

Minutes of the **Town Council** held in the Council Chamber. The Council Offices, North Street, Ilminster, on Tuesday 11 October 2016

**Present:**

**Chair:** Cllr V Keitch

**Councillors:** Cllr P Burton, Cllr R Drayton, Cllr J Fagan, Cllr J Fowler, Cllr M James, Cllr D Kinder, Cllr I Mackillop, Cllr A Shearman, Cllr J Sothern, Cllr R Swann and Cllr T Walker.

**In Attendance**

Officers Miss J Norris (Town Clerk)

Police Constable A Stuart

No members of the public attended the meeting.

**99. Apologies for Absence**

An apology for absence was received from Cllr Shepherd

**100. Declarations of Interest**

No declarations of interest were made in respect of any item on the agenda

**101. Minutes**

**RESOLVED**

- (i) that the minutes of the meeting held on 20 September 2016 be confirmed as a correct record.
- (ii) to note the Office Action Plan relating to the Town Council Meetings.

Issues raised during consideration of the action list included:

- Cricket pavilion survey has been ordered but no date as yet has been given for the survey to take place
- Cemetery Lodge – arrangements for the remedial work are progressing well
- Office Accommodation Working Group – the Mayor requested that a meeting of this group be convened
- Community Facilities Management and Rental Policy - put on the next Resources Committee agenda to consider whether or not any additional information needs to be added
- Concerns that Councillors may get confused between the office action plan and the project plan but as the format and content is likely to be changed if the Town Council develops a strategic plan no changes required at present.

**102. Mayor's Announcements/Engagements**

- a) The Mayor explained that South Somerset District Council is doing a review of the conservation area for Ilminster – Cllr Drayton has been asked to draft a response for consideration at a future Town Council meeting
- b) The Mayor's engagements between 21 September 2016 and 4 October 2016. had been circulated with the agenda.

### **103. Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster.

Issues raised during consideration of this item included

- Incidents appear to be down but this is due to the short length of time since the last town council meeting – in fact they are remaining at a steady level
- 7.5 tonne limit on Ilminster roads. There are 2 types of weight limits - environmental and structural; structural e.g. bridges –have no exemptions; environmental type limits may have exemptions. The weight limit in Ilminster applies to goods vehicles, agricultural vehicles and coaches are exempt. Implementation and understanding of weight limits is a problem in other places as well as Ilminster.
- Legislation regarding drones
- Possible illegal killing of a deer needs to be reported to the police

### **104. Report from the County Councillor for the Ilminster Division**

The report from Cllr Vjeh was circulated prior to the meeting; the County Councillor had sent her apologies for being unable to attend the meeting. No matters were raised to be forwarded to the County Councillor.

### **105. Reports from District Councillors**

The South Somerset District Council new Chief Executive is in post and has been involved in developing a new senior management structure which will go to full Council for approval on 13 October 2016.

A lot of preliminary work is taking place on the 2017/18 budget and the settlement will be discussed at the October Council meeting. The overall picture for the next 3 years is extremely difficult. Business rates can now be kept by the District Council but that is offset by the fact that any reimbursements due to appeals will have to be met by the District Council – even if the appeal refers to the time before the Council were able to keep the business rates income.

There are some interesting ideas coming from the income generation work that may be transferable to a town council.

### **106. Open Spaces Committee**

The Vice-Chair of the Open Spaces Committee provided an oral update on relevant matters and present recommendations made by the Committee meeting held on 27 September 2016.

Issues raised during consideration of this item included:

- Cemetery is looking really good
- In Britten's field the grass has been flattened and there are some ruts which need attention from where the soil was stored

### **Cemetery Rules and Regulations Regarding the Number of Interments Permitted in a Plot**

#### **RESOLVED**

- (i) That the maximum number of interments permitted in a full size, double depth, burial plot be 2 burials and up to 6 sets of ashes provided that sufficient accurate information is held to be able to reasonably judge that no human remains will be disturbed nor any offensive soil removed

- (ii) that in any cases of doubt the Town Clerk should refer the matter to the Open Spaces Committee or
- (iii) if the matter is urgent for the Town Clerk to make a decision following consultation with the Mayor, Chair and Vice-Chair of the Open Spaces Committee.

#### **107. Resources Committee**

The Chair of the Resources Committee provided an oral update on relevant matters and present recommendations made by the Committee meeting held on the 4 October 2016.

Issues raised during consideration of this item included

- A meeting had been held with the market traders and would be reported to the next Resources Committee meeting.

##### **Review of Sponsorship Policy**

###### **RESOLVED**

- (i) that the sponsorship policy is checked to ensure there are appropriate references to the conservation area
- (ii) subject to (i) above that the Sponsorship policy as previously adopted remains in place
- (iii) that the policy is reviewed in 3 years unless legislation or best practice requires an earlier review.

##### **Review of the Employee Code of Conduct**

###### **RESOLVED**

- (i) that the Employee Code of Conduct as previously adopted remains in place
- (ii) that the Employee Code of Conduct is reviewed in 3 years unless legislation or best practice requires an earlier review

#### **108. Reports from Representatives on Outside Bodies**

To receive reports from Representatives on Outside Bodies

- Arts Centre Meeting of Trustees, report was circulated with the agenda
- Cllr Drayton reported that the Christmas Lights Committee is hoping to hang all the 2016 lights which go across the streets on one day. The Committee are looking at some changes to the market house roof lights for 2017
- Chamber of commerce will be having a meeting on 12 October 2016; the main agenda topic will be the weekly market

#### **109. Request for Councillor Link with Neroche Community Primary School**

The meeting considered a request from Neroche Community Primary School for a link Councillor. there are currently 51 children from Ilminster attending Neroche Community Primary School

###### **RESOLVED**

- (i) That the council has a link councillor with Neroche Community Primary School
- (ii) That Cllr Swann be the Town Council's nominee as the link Councillor with Neroche Community Primary School

#### **110. Local Government Finance Settlement 2017 / 2018: Technical Consultation**

To consider the Town Council's response to the consultation on the Local Government Finance Settlement 2017-2018

Issues raised during consideration of this item included:

- There is a lack of clarity in the consultation paper of the precise referendum principles and to which councils they will apply
- There is a lack of detail regarding who will be expected to meet the cost of referendums
- The consultation paper does not make it clear who will write the referendum question
- The council needs to be responsible about how it spends money
- A response to this consultation is important
- Members of the public do not understand that their council tax bill comprises different amounts paid to different councils and public authorities
- Longer term planning for projects and expenditure is becoming more important

**RESOLVED**

- (i) That the Town Council responds to the consultation stating that it does not agree with the introduction of referendum principles for town and parish councils
- (ii) That the response to the consultation is based upon the suggestions given by the National Association of Local Councils

**111. To Consider The Appointment of a Consultant to Lead the Wharf Lane Public Toilet Re-Instatement**

Due to various time and resource constraints it had not been possible to prepare a report for this meeting

**RESOLVED** that the Open Spaces Committee is given delegated authority to appoint the consultant to lead the Wharf Lane public toilet re-Instatement

**12. Report of the External Auditor**

The Town Council received the report of the External Auditor regarding the 2015/16 accounts.

Issues raised during consideration of this item included:

- Risk management - the financial risk management assessment was agreed in 2016/17 and therefore outside the scope of the external auditor's report
- The Town Clerk and Deputy Clerk were congratulated and thanked for their work to enable such a good audit report

**RESOLVED** to accept and implement the External Auditor's comments

**113. Authorisation of Payments and Notification of Virements**

The Schedule of Payments for authorisation is attached for Council's approval.

Issues raised during consideration of this item included:

- The commissioning of the treatment plant

**RESOLVED** that the payments listed in the schedule presented to the Council totaling £19,431.55 gross is approved

**114. Project Plan**

To consider progress on the project plan and whether any changes are necessary. Issues raised during consideration of this item included:

- Reminder to email the Town Clerk with ideas for land around Herne Hill
- Angling club will be requesting permission to use a boat on the Canal for weed clearance

**115. Clerk's Updates**

The following Clerk's Update had been sent by email since the last Council agenda was published and no questions were raised about them at the meeting

<b>Number</b>	<b>Date</b>	<b>Topic</b>
12/16	19.09.16	1. Budget – Background Information 2. "Capping" Consultation

The meeting closed at 21.26hrs