will hopefully be submitted in the next few weeks. 22.09.15 on Council Agenda for re-consideration of the Town Council's stance 22.09.15. Council resolved that its stance remains that the footpath adjacent to Winterhay Lane known locally as either Bumpy Lane or Winterhay Lane North should be designated as a public footpath 13.10.15. File for Secretary of State substantially</p>	

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					<p>complete despatch anticipated by end of October 2015 11.11.15 SCC confirmed that the papers are now with the Planning Inspectorate who are actively seeking dates for a public inquiry Local Inquiry scheduled for May 2016</p>	

