

Minutes of the **Town Council Meeting** held at the Council Offices, North Street, Ilminster, on Tuesday 17 November 2015 at 19:30hrs

Present:

Mayor Cllr R Neave

Councillors F Albin, P Burton, J Fagan, J Fowler, V Keitch, D Kinder, A Shearman S Shepherd, J Sothern, S Storey, R Swann and T Walker

In attendance: Miss J Norris (Town Clerk) Mrs S Whitefield (Deputy Town Clerk)

2 members of the public attended the meeting.

138 Apologies for Absence

Apologies for absence were received from Councillor Drayton and Goodall.

139 Declarations of Interest

The following declarations of interests were made in respect of matters to be considered at this meeting

Name	Agenda Item(s)	Minute No	Interest	Nature of Interest	Action
Cllr J Fowler	Agenda No 6 Report from the County Councillor for the Ilminster Division	143	Member of the Winterhay Lane north action group	Personal	Spoke
	Agenda No 16 Acceptance of Quotations for the Refurbishment of the Play Area in Winterhay Lane Recreation Ground	153	Lives near the Winterhay Lane Rec	Personal	Spoke & voted
Cllr S Storey	Agenda No 6 Report from the County Councillor for the Ilminster Division	143	Children use school transport	Personal	Spoke
	Agenda No 12 Update from the Football And Community Facility Project	149	Husband is a member of the Governance group by	Personal	Spoke and voted

	Governance Group		virtue of his employment		
	16 Acceptance of Quotations for the Refurbishment of the Play Area in Winterhay Lane Recreation Ground	153	Lives near the Winterhay Rec		

140 Minutes

RESOLVED

- (i) to confirm the minutes of the meeting held on 13 October 2015 as a correct record.
- (ii) To note the office action list relating to Town Council meetings.

Issues discussed during consideration of the action list included:

- The licence from Natural England to make safe the area at the top of the Canal where the badgers have been digging is still awaited but both the contractor and the Town Clerk have been in touch with Natural England to hasten issue of the licence
- Thanks to the police for the way in which they dealt with the difficult and sensitive issue of an obstruction on carnival day / evening
- Land around Herne Hill - the need to work with neighbouring parishes to preserve the green space, it seems that there may be some misunderstanding of Ilminster's intention
- Item 21 "Action on Rural Planning Chaos" should be removed from the Action List

141 Mayor's Announcements/Engagements

A) The Mayor told the Town Council that she intended to send a letter to the Mayor of Paris, with a copy to the Mayor of Riec Sur Belon, regarding the recent terrorist events in Paris

B) The Mayor's engagements between 29th September and 13th October 2015 had been published on the agenda for the meeting

142 Police Report

The Police had submitted a written report and were at the meeting to answer any questions relevant to policing in Ilminster.

Issues discussed during this agenda item included:

- Appreciation of PC Stuart coming to the meeting whilst not on duty
- A provisional date of 1 February 2016 has been set for the police to move their Ilminster base to the Summervale medical Centre– there will be no public access to the police offices but this is not a change as there hasn't been a public inquiry desk in Ilminster for a number of years
- Crimes can be reported on-line and by using the 101 telephone number
- PC Stuart will be meeting with Cllr Keitch to discuss the new legislation that will replace Designated Public Place Orders and how that may benefit Ilminster.

143 Report from the County Councillor for the Ilminster Division

A report from the County Councillor was circulated with the Agenda.

The County Councillor highlighted

- As a Councillor for Donyatt she understands that Donyatt Parish Council were concerned Ilminster was being presumptuous about the land around Herne Hill as much of the land is in the parish of Donyatt
- The County Council has implemented a moratorium on non-essential spending
- Flooding matters have been the subject of many discussions.

Issues raised by Town Councillors included:

- The Secretary of the Winterhay Lane North Group – has been in touch with Cllr Vijeh and Rev Donne regarding the offer of mediation and it was suggested that the mediators should propose a date for mediation to take place.
A discussion then took place as to what could be achieved by mediation in the current situation - the Order has been passed to the Secretary of State for a final decision and many individuals use the contested route not a single group. Cllr Vijeh suggested it may be possible to reach a compromise through mediation between those who want to use a path and those who do not believe it should be formally designated as a right of way.
- School Transport. There is no provision for further education in Ilminster so students have no choice but to travel to neighbouring towns for post 16 education. At present over 16s pay to use the appropriate school transport. Negotiations are ongoing as to how transport provision may be provided and funded in the future

Note:

- (i) Councillor Fowler had declared a personal interest in this agenda item at the start of the meeting
- (ii) Cllr Storey declared a personal interest during the discussion on school transport (20:06hrs)

144 Reports from District Councillors

District Councillor Keitch reported on the following matters:

- Former Horlicks Site A meeting has taken place recently with the owners, Planning Officers, District Council Ward members for Ilminster, and other appropriate South Somerset District Council portfolio holders. As a result of the meeting the owners will be giving detailed consideration to a proposal – the nature and detail of which is confidential. A further meeting is anticipated to which the Town Council will be invited to send a representative
- The District Council has approved a slight increase in the garden waste bin charge
- Warm Homes Discount – please spread information about this initiative so that people can find out whether or not they are eligible
- Cllr Keitch attended an event organised and hosted by South West Councils and Historic England about how heritage is recognised
- The District Council are continuing to look at the Working Together and Transformation agendas including the possibility of working with another Somerset DC and to consider how the council can be made more efficient

145 Open Spaces Committee

The Chair of the Open Spaces Committee presented the recommendations made by the Committee meeting held on 27 October 2015.

Repairs to Stiga Grass Cutting machine

RESOLVED

- (i) to accept the quotation from Loxton's for the repairs and a new 105cm 2 bladed deck.
- (ii) to investigate alternative machinery for budgetary purposes for the new financial year.

146 Resources Committee

The Chair of the Resources Committee presented the recommendations made by the Committee meeting held on the 20 October 2015.

Weekly Market

RESOLVED that "Kipper Week" be implemented from 1 January 2016 to 31 March 2016 and reviewed for 2017.

Note: "Kipper Week" is the trader having a week without paying any pitch fees when they have attended and paid for the consecutive three previous weeks.

147 Reports from Representatives on Outside Bodies

Reports from Representatives on Outside Bodies were received.

Issues raised during consideration of this agenda item included:

- The Youth Club will have a big fund raiser on Victorian night with a raffle and Santa's Grotto

148 Celebrations to Mark the Queen's 90th birthday

An oral report was made from the Working Group considering ways in which the Queen's 90th birthday could be celebrated

The matters reported included:

- The first meeting has taken place
- The group will be writing to organisations in the town - all ages and types - asking them to be involved
- The group intend to have a meeting early in 2016 to discuss any ideas put forward by the organisations
- The group will be asking for money to be included in the community engagement budget bid for 2016/17 for the celebratory activities

149 Update from the Football And Community Facility Project Governance Group

- a) To receive a summary of the Governance Group meeting held on 5 November 2015
Cllr Shepherd reported that the notes from the meeting are not available yet but at the meeting it was reported the contractor was approximately 2 weeks ahead of schedule.
- b) To receive the project risk register
The project risk register had been circulated with the Town Council agenda for information
- c) To receive and consider the recommendation of the Governance Group regarding their terms of reference

As the original remit of the Governance Group had been completed – to appoint the Contract Administrator, issue the tender documents and let the contract - the Group had considered its future and believed there was an important role to play in monitoring

risk, expenditure and the build / fit timetable. A revised terms of reference had been drafted and was presented to the Town Council for consideration.

RESOLVED that the terms of reference for the Football and Community Facility Governance Group as attached to these minutes as Appendix A be approved

150 Topics for Internal Audit 2015/16

The Council were asked to identify wish any topics they would like the Internal Auditor to consider as part of the 2015/16 Internal Audit (this would be in addition to the internal audit on the annual accounts).

RESOLVED that VAT and the tuck shop be suggested to the Internal Auditors as potential audit topics for 2015/16.

151. General Power of Competence

To confirm that Ilminster Town Council meets the eligibility criteria and resolves to adopt the General Power of Competence.

RESOLVED

- (i) that Ilminster Town Council confirms that it meets the eligibility criteria to use the General Power of Competence
- (ii) that Ilminster Town Council resolves from 17 November 2015, until the next annual Council Meeting after Ordinary Elections, to adopt the General Power of Competence having met the conditions of eligibility as defined in the Localism Act 2011

152 Local Council Award Scheme

The Council considered whether or not it should work towards attaining an award within the Local Council Award scheme.

Issues discussed during consideration of the agenda item included:

- Impact on staff
- Impact on budget

RESOLVED to defer any decision as to whether or not work towards an award for 3 months

153 Acceptance of Quotations for the Refurbishment of the Play Area in Winterhay Lane Recreation Ground

The recommendations of the Play and Paths Sub Group regarding quotations for various pieces of equipment and works to refurbish the play area in the Winterhay Lane Recreation Ground were considered.

Issues discussed during consideration of the agenda item included:

- The Open Spaces Team have started some work to refurbish and reposition bins and benches

RESOLVED

- (i) That the slide is ordered from Supplier 1
- (ii) That contractor 2 is appointed to install the equipment, and undertake the landscaping works, including the formation of the mound
- (iii) That the remaining equipment is purchased from the suppliers as stated on Appendix 2 to these minutes

154 Football and Community Facility Agreement To Lease and Lease

The Council were asked to approve the final drafts of the

- a) Agreement To Lease and
- b) Lease for the Football and Community Facility.

Issues discussed during consideration of the agenda item included:

- There had been a useful briefing by the Council's solicitor on the content of the documents – it was a shame not many Councillor's attended
- The postcodes and addresses on the documents need to be checked and amended; it will not be possible for the new building address and post code to be confirmed until the building is complete

RESOLVED to approve

- (i) the final draft of the Agreement to Lease attached to these minutes as Appendix 3
- (ii) the final draft of the Lease documents together with the inclusion of the additional clauses, attached to these Minutes as Appendix 4

155 Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation was presented for approval.

Issues raised during consideration of this item included:

- the items paid for on cheque 9802 – the items are listed first, showing the allocation to the individual budget heading followed by the total of the payment
- Cheque 9791 described as trainers is for safety footwear that is a trainer style

RESOLVED that the accounts listed in the schedule presented to the Town Council totalling £22,814.40 gross, be approved

156 Project Plan

Progress on the project plan was considered.

Issues raised during consideration of the item included:

- There is no progress to report regarding purchase of the Hammerhead land
- The first meeting of the Neighbourhood Plan Steering Group has been scheduled for 5 January 2016

The meeting closed at 20:50hrs