

Iminster Town Council

Dear Councillor

A meeting of the **Town Council** which you are summoned to attend will be held on **Tuesday 5th February 2013**. The meeting will be held in the Council Chamber, Council Offices, North Street, Iminster starting at 19:30hrs.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely



Joy Norris
Town Clerk

28/1/13
Date

AGENDA

1. Apologies for Absence

To receive apologies for absence from Councillors unable to attend the meeting.

2. Declarations of Interest

To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

3. Minutes

- a) To confirm the minutes of the meeting held on 4th December 2012 as a correct record.
- b) To consider the office To do list relating to the Town Council Meetings. (attached)

4. Mayor's Announcements/Engagements

The Mayor attended the following events between 4th December 2012 and 5th February 2013.

- **Friday 7th December 2012**
Chard Town Council Mayor's, Christmas Carol Concert 2012 at the Guildhall
- **Friday 14th December 2012**
Vaughan Lee House, Christmas Party
- **Wednesday 19th December 2012**
The Deputy Mayor attended Wadham School Carol Service
- **Saturday 5th January 2013**
The Deputy Mayor attended the Senior Citizens Lunch at the Shrubbery Hotel, Iminster.
- **Thursday 10th January 2013**
Wadham School Presentation Evening, celebrating the achievement of students.
- **Monday 14th January 2013**
Iminster Arts Centre, at the meeting house, Invitation to accept Banner/Pennants.

Ilminster Town Council

- **Friday 25th January 2013**

The Deputy Mayor attended the pantomime Cinderella, performed by Chard Amateur Theatre Society with the Mayor of Chard in the Guildhall, Chard.

5. Police Report (attached).

To receive the police report of activities in the area since last report in December.

6. Reports from County Councillors

To follow.

7. Report from District Councillor

To follow.

8. Budget and Precept for 2013/14

To consider the recommendation of the Finance & Policy Committee to set a budget and precept of £236,100 for the financial year 2013/14.

9. Open Spaces Committee Meeting

The Open Spaces Committee met on 11 December 2012, and made the following recommendations:

- ❖ **Minute 4 - Market House Architectural Survey**

RESOLVED to RECOMMEND (i) The Town Clerk attempts to obtain three quotations for both the architectural survey of the market house and the asbestos survey.

(ii) Subject to satisfactory quotations being obtained the Town Clerk has delegated authority to engage a qualified surveyor to carry out an architectural survey on the market house at a cost not exceeding £680 +vat and asbestos survey on the Council's properties at a cost not exceeding £600+ vat.

- ❖ **Minute 8 Safety Surfaces**

RESOLVED TO RECOMMEND that, subject to at least three quotes being obtained, the Town Clerk has delegated authority to purchase 'wet pour' surfacing for the seesaw area and mesh matting for the other areas, not exceeding a total cost of £2000 +vat.

10. Planning Committee Meeting

There were no recommendations from the Planning Committee Meeting held on 18 December 2012.

11. Finance and Policy Committee Meeting

The Finance & Policy Committee met on 29 January 2013 and recommendations to Council will follow.

12. Football Club Stands (Report to follow)

To consider:

- a) The safe dismantling of the southern end of the football stand.
- b) The grant application from Ilminster Town Football Club for dismantling the stands.

13. Reports from Representatives on Outside Bodies

Cllr Sothern reported as a representative for the Twinning Association that the French visitors plan to arrive here on Friday May 3rd and depart Monday May 6th 2013.

Iminster Town Council

14. Somerset County Council's Investigation to Establish Status of Winterhay Lane, Iminster

Town Clerk to provide an oral report.

15. Authorisation of payments (attached)

16. Action Plan (attached)

To consider progress on action plan and whether any changes are necessary.

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Reminders

Civic Service

Arranged for 9th June 2013

Meetings

19 February 2013	Town Council
5 March 2013	Open Spaces
19 March 2013	Finance and Policy
26 March 2013	Town Council

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 Vjeh

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**

Chair's Initials

ILMINSTER TOWN COUNCIL

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

Chair's Initials

ILMINSTER TOWN COUNCIL

[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

Chair's Initials

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
04.12.12	Item 6	RESOLVED to RECOMMEND that a public meeting be held for residents to discuss flooding.	Joy	Meeting arranged for Thursday 13 th December 19:00hrs	10.12.12
04.12.12	Item 11	RESOLVED (i) Approval in principal be given to procuring a new website with a maximum budget of £2,000 and (ii) Discussions continue with Somerset Web services as the preferred supplier to establish that they can offer a product that meets the Council's requirements.	Joy/Marilyn	Approved	04.12.12
04.12.12	Item 12	RESOLVED [Fair] (i) that Mr Herbert be refunded in full the deposit of £400 for the fair to use the Wharf Lane Recreation Ground	Marilyn/Michelle	Approved Cheque sent	07.12.12
04.12.12	Item 12	RESOLVED [Wardens' Workshop] (ii) that the purchase of dusk till dawn lighting for the Wardens' workshop at a cost of £520 + VAT be approved	Marilyn	Approved – 29.01.13 Two quotations received, third awaited.	
04.12.12	Item 12	(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	Joy	Approved	

		volunteer for 37 hours per week for 18 months starting in January 2013.			
04.12.12	Item 13	(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	Marilyn	Approved 29.01.13 Seeking quotations.	
04.12.12	Item 13	(ii) that the terms of reference for the Open Spaces Review Group as appended to these minutes be approved	Joy / Carol	Approved & Complete	04.12.12
04.12.12	Item 13	(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.	Joy/ Carol	Approved – Meeting took place 24.01.13	24.01.13



Ilminster Town Report January 2013

If you think a crime may be in progress, about to happen or that offenders are still nearby - regardless of the time of day or night - call **999**.

When reporting a crime please call the following numbers:

General enquires number and crime reporting 101

OR

In case of emergency 999.

Or

CRIME STOPPERS on 0800 555 111

Your call cannot be traced and you will not be asked your name.

For more information and for more advice on all the above and much more
Please visit

www.avonandsomerset.police.uk

Good evening to you all. We hope that everyone had a great Christmas time and that not too many mince pies were consumed. How many are still sticking with their New Year resolutions?

What can I say about the weather? We seem to have nothing but rain for months and now snow. I hope those sledging had a good time, and those having snow ball fights are sensible. Windows are not legitimate targets. If you are travelling in these conditions please take care and go prepared for all eventualities. If you know someone who may need help during these cold/icy spells then please keep an eye out for them and check their welfare when possible. If any concerns then please call relevant agencies.

A strange object in the sky has been reported to us a couple of times. Thorough investigating by the Police has revealed this object as being the sun.

The Team here at Ilminster remain as busy and committed as ever since our last report in November. We are both reactive and pro-active with Community issues, the latter often having to be put aside for calls coming in to us.

Paid Expenditure Transactions

between 27/11/12 and 30/01/13

Start of year 01/04/12

Cheque	Paid date	Tn no	Gross	Vat	Net Cttee	Details	Heading
DD	28/11/12	1179	£38.28	£6.38	£31.90 OS	Orange Payment Processing	558/4
chgs	30/11/12	1177	£41.01	£0.00	£41.01 F&P	National Westminster Bank Ltd Bank Charges - Oct	363
8831	04/12/12	1205	£800.00	£0.00	£800.00 F&P	Iminster & District (OPW) Hg Grant Association Ltd	356
8832	04/12/12	1206	£35.00	£0.00	£35.00 F&P	Information Commissioner	366
8833	04/12/12	1207	£1,517.75	£0.00	£1,517.75	HMRC (Tax & NI)	350/1/2
8834	04/12/12	1208	£1,693.49	£0.00	£1,693.49	SCC Pension Fund	350/1/3
8835	04/12/12	1209	£91.07	£15.17	£75.90 OS	Larkmans Ta Spar Iminster	559
8836	04/12/12	1210	£17.94	£2.99	£14.95 F&P	Ricoch UK Ltd	364/1
8837	04/12/12	1211	£140.00	£0.00	£140.00 F&P	Stoke Sub-Hamdon Band	379
8839	04/12/12	1212	£1,306.74	£217.79	£1,088.95 OS	Earth Anchors Ltd	560/6
8840	04/12/12	1213	£1,150.00	£0.00	£1,150.00 OS	Iminster Education Foundation Rental Oct 12-Mar'13	558/1
8841	04/12/12	1214	£13.68	£2.28	£11.40 OS	Bradfords Building Supplies	560/11
8841	04/12/12	1215	£53.12	£8.85	£44.27 OS	Bradfords Building Supplies	560/11
8841	04/12/12	1216	£22.08	£3.68	£18.40 OS	Bradfords Building Supplies	560/11
8842	04/12/12	1217	£90.00	£15.00	£75.00 OS	Loxston Groundcare Equip	560/11
8843	04/12/12	1218	£10.00	£0.00	£10.00 F&P	Somerset Playing Fields Assoc Membership Subscription	561/13
8844	04/12/12	1219	£80.00	£0.00	£80.00 OS	Knight, Mr Daniel	366
8845	04/12/12	1220	£762.62	£36.32	£726.30 OS	Darch Oil	561/5
8846	04/12/12	1221	£7.64	£0.00	£7.64 F&P	Marin McColl	559
8847	04/12/12	1222	£82.80	£13.80	£69.00 OS	G.B Sport and Leisure UK Ltd	364/3
8848	04/12/12	1223	£90.00	£0.00	£90.00 OS	Loxston Groundcare Equip	561/3
BACS	07/12/12	1226	£48.00	£8.00	£40.00 Cem	Elder & Froy	552/1
	10/12/12	1224	£222.00	£37.00	£185.00 OS	Loxston Groundcare Equipment Blower	762/1
Credit	10/12/12	1225	-£222.00	-£37.00	-£185.00 OS	Loxston Groundcare Equip	561/13
See CR Note	10/12/12	1234	£121.56	£20.26	£101.30 F&P	CCUK Ltd	561/13
Bacs	10/12/12	1235	-£191.32	-£31.89	-£159.43 F&P	CCUK Ltd	358/2
8849	11/12/12	1227	£240.00	£0.00	£240.00 F&P	Post Office	358/2
						1st Class Stamps	364/4

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Iminster Town Council

Page 1 of 3

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Date

Paid Expenditure Transactions

between 27/11/12 and 30/01/13

Start of year 01/04/12

Cheque	Paid date	Tn no	Gross	Vat	Net Cttee	Details	Heading
bacs	09/01/13	1265	£48.00	£8.00	£40.00	Elder & Froy	762/2
8870	14/01/13	1259	£1.80	£0.30	£1.50	Samson Office Supplies	364/2
8871	14/01/13	1260	£150.00	£0.00	£150.00	Iliminster Christmas Lights	374/2
8872	14/01/13	1261	£286.72	£47.79	£238.93	Glen Cleaning Co Ltd	563/1
8873	14/01/13	1262	£96.00	£16.00	£80.00	Iliminster Home Hardware	560/20
8874	14/01/13	1263	£50.20	£8.37	£41.83	Bradfords Building Supplies	560/15
8874	14/01/13	1264	£16.48	£2.75	£13.73	Bradfords Building Supplies	560/20
8869	14/01/13	1266	£45.00	£7.50	£37.50	Weavo (Fencing) Products Ltd.	561/12
8868	14/01/13	1267	£49.70	£8.28	£41.42	Iliminster Warehouse	561/5
8870	14/01/13	1269	£44.50	£7.42	£37.08	Equipment to repairs benches	364/2
8870	14/01/13	1270	£5.15	£0.86	£4.29	Samson Office Supplies	364/2
8875	14/01/13	1271	£12.62	£0.00	£12.62	Samson Office Supplies	364/2
8876	14/01/13	1272	£250.00	£0.00	£250.00	Martin McCoil	364/3
8866	14/01/13	1273	£195.44	£18.22	£177.22	Bridgwater College	551/2
8867	14/01/13	1274	£20.00	£0.00	£20.00	Petty Cash Refund	379
sbacs 10	21/01/13	1284	£6,546.02	£0.00	£6,546.02	Minster Rooms	574
8878	22/01/13	1258	£44.95	£7.49	£37.46	Salaries	350/1/1
8877	22/01/13	1275	£68.16	£11.36	£56.80	Samson Office Supplies	364/2
8878	22/01/13	1276	£5.15	£0.86	£4.29	Chess Ltd	358/2
8879	22/01/13	1277	£11.40	£1.90	£9.50	Samson Office Supplies	364/2
8880	22/01/13	1278	£601.20	£100.20	£501.00	G B Sport & Leisure	561/3
8881	22/01/13	1279	£38.02	£6.34	£31.68	Edge Designs Ltd	361/4
8882	22/01/13	1280	£162.24	£27.04	£135.20	Bradfords Building Supplies	560/20
8883	22/01/13	1281	£134.09	£22.35	£111.74	Investec Asset Finance Plc	358/2
8884	22/01/13	1282	£71.70	£11.95	£59.75	Loxston Groundcare Equip	561/1
Total			£29,582.52	£892.58	£28,689.94	Larkmans Ta Spar Iliminster Fuel 5.12.12	559

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Iliminster Town Council

Page 3 of 3

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Date

ACTION PLAN
29th January 2013

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
A – Cemetry							
1	13	20/10/09	Lower cemetry wall	Long term plan to be developed for the maintenance of the lower wall	Open Spaces to be advised of relevant parts of covenant.	Dec 2012	Goodall
2	7		Lower cemetry wall	Reduction of pressure on cemetry lower wall. Nov 2012 - professional advice sought 04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with eth work based on the process obtained.	Agreement with Callisters	Sept 2013	Goodall
3	11	30/10/07 Revisited 16/09/08	Creation of new path in Cemetry	To explore possible areas for paths and various surfaces.	In abeyance awaiting other cemetry actions.	Review Dec 2012	Goodall/ Whaites
4	12	5/7/11	Cemetry Lodge Crack	There is a crack in the north wall of the cemetry lodge around a window	Crack being monitored for a 12 month period from March 2012. No movement apparent up to and including November 2012	April 2013	Goodall
B – Recreation Areas							
5	1	20/4/10 Revisited 24/5/11	Skate Park	Artistic Graffiti and Snagging 19.10.12 meeting held on site with contractor to discuss snagging 28.11.12 welding snagging completed, remainder of snagging work scheduled for week commencing 3 rd December 2012	Contractor has been on-site some issues still to be resolved. 29.01.13	May 2013	Goodall
6	10	7/6/11	Additional land for recreational	Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met	Discussion with SSDC to continue	Dec 2013	Goodall

ACTION PLAN
29th January 2013

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
13	22	05/01/10 Revisited 29/06/10	Silver Street Car Park	Investigate the feasibility of the creation of a car park to the rear of the building on the south side of Silver Street.	Plans in November 2012 – Town Clerk to attend 27.11.12 In abeyance until SSDC 2006 – 2026 Local Plan approved or rejected. (Comment by Cllr Miller)	Dependent on Action 12	Austin
E - Office							
14	6	17/04/12	Website review	Council not to renew the website contract and as an interim measure use temporary web pages and facebook.	Somerset Web Services identified as a preferred supplier.	Dec 2012	Lawson
E – Personnel (Wardens and Office Staff)							
F- Highways/Pavements Paths							
17	17	09/12/09 Revisited 08/03/11	Station Road Parking	Redefine parking areas on the north side of Station Road and west of Brake's garage.	Awaiting painting of new lines	Apr 2012	Austin
G – Miscellaneous							
19	21	19/05/09	Adoption of Lower Meadow, Canal Way Development		No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Cttee has liaised with SSDC – who will not adopt until developer has brought the roads, public spaces and footpaths up to the approved standard. No timescale is	Miller