

ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **TOWN COUNCIL** held in the Council Chamber, North Street Ilminster on Tuesday 3rd December 2013 at 19:30hrs

Present

Chairman: Cllr E J Taylor

Councillors: Cllr S Austin, Cllr P Burton, Cllr C Goodall, Cllr V Keitch,
Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd,
Cllr S Storey, Cllr R Swann and Cllr L Vijeh.

In Attendance: Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk)

Members of the Public: No members of the public attended.

74. Apologies for absence

Apologies of absence were received from Councillor's Higgins and Sothern.

75. Declarations of Interest

No declarations of Interest were made in respect of any agenda items.

76. Minutes

RESOLVED that:

a) the minutes of the meeting held on **22nd October 2013** be confirmed as a correct record.

b) the office Action Plan relating to the Town Council Meetings be noted.

Issues discussed regarding the action plan included:

- **Internal Auditor** - The Town Clerk informed the Council the sub group had met and a decision on the preferred choice has been made, however the appointment will not be confirmed until satisfactory references have been received.

77. Mayor's Announcements/Engagements

a) The Mayor made announcements relevant to Town Council and Mayoral activities and engagements. In particular the Mayor highlighted the arrangements for two additional Council meetings.

- Council Meeting to be held on Monday 6th January at 7:30 pm at Swanmead Community School for Councillors to discuss and agree a response on the preferred Direction of Growth for Ilminster to be contained in the Local Plan.
- Council Meeting to be held on Wednesday 8th January at 7:30 pm at Swanmead Community School to consider the recommendations of the Open Spaces Review Group regarding the development of a master plan for the Wharf Lane, Recreation Ground and Brittens Field.

b) The Mayor's and Council's representative's engagements, between 22nd October 2013 and 3rd December 2013, were reported and circulated with the agenda.

78. Ilminster Youth Council

Cllr Goodall introduced a short guide made by the Youth Council about the current Winterhay Lane, Recreation Ground and consultation about suggested improvements, which included cutting of hedge rows, re- painting of old play equipment and installation of new equipment and the fixing of the broken boundary fence.

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The Youth Council will be working with South Somerset District's Play Officer in January 2014 to produce a new design for the play area, taking into consideration results from the consultation. A further presentation will then be made to the Town Council with a view to seeking funding from S106 monies.

RESOLVED that a letter be sent to the Youth Council Congratulating them on the video and expressing appreciation for the work they are doing with regard to the Winterhay Play area.

79. **Market**

The Council considered what action the Town Council should take in relation to the running of the Thursday market, taking into consideration the recommendations of the Market Working Group.

Cllr Goodall informed the Council that the SSDC Area West Committee has some monies available for revitalising local markets.

Issues discussed during consideration of this item included:

- Income
- Costs that may be incurred e.g. rents for pitches etc.
- Future of Market and its possible expansion
- Whether the Town Council would require an additional employee or delegate responsibility internally.

RESOLVED that:

the Council takes over the running of the weekly Thursday market from South Somerset District Council no earlier than January 2014.

80. **Emergency Flood Plan**

The Council considered supporting and endorsing a flood plan for Ilminster.

The Mayor informed the Council a consultation was carried out, which included relevant organisations and individuals, to help move this item forward.

Devon & Somerset Fire & Rescue Service have available grant funding to set up contingency stores where supported by a flood plan.

The Town Council has been working with other organisations, residents & local businesses to compile a flood plan for Ilminster; this has included a consultation event.

Cllr Vjeh informed the Council that there may also be funding available from the County Council, if required, this will be investigated.

RESOLVED

- (i) that the Town Council endorses the draft flood plan for Ilminster
- (ii) that delegated authority is given to the Town Clerk to complete the plan.

81. **Police Report**

The Council received a written report from PCSO John Martin, on the activities in the area since the last report in July 2013.

The Town Clerk reported to the Council apologies had been received, for the lack of police

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presence and written reports at Town Council meetings this was due to a shortage in staffing as unfortunately PCSO Gareth Allington has re-located and is unlikely to be replaced.

The Town Clerk reported to the Council that an article has been published stating that the Police and Town Council were working together and consulting about the need for a Designated Public Places Order (DPPO). The Town Clerk informed the Council this was misleading; The DPPO had only been a suggestion at a PACT meeting which had not been well attended and it had been agreed that further exploration of the topic was needed.

RESOLVED that the Police, should be contacted and informed of the Town Council's disappointment about the misleading press article.

82. Report from the County Councillor for the Ilminster Division

A report was circulated at the meeting received from Somerset County Councillor Vijeh. Councillor Vijeh reported to Council that the SCC Regulation Committee decided that Winterhay Lane ("Bumpy Lane") will be designated as a Public Right of Way, and the formal process for adoption is now under way.

Consultation for funding of elderly been decreased from 1.5 million to 1 million.

Key focus services will not be cut or changes to provision only administered as a result of consultation.

Cllr Shepherd queried the policy for the provision of education. Cllr Vijeh informed him it is likely funds will be available, but is unsure how education will be managed.

Cllr Vijeh discussed issues raised at the Council meeting on Monday 2nd December 2013 concerning South Somerset District Council's Sustainability Appraisal and the Education provision and also the conflict of issues at a previous meeting.

83. Reports from District Councillors

Somerset District Councillor Goodall gave an oral report concerning SSDC Local Plan which included matters of population, housing requirement and settlement.

Cllr Goodall reported that the S106 Report will be going to the executive on Thursday 5th December 2013 for approval.

84. Open Spaces Committee

The Chair of the Open Spaces Committee provided an oral update on relevant matters and present recommendations made by the Committee meeting held on 5th November 2013.

RESOLVED that:

The works listed below is carried out to the North wall of the cemetery and funding for this work will be split between the cemetery maintenance heading 761, the Churchyard maintenance heading 561/7, and the trees/hedges maintenance heading 561/10 at a ratio of 2:1:1

a. Re-pointing the damaged wall at a cost of £539

b. Inspection and repairs to the footings at a cost not exceeding £240

85. Reports from Representatives on Outside Bodies

Reports were received from the following representatives on Outside Bodies.

Ilminster Education Foundation - A written report was submitted by Cllr Vijeh and circulated with the agenda.

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Market Town Investment Group – Councillor Goodall reported to Council that it is now possible to add trails to Town app.

Iminster Youth Club – Councillor Burton submitted an oral update on the running of the Youth Club since the previous meeting he attended on the 7th November 2013. The Youth Council have received funding from Gooch & Housego to the amount of £3000 and have been approved a grant from the Town Council.

The car park has now been improved, a new boiler, alarm system and accessible handrail have been installed and a new Fun time session has been set – up.

Councillor Burton also reported on the success of the Youth Club activities on Victorian Night.

Cllr Miller requested a letter be sent to show appreciation for hard work of fund raising.

86. North West Cemetery Wall

A report regarding the total cost of funding for the North West Cemetery Wall was circulated with the agenda. The Council was asked to decide on the responsibility for the payment of proposed works.

The Town Clerk updated Council on the works undertaken at the cemetery and reported on the railings are expected to be erected, week commencing 6 January 2014.

RESOLVED that:

- (i) The work to gradually slope and reinforce the bank at the bottom of the cemetery at a cost of £650 + vat is approved.
- (ii) That the total costs for the work to the North West cemetery wall is funded in the following way:

Cemetery Walls provision	£5558.00
Cemetery Seats provision	£1783.34
Cemetery Bins provision	£1783.34

And
- (iii) the appropriate virements are made to enable (ii) above.

87. Approval for Payment of Electrical testing works

The Town Clerk reported of the works undertaken by N. Gillard Electrical Contractor and requested approval for payment.

RESOLVED that approval is given for the payment of works carried out by N. Gillard Electrical Contractor, but a letter is should be sent informing of future actions if this problems re-occurs.

88. AdvantEdge Software

The Council were asked to approve purchase of the AdvantEdge Software for the office computers, and to decide upon the period of contract.

RESOLVED that:

- (i) that purchase of the AdvantEdge Software is approved.
- (ii) that the purchase be on the basis of a 5 year contract.

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89. Mule Repair Costs

The Town Clerk formally reported on emergency repairs and asked the Council to ratify the arranged works.

RESOLVED that approval of monies for the payment of emergency work be given.

90. Skate Park

The Council were asked to consider the release of outstanding monies and authorise payment to the contractor as all repairs have been carried out.

RESOLVED that authorisation is given for the release of outstanding monies and payment to the contractor.

91. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation was circulated with the agenda for Council's approval.

RESOLVED that the accounts listed in the schedules presented to the Council totalling £34, 048.16 be approved.

92. Project Plan

The Council considered the progress on the project plan and whether any changes are necessary.

Issues discussed during consideration of this item included:

- Item 3 Skate Park – Delete (Skate Park)
- Item 5 (Land to East of Hammerhead) - Letter from Council to be produced and sent to Mr Charles Clark, to assist Cllr Shepherd.
- Item 11 Website – Promotion?

RESOLVED that:

- (i) To delete Item 3 Skate Park as this item has been accomplished.
- (ii) That the Town Clerk writes to Mr Charles Clark, to assist Councillor Shepherd, regarding Item 5 Hammerhead land.

93. Clerk's Updates

The following Clerk's Updates have been sent by email since the last Council agenda was published.

Number	Date
22/13	25 October 2013

The meeting closed at 21:40 hrs.

Chair's Signature & Date