

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 4 December 2012 at 7.30 p.m.

Present

Chairman: Cllr E J Taylor

Councillors: Cllr S Austin, Cllr C Goodall, D Miller, Cllr J Pallister, Cllr A Shearman, Cllr J Sothern, Cllr L Vijeh

In attendance:

PC Andy Stuart (Avon & Somerset Constabulary)

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

1. Minutes of the Previous Meeting

RESOLVED that the Minutes of the meeting held on 16 October 2012 be approved and signed as a correct record.

2. Apologies for Absence

- A) Apologies for absence were received from Councillors Burton, Lawson, Shepherd, Turner, and Whaites.
- B) Persistent Absence The Town Clerk reported that having spoken to Councillor Maylor, it was understood that due to current professional studies the Councillor was unable to give the time and commitment that she wished to Town Council duties and therefore with regret would be standing down in the near future.

3. Declarations of Interest

- A) No declarations of interest were made in respect of any agenda items.
- B) Dispensations - In accordance with Standing Order 7(e) The Town Clerk had received written dispensation requests; the nature of all the interests was that Councillors had a property within the administrative area of Ilminster Town Council and the setting of the town precept would relate to or affect a disclosable pecuniary interest that they had registered.

RESOLVED that the Councillors listed below be granted dispensations until 30 April 2015 for discussing and agreeing the precept:

Cllr Goodall,
Cllr Miller,
Cllr Pallister,
Cllr Shearman,
Cllr Shepherd,
Cllr Sothern,
Cllr Swann, and
Cllr Taylor.

4. Mayor's Announcements/Engagements

The Mayor had attended the following events between 16th October 2012 and 4th December 2012.

- **Friday 19th October 2012**
Opening of Hardware Store,
Lions Charter Night at the Shrubbery Hotel
- **Monday 22nd October 2012**

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Presentation for Overall Winner of Miniature Garden Competition, at Greenfylde School

- **Tuesday 23rd October 2012**

Charity Indian Night at Liza Tandoori Restaurant, Chard

- **Thursday 25th October 2012**

Yeovil, Sherborne & District Samaritans, Annual General Meeting, at St Mary's Hall, Holy Trinity Community Centre, Yeovil

- **Friday 26th October 2012**

Presentation for Overall Winner of Decorate a Trainer Competition, at Swanmead School

- **Tuesday 30th October 2012**

South Somerset Gold Awards 2012 Octagon Theatre, Yeovil
Opening of E & S Computers (Software Store), Ditton Street

- **Thursday 8th November 2012**

Wadham School Production "Grease"

- **Wednesday 14th November 2012**

RNAS Yeovilton Cocktail Party at the Wardroom, HMS Heron

- **Sunday 18th November 2012**

Mayor of Chard Town Council, Cathie Morrison's Civic Function, Civic Service at St Mary's Church

- **Tuesday 27th November 2012**

Licensing and institution of Revd. Nigel Done as Vicar by Bishop of Taunton at The Minster,
St Marys, Iminster

5. Matters arising from the Minutes

No specific issues were raised or discussed.

6. Town Clerks Report & Correspondence - Flooding

This item was brought forward on the agenda as members of the public had attended the meeting in regards to this matter.

The Council listened to the comments, concerns and worries of the members of the public who attended. Councillors were able to give a good insight of the maintenance of gullies and drains, the direction of water flow and areas which had succumbed to flood water.

It was suggested that a public meeting to be arranged for the following week for residents, with the aim of listening and collecting as much factual information as possible e.g. photos, A large scale map would be made available so residents can indicate locations of concern.

RESOLVED that a public meeting be held for residents to discuss flooding.

7. Police Report

PC Andy Stuart reported, the amount of reported incidents are almost identical to the previous year, there has been slight fall in dwelling burglary (home related theft) and criminal damage however domestic incidents are once again our highest reported police events, the monetary strains and pressures of work always add to this statistic in the run up to Christmas.

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The recent flooding had been a drain on resources police had been assisting partner agencies and stranded members of the public, reminding people that ROAD CLOSED signs are there for a reason whether they are Highways in red or Police in blue they are to be heeded. People who ignore these not only endanger themselves but also the emergency services that are sent to their rescue.

PC Andy Stuart reported to the Council that Ilminster town had been very lucky in comparison to other towns and villages, local Police and staff had stayed on for many extra hours for little or no financial gain, just to help the vulnerable and needy in our society, where they are needed the most. The bigger Police family is constantly adapting and changing to assist those who really need it, he informed the council that they do not yet know what the new Commissioner has in store for them, but we will be ready to move forward as a team though any change.

There had been incidents reported of damage to motor vehicles during the past 4 weeks, one of which resulted in a theft from that vehicle, as the sat-nav and money left were on clear display. He stressed that the police are constantly reminding people of the dangers of leaving valuables on display, so much so the theme for this month is vulnerable vehicles across the district.

Civil Enforcement Officers seem to be on top of the parking in the town.

The recent robust policing of the Recreation ground and neighbouring areas have seen a reduction in Anti-social behaviour and calls relating to it over the last two months. PC Andy Stuart told the Council, the grounds men's help and assistance is always appreciated.

The Red Cross car park is being used less by our local car enthusiasts who seem to prefer the far end of Canal Way, which in turn brings its own litter problem; PC Stuart asked whether a bin in that area may alleviate the problem.

A discussion took place but Councillors decided this would not be necessary.

8. Report from County Councillor

There was no report from the County Councillor.

9. Report from District Councillor

There were no reports from District Councillors.

10. Planning Committee

There were no recommendations from the Planning Committee held on the 6th November.

11. Finance & Policy Committee Meeting

Recommendations from the Finance and Policy Committee meeting held on 13 November 2012 were considered.

RESOLVED

- (i) that the revised Committee Documentation be approved.
- (ii) that the Council approve and adopt

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- The Employee Handbook as attached to these minutes
 - The Employee Code of Conduct as attached to these minutes
 - Protocol On Member/Officer Relations as attached to these minutes
- (iii) Approval in principal be given to procuring a new website with a maximum budget of £2,000 and
- (iv) Discussions continue with Somerset Web services as the preferred supplier to establish that they can offer a product that meets the Council's requirements.

12. Open Spaces Committee

Recommendations from the Open Spaces Committee meeting held on 23 October 2012 were considered.

RESOLVED

[Fair]

- (i) that Mr Herbert be refunded in full the deposit of £400 for the fair to use the Wharf Lane Recreation Ground

[Wardens' Workshop]

- (ii) that the purchase of dusk till dawn lighting for the Wardens' workshop at a cost of £520 + VAT be approved
- (iii) that delegated authority is given to the Town Clerk to take appropriate measures for securing the Wardens' Workshop, any expenditure incurred to be within the financial limits given in the Standing Orders

[Guttering for the Toilet Block]

- (iv) that delegated authority is given to the Town Clerk to purchase galvanised guttering for the toilet block at a cost not exceeding £600 +VAT

[Winterhay Recreation Area]

- (v) that subject to the ownership of the fence at the Winterhay recreation area being confirmed in writing, as to belonging to Ilminster Town Council, the Town Clerk is given delegated authority to order the supply and erection of the fencing for a cost not exceeding £650.00 + VAT.

[North West Cemetery Wall]

- (vi) that the Town Clerk obtains 3 prices for undertaking the work to remove the existing railings and wall and making safe and erecting a temporary fence and marking the boundary of the Ilminster Town Council land.
- (vii) that the Town Clerk, following consultation with Chairs of the Open Spaces and the Finance and Policy Committees, is given delegated authority to accept the lowest quotation for the work and to authorise the work to commence.
- (viii) that during the course of the work outlined in (vi) above a pictorial record is kept and expert opinion is sought as to the causes of the wall disintegration with the neighbouring land owner or their representative present if they so desire (the cost of which must be met by the neighbouring landowner).
- (ix) That a record is kept by the Town Council of all costs incurred for undertaking the work detailed in (i) above so that any appropriate recharges can be made.

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[Apprenticeship in Horticulture]

- (x) that an apprenticeship is offered to the current volunteer for 37 hours per week for 18 months starting in January 2013.

13. Recommendations from the REC Review Group

The notes from the Review Group meeting on 28 November 2012 had been circulated prior to the meeting

Issues discussed included:

- Membership of the review group
- Capacity of existing drainage pipes on the Wharf Lane Recreation area
- The current use by sports clubs of the Wharf Lane Recreation Ground

RESOLVED

- (i) that 3 quotations should be sought for land drainage of the area used by the fair and laying grounds matting on the area used by the fair for access, based upon the herringbone design considered by the Review Group
- (ii) that the terms of reference for the Open Spaces Review Group as appended to these minutes be approved
- (iii) that the Council endorses the principle of having a consultation event with the football and sports clubs, including the youth sections, to establish their current use of the Wharf Lane Recreation ground and their aspirations for the future.

14. Reports from Outside Bodies

Cllr Goodall reported that the Market Town Investment Group met the previous week, and she was informed that the provision Town app will be going ahead and will be up and running early 2013.

15. Authorisation of payments

RESOLVED that the accounts listed in the schedule presented to the Council, totalling £27,622.10 be approved.

16. Action Plan

The following amendments were discussed and agreed:

Item 2 – Lower Cemetery Wall – Review/Action date to be amended to revised date of 2013

Item 5 - Skate Park – Review/Action date to be amended to revised date of May 2013

Item 8 – Herne Hill leaflet - Review/Action date to be amended to revised date of February 2013

Item 9 – New Management Plan for Herne Hill -Review/Action date to be amended to revised date of May 2013

Item 10 – Bye Laws - omission to be rectified - Review/Action date to be amended to revised date of December 2013

Item 11 – Canal Banks - Review date to be amended to revised date of October 2013

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Item 12 – Strategic Vision - Review/Action date to be amended to revised date of May 2013

Item 14 – Website review – Re-word to reflect current situation

Item 15 – Meeting Documentation – Delete/Remove Action

Item 16 – Grit Provision – Delete/Remove Action

Item 17 – Station Road Parking – Review in January, Town Clerk to write to Colin Fletcher

17. Town Clerk's Report and Correspondence

The Town Clerk notified the Council she had received an email from South Somerset District Council regarding change of opening hours for the Community Office, on North Street, Ilminster. The Clerk reported at the start of January the opening hours will be reduced, opening at 9:30 am - 12:00 pm Monday, Tuesday and Thursday.

There will be notices, an advert in the press and new signage on the exterior of the building in January.

The Clerk reported of a change of date for the South Somerset District Council Proposed Submission Local Plan 2006 – 2028 Consultation. The revised date is Thursday 17th January 2013 at 3 pm, with the Local Plan part of the meeting starting at 6 pm - the meeting will be open to the public.

- D) The Clerk reported that the Council might not be able to set precept as scheduled in January due to a last minute change in legislation.

18. Meeting Dates

11 December 2012	Open Spaces
18 December 2012	Planning/Finance & Policy
8 January 2013	Council (Budget & Precept setting)
22 January 2013	Open Spaces

The Meeting closed at 21:55hrs

Chair's Signature & Date