

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 16 October 2012 at 7.30 p.m.

Present

Chairman: Cllr R Swann

Councillors: Cllr Austin, Cllr C Goodall, Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr S Sainsbury, Cllr J Sothern, Cllr P Whaites

In attendance

County Councillor: Cllr K Turner

Officers: Mrs M Clayton (Senior Administrator designate), 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 4 September 2012 be approved and signed as a true and correct record

2. Apologies for Absence

Apologies for absence were received from Councillors Burton and Taylor

3. Declarations of Interest

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

4. Mayor's Announcements/Engagements

The Mayor or the Deputy Mayor's had attended the events detailed below between 4th September 2012 and 16th October 2012

Sunday 9th September 2012	Civic Service, Wilton Church Hall, Taunton
Thursday 13 th September 2012	Presentation Evening at the Shrubbery Hotel
Sunday 16th September 2012	Deputy Mayor attended "Battle of Britain" Memorial Service at the Minster, Ilminster
Wednesday 26th September 2012	The Deputy Mayor attended Somerset County Scout Council Annual General Meeting
Thursday 4th October 2012	Marshall Herbert's Funfairs, Freedom of fair rides for the handicap at the Recreation Ground, Ilminster
Sunday 7th October 2012	The Chapter of Wells Cathedral, Service of Thanksgiving & Reflection at Harvest Time.

5. Matters arising from the Minutes

No specific issues were raised or discussed.

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6. Police Report

The Police report was circulated with the agenda.

PC Andy Stuart reported that since the last Police report Ilminster station have been kept very busy, not only with their usual work but also assisting colleagues with the recent major incident at Ashill.

The amount of crime reported in September 2012 is a reduction of 33% compared to the same month last year, fantastic it is hoped this downwards trend will continue. There had been one theft from a shop (shoplifting) and two non-dwelling burglaries (shed breaks). Other incidents had been domestic related (within the household/family) or small scale criminal damage, some reported incidents were not crime as they are genuine mistakes (e.g. pay at petrol pump confusion),

A small number of cannabis plants were found in a property in Ilminster a 45 year old male has been cautioned for this offence. A prolific disqualified driver recently a resident in the town has been put before the courts and given a 120 day prison sentence with the help of local staff. Also a 25 year old male had been recalled to prison following two handbags being stolen and this male being identified on business CCTV. The police are still working closely with Yarlington Housing Group who are the main housing provider in the town, to monitor and build links with some of their tenants.

In the Town and in the surrounding villages the recent weather has had a huge impact on resources particularly dealing with the localised flooding in the area.

The Civil Enforcement Officers who deal with on street parking issues have freed Police resources to deal with more important matters in the town.

The children have made good use of the skate park and the Summer holidays have been reasonably uneventful. Close links are maintained between the police and the schools in Ilminster to ensure potential problems can be identified at an early stage.

Neighbourhood Watch is being re-vitalised and new volunteer co-ordinators would be welcome, the Police Community Support Officers can be contacted for more information.

The carnival was well organised and passed without a hitch whilst the fair caused the usual spike in the rise of reported crime. The whole event was over shadowed by the major incident on the bend between Bay Hill and Dillington involving 2 vehicles and 6 casualties. This was a major critical incident for the force and involved a joint operation for all the emergency services along with the Coastguard. Appeals are still being made for witnesses to this collision

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7. Report from County Councillor

County Councillor Kim Turner stated her thanks to the Herbert Family for clearing-up after the fair.

A meeting has been held regarding parking arrangements in East Street and the preferred solution is to remove the restrictions on the parking bays; this will be monitored.

Somerset County Council's Care Budget has increased to 1.4 Million to improve care this will be distributed between 22 new Social Workers, 26 Support Staff and various departments.

Taunton Museum of Somerset and Castle Green was opened 16th October, since work was completed there has been an increase in visitors.

Regarding Dr's Surgery Entrance, Somerset County Council have sent the contractors a report and provided advice on numerous occasions, further liaison is required with Persimmon Homes. Cllr Turner informed the Council that Swanmead School had been inspected by OFSTED using the new framework, which is described as being exceptionally challenging with considerably higher standards compared to previous years.

Cllr Turner also informed the Council that there had been problems at Gooch & Housego premises, concerning water on the road due to the pond overflowing this was because of the recent rainfall and the sluice gates not being open and dispersing the pond water appropriately. Gooch & Housego have been contacted by Highways about this.

Cllr Turner told the Council; she will be stepping down as a County Councillor at the elections due in 2013.

8. Report from District Councillor

Cllr Goodall reported that there are workshops about Neighbourhood Plans on the evenings of on 14th, 27th, 28th November 2012 which Councillors are recommended to attend Cllr Vijeh asked whether Officers are welcome to attend; the Town Clerk will look into this.

9. Planning Committee

There were no recommendations from the Planning Committee Meeting held on 11 September 2012.

10. Finance & Policy Committee Meeting

Minute 6 Queen's Diamond Jubilee

RESOLVED that the following outstanding payments regarding the jubilee celebrations be made:

St John's Ambulance – On receipt of Invoice

Carnival Committee (for the Marshalls)

Talent Competition

PA System

Minute 7 CILCA Training

RESOLVED that the Town Clerk be reimbursed of fees for attending the CILCA training course.

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Minute 9 Town Clerk's Report & Correspondence

RESOLVED that

- (i) the Town Clerk be a signatory on the Council's bank account and
- (ii) is authorised to place orders in accordance with the Council's Financial Regulations.

11. Open Spaces Committee

Minute 7 Ilminster Experience Banner

RESOLVED that the design for the banner should be referred to the next Town Council meeting

Minute 8 item c) Football Stand

RESOLVED that qualified tradesmen take down southern end of football stand and use cladding to seal open/exposed side.

Minute 9 Machinery Report

RESOLVED that the machinery review should be included in the Terms of Reference for the Rec Review Group

Minute 10 Street Furniture

RESOLVED that ten bins should be purchased and receive one free at a cost of £3749.20.

12. Reports from Sub Committees

None

13. Representatives on Outside Bodies

Cllr Goodall reported as the Council representative to the Ilminster Forum.

Town App – There was a presentation given by the District Officer, Zoe Harris, on the proposed Town App for Ilminster. The Chamber thought that this was a good idea and welcomed the opportunity to trial it.

Local Plan – The Chamber had surveyed its members regarding the local plan but response was not huge and it was agreed that their stance would be that development in either location (Shudrick Lane or Canal Way) was acceptable from a business prospective.

A request has been received to extend the waiting time in the on street parking enforcement areas to two hours and Somerset County Council have been asked for their view

It was reported that the First Tuesday event was doing extremely well and the Chamber was not out of pocket.

Town Crier: the Gooch Trust have agreed in principle to grant some funding for a wardrobe for a Town Crier. It is hoped to interview a candidate for the post in the near future.

Victorian Evening 23rd November –The Committee were hoping to recreate a better Victorian feel to the evening. They were considering having events at the Triangle to encourage visitors to walk the whole length of the centre of town. There were plans to reduce the amount of catering

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done by outsiders and have a greater contribution from the community. One of the highlights would be a Lantern Parade from Greenfylde by local schoolchildren.

Market Towns Investment Group

The Meeting on 29th November was given an update on the Priority Programme and the timetable for the Town App Project. However the focus of the meeting was the Portas/Town Centre Investment Programme and members were given a presentation on how the market towns might take advantage of this project and what the priorities were. Money is available to improve town centres and that any grant application should be centre around one or a combination of the following themes:

- **Community Facelift** – use a creative / innovative approach to improve a derelict site or empty building located in a prominent part of the town. This might involve a community arts or heritage project that is used to improve a site that will otherwise sit empty and look a mess. For example engaging an artist to carry out workshops with residents to create artistic hoardings that help screen a derelict site.
- **Meanwhile Use** – support the temporary occupation of identified empty properties by community groups or new enterprises. For example setting up a pop-up shop for local crafts people or a temporary space where local community groups carry out workshops or drop-in sessions.
- **Rents & Rates Package Incentive** – working with specific local landlords to devise a reduced rent and rate package that encourages new local businesses to set up in specific empty properties. Identify one or more empty shops / units in your town that would be suitable for new businesses and broker an arrangement between the landlord and SSDC Business Rates for a time limited package that would encourage new local start-ups.
- **Markets** – development of a new regular market or improvements to an existing market. This may be as a pilot making use of an empty property to house a market on a temporary basis. Alternatively, this could be to extend and improve an existing market making it more attractive to shoppers and helping to increase footfall within the town centre.
- **Town Image** – successful promotion and marketing of a destination requires good brand development which conveys a clear image of the type of experience visitors are likely to have.

In Ilminster the branding/town image is already being addressed and a new visit Ilminster.co.uk website that will go live in November. The considered opinion was that the themes of 'Community facelift', 'Meanwhile use' and 'markets' might be the themes under which Ilminster could apply for funding. A facelift might include the installation of some lighting suitable for conservation areas as is mentioned in the draft vision document and/or improving some of the shop frontages in the centre of town.

Meanwhile use and markets might also prove worthwhile as they would bring people into the town which is whole purpose of this exercise.

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RESOLVED that the Town Clerk be given delegated authority, following consultation with the Council's representative to the Ilminster Forum, to convene a small group to consider suitable projects and expressing an interest in receiving funding from the Market Towns Initiative Group.

14. Authorisation of payments

RESOLVED that the accounts listed in the schedule presented to the Council, totalling £14,589.85 be approved.

15. Action Plan

The following amendments were agreed:

Adjust numbering to Action Plan – Missing 13

Item 12 Strategic Vision – Re-word

Item 14 Silver Street Car Park – Re-word to reflect item 12

16. Town Clerk's Report and Correspondence

- a) The Clerk reported that since taking up appointment she had attended two training courses which included Councillor's Code of Conduct and Clerk's training on law and procedures with finance training booked for 18 October.
- b) The Clerk reminded Councillors of Code of Conduct practices.
- c) The Clerk reported that the recreation ground experienced the worst damage yet, due to the fair visiting, work was due to start on levelling the ground at the worst affected areas/ruts and the Clerk is looking into what action can be taken to avoid similar damage in future.
- d) The Clerk asked the Council to agree to hire a Projects Officer from Crewkerne Town Council for use of ten hours service.

RESOLVED to hire a Crewkerne Town Council Projects Officer for ten hours service.

- e) The Clerk informed the Council of the new Council Tax Option to pay over a twelve month period, anyone interested, will need to re-apply to the District Council.
- f) A thank you letter had been received from Ilminster Entertainment Society, for financial support for new stage lights dimmer.
- g) The Clerk informed the Committee of the Insurers mandatory requirements regarding risk assessments and an asbestos survey.
Weekly inspections (other than Children's play areas where a weekly inspection is already undertaken) will be implemented and checking the insurance of organisations, using council properties for events - the Market house booking form has been amended to state that public liability is now required.
- h) The Clerk informed the Council of correspondence relating to a Freedom of Information request regarding the Strategic Vision
- i) The Council was notified of works commencing in the next couple of weeks on the former

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toilets at West Street, and asked for comments regarding the location of the directional sign

RESOLVED to inform Somerset County Council

- j) A request has been received from Greenfylde School for financial support for the purchase of replacing armbands and floats etc.

RESOLVED that the Finance & Policy Committee Meeting be given delegated authority to determine the request from Greenflylde school for a contribution towards the cost of replacing armbands / floats etc subject to the limits set out in Financial Regulations

17. Access to the Dr's Surgery on Canal Way

Concerns were raised about the temporary access to the Drs' surgeries off Canal Way and the number of "near-miss" incidents involving both pedestrians and vehicles

RESOLVED

- (i) That the Clerk writes to Somerset County Council stating that there have been several "near miss" incidents and asking for Ilminster Town Council to be informed what matters are outstanding and the timescale for resolution
- (ii) That the Clerk writes to both surgeries and the facility developer requesting copies of the risk assessment for the temporary access and requesting timescales for completion of the permanent access
- (iii) That the Clerk writes to South Somerset District Council as the planning authority expressing Ilminster Town Council's concern at the current arrangements

18. Meeting Dates

23 October 2012 – Open Spaces/Budget

13 November 2012 – Finance & Policy/Budget

4 December 2012 – Council

11 December 2012 – Open Spaces

18 December 2012 – Finance & Policy/ Budget

The Meeting closed at 9:24 pm

Chair's Signature & Date