

Minutes of a meeting of the **Annual Town Council Meeting** held in the Council Chamber, Ilminster on Tuesday 13<sup>th</sup> May 2014 at 19:30hrs

**Present:**

Chairman: Cllr E Taylor

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

**In Attendance**

Officers: Miss N McIntosh (Administration Assistant), Miss J Norris (Town Clerk)

Before the meeting started, The Mayor presented the Ilminster Citizens Award to Mr Ronnie McQueen for his hard work and dedication to the Christmas Lights Committee.

Two members of the public spoke in the public participation section.

**Speaker 1**

Raised issues relating to the Annual Town Meeting on Tuesday 6<sup>th</sup> May 2014 saying that it would have been helpful to have some form of microphone system to make it easier for people to hear discussions. They also felt that the meeting had not been publicised sufficiently. The Mayor responded to both points saying these comments would be borne in mind when future Annual Town meeting were being arranged.

Speaker 1 then said she understood that the existing Monmouth Rebellion Plaque was to be replaced with a sign of a different design and that the new sign was to be re-located. The Mayor informed the speaker that the restoration plaque is a project being led by the Ilminster Forum and the Rotary Club of Ilminster are kindly contributing to the restoration. Any questions about the future of the plaque should therefore be addressed to the Ilminster Forum should be put forward to the Ilminster Forum.

Speaker 1 then referred to the expenditure and income for the weekly market. The Mayor explained that the various duties associated with running the market are undertaken by different staff rather than just one person - this was to make best use of time and skills. It is intended that the income from the Market will cover the expenditure including salaries and business rates.

Councillor Vijeh thanked the members of the public for attending the meeting stating that members of the public are always welcome to attend the meetings and raise questions and voice concerns. Councillor Vijeh then said that recently many of the Council's working practices have been updated and improved this has largely been as a result of the staff employed during the past 18 months.

**Speaker 2**

Speaker 2 asked what level of building do the Council see as the maximum before the vitality and infrastructure of Ilminster is damaged? The Mayor responded that this issue would be discussed at an appropriate meeting in the future.

**Councillor Resignation**

Councillor Vijeh announced that she was standing down as an Ilminster Councillor but would still continue as a County Councillor. Councillor Vijeh wished the members the very best, saying that she will continue to support Ilminster.

Councillors Shepherd and Taylor thanked Councillor Vijeh for her hard work and support over the years.

Chair's Initials
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## Iminster Town Council

### 159. Apologies for absence

Apologies for absence were received from Councillors Austin Lawson and Sothern.

### 160. Declarations of Interest

Name	Agenda Item	Minute No	Interest	Nature of Interest
Cllr J Pallister	No. 17 Sports Club	No. 175	Personal	Did not speak or vote
Cllr S Shepherd	No. 17 Sports Club	No. 175	Personal	Spoke and voted

### 161. Election of Mayor

**RESOLVED** that Councillor Taylor is elected as the Mayor for the period to May 2015.

### 162. Declaration of Acceptance of Office

Cllr Taylor signed the Declaration of Acceptance of Office in the presence of the Town Clerk, as Proper Officer, and fellow Councillors.

### 163. Appointment of Deputy Mayor

The Mayor invited nominations for Deputy Mayor.

**RESOLVED** that Councillor Lawson be appointed Deputy Mayor for the period to May 2015.

### 164. Minutes.

#### **RESOLVED**

- a) that the minutes of the meeting held on 8<sup>th</sup> April 2014 be confirmed as a correct record, with the amendment made by Councillor Miller (as below).
  - Minute No. 145 sub paragraph 4 - add "and that Councils with a base rate of the Band D equivalent of £170.00 will not be capped".
- b) to note the office action plan relating to Town Council meetings.

Items brought to the attention of the Council included the following:

- Cllr Vjeh asked for permission to continue with the scarecrow judging for 2014
- The Clerk was asked to speak with the Open Spaces Warden regarding measures to prevent cycling on Herne Hill until the byelaws are in place i.e. sign.

Before proceeding to the next item, the Mayor asked the Council if in view of the work being done by the Committee Working Group they wished to elect Chairs and Vice-Chairs at the meeting or continue with the current Chairs and Vice-Chairs of Committees, until the next Council meeting on the 24<sup>th</sup> June, when the Working group would be making their recommendations.

It was agreed that the Chairs would be elected at this meeting and the Vice-Chairs at the first meeting of each Committee.

### 165. Appointment of Committees and Committee Chairs & Vice Chairs

#### a) Open Spaces Committee

**RESOLVED** that Councillor Goodall be the Chair of Open Spaces Committee

#### b) Planning, Highways & Transport Committee

**RESOLVED** that Councillor Shearman be the Chair of  
Planning, Highways &  
Transport Committee.

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## Ilminster Town Council

c) Resources Committee

**RESOLVED** that Councillor Burton be the Chair of the Resources Committee

### 166. Appointment of Representatives to Outside Bodies

The following Councillors be appointed as representatives to the various organisations, as follows:

Organisation	Representative
Christmas Lights	Cllr J Pallister
Chamber of Commerce	Cllrs' Goodall, Taylor
Dementia Friendly Communities	Cllr Sothern (Storey in absence)
Greenfylde School	Cllr Storey
Ile Valley Children's Centre	Cllr Goodall
Ile Youth Centre	Cllr Burton
Ilminster Education Foundation	Cllr's Shepherd and Swann
Ilminster Forum	Cllr Lawson
Ilminster Tourism	Cllr V Higgins
Arts Centre	Cllr Sothern (Storey in absence)
Market Town Investment Group	Cllr Goodall (Taylor in absence)
Partners And Communities Together	Cllr Keitch
Somerset Association of Local Councils	Cllr Miller
Swanmead School	Cllr Storey
Twinning Association	Cllr Keitch
Wadham School	Cllr Shepherd

The Mayor reported that Fair Trade are requesting a representative from the Town Council to be on a Steering Committee attempting to secure Fair Trade status for the town.

An open meeting will be held on Monday 9th June 2014 at 7.00 pm Greenfylde School to answer any questions and form a Steering Group.

Discussions included the following:

- The Council have not yet made a decision regarding its stance on becoming a Fair Trade Town

**RESOLVED** that Fairtrade Representative be an item on agenda 24<sup>th</sup> June.

NB: Cllr Higgins volunteered to attend meeting on 9th June 2014 to get background information and report back to Council.

### 167. Appointment of Cheque Signatories

**RESOLVED** that Councillors Burton, Miller, Shepherd, Swann and Taylor be the signatories to the Town Council's bank account.

### 168. Calendar of Meetings 2014/15

As the committee working group has yet to consider the frequency of meetings and a calendar for 2014/15 has not yet been compiled. In order to facilitate decision making in the short term Council agreed to schedule one cycle of meetings, the proposed dates are as follows:

Council	24 June
Planning, Highways and Transport	20 May, 17 June
Open Spaces	3 <sup>rd</sup> June
Resources	10 June

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Cllr Taylor asked that Members put the above dates in their diaries.

## Iminster Town Council

### 169. Mayor's Announcements/Engagements

- a) The Mayor made announcements relating to the Town Council and Mayoral activities and engagements which included
  - Open Spaces Walkabout date to be set.
- b) The Mayor's engagements between 8<sup>th</sup> April 2014 and 13<sup>th</sup> May 2014 were circulated with the agenda.

### 170. Police Report

A written Police Report for the Month of May was circulated with the agenda.

Discussions included the following:

- An explanation is needed of the phrase "Hard area PCSO's" as stated in Police Report.

### 171. Report from the County Councillor for the Iminster Division

The Members received the April 2014 report from the County Councillor with the agenda.

The report highlighted County Council activities including flooding, highways and transport, children's centres, Somerset Governors' Strategy Group.

### 172. Reports from District Councillors

An email report from Councillor Goodall had been circulated via email to Councillors and an additional oral report was given at the meeting.

Items discussed as a result of these reports included:

- Government changes to the planning system. The 'freeing-up' of the planning system, it is suggested, will stimulate development and business. However this relaxation of rules and regulations will only be in place for a limited period 30 May 2013 until 30 May 2016.
- Councillor Goodall gave Council members an update on flooding. The District and County Council were aware of the problems experienced by residents of Ditton Street, Shudrick Lane and Station Road, in addition, there are areas such as Heron Way that have a knock-on impact on flooding within the town and so need attention. In the latter instance a solution has now be found and funding identified for its implementation.

### 173. Reports from Representatives on Outside Bodies

The Council received reports from Representatives on Outside Bodies which included the following:

#### Ile Youth Centre (Councillor Burton)

- The Youth Centre has been discussing promoting its activities by using a website.
- The Youth Centre hope to spend £3000 on repairs on the building and maintenance.
- The hall is available for hire.
- Additional income is being raised by charging £160 per year for car park spaces.
- A new cleaner has been employed for 8hrs a week.
- Advertising had commenced for extra Committee Members.
- Councillors were reminded they are welcome to attend any session.
- There has been an issue with underage drinking in the area of Ile Youth Centre, and a more visible police presence would be welcomed.
- The committee were frustrated at the time it took to receive the grant from Town Council.
- £400 was raised from Santa's Grotto on Victorian evening,

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## Iminster Town Council

### Wadham School (Councillor Shepherd)

- The Ofsted report would be released in the near future

#### 174. Resources Committee

The Chair of the Resources Committee presented recommendations made by the Committee meeting held on the **29<sup>th</sup> April 2014**.

**RESOLVED** that:

- (i) That the Council offers the current Apprentice a permanent, full time contract as an Open Spaces Warden
- (ii) That the contract referred to in (i) above has a salary scale of Scale Points 8-10 (inclusive)
- (iii) That the starting salary offered in the contract referred to in (i) above is Scale Point 8 and increments will be awarded no more often than annually and subject to (a) satisfactory appraisal, and (b) completion and achievement of agreed objectives and training.
- (iv) That agency staff (obtained via the SSDC contract) are used as and when needed.
- (v) That subject to an apprentice grant being available, an Open Spaces Apprentice is recruited.

#### 175. Recommendations regarding Open Spaces Review

The Council considered the recommendations regarding licences between the Town Council and the Sports Club.

**RESOLVED** that

- a) the new / revised licences for the Cricket and Football Club should be for a 25 year tenure.
- (b) The Clerk to present estimates from Solicitors for drafting the new licences to a future Council meeting.

#### 176. 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 £1,368.77 and 22,483.19 be approved.

#### 177. Project Plan

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

- Town Clerk reported the Contractor started work last week on the Cemetery boundary wall

#### 178. Clerk's Updates

The Updates detailed below had been sent by email since the last Council agenda was published. No questions were raised or comments.

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## Ilminster Town Council

Number	Date	Topic
6/14	04.04.14	Local Plan Temporary Road Closure Bere Mills Lane and Watery Lane Donyatt Winterhay Lane Work on the Rec & Herne Hill
7/14	28.04.14	Annual Town Meeting Reminder June Funfair Police & Crime Commissioner newsletter Ilminster New Street Names Beech Tree Planting Staffing Winterhay Lane

Closed Session at 21:07 hrs.

### 179 Exclusion of the Press and Public

**RESOLVED** to exclude the press and public whilst further discussion on the Project Plan took place due to the confidential nature of the business to be transacted.

- 180.** The Council discussed the possible acquisition of a small piece of land  
**RESOLVED** that delegated authority is given to the Town Clerk to open negotiations with the Agent to acquire a small triangle of land off Canal Way.

The meeting closed at 21:20 hrs.

Chair's signature and date