

Minutes of a meeting of the **Town Council Meeting** held at Greenfylde First School, Silver Street, Ilminster on Tuesday 17<sup>th</sup> March 2015 at 19:30hrs

**Present:**

Chairman: Cllr E J Taylor

Councillors: Cllr P Burton, Cllr C Goodall, Cllr V Keitch, Cllr A Lawson, Cllr R Neave, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, and Cllr S Storey

**In Attendance**

Officers: Miss N McIntosh (Admin Officer), Miss J Norris (Town Clerk)

4 members of the public attended the meeting, 1 of whom wished to speak during public participation.

**Speaker 1**

Speaker 1, a representative of the Winterhay lane North residents, reported that he felt disappointed that Councillors Miller and Swann had not met with them as requested to discuss any friction. Speaker 1 notified Council that he had challenged a few walkers but no report was made to the police. The Speaker said he does understand the frustration with the length of time it is taking for the matter to be resolved but believed that this enables more detailed research to be undertaken and hopes that the Somerset County Council maximizes this opportunity to obtain a good resolution for all of Ilminster.

**383. Apologies for Absence**

Apologies for absence were received from Councillor Higgins, Miller, Sothern, Swann and County Councillor Vijeh.

**384. Declarations of Interest**

The declarations of interest outlined in the table below were made.

Name	Agenda Item	Minute No	Interest	Nature of Interest	Action
Cllr Pallister	13	395	Personal	Member of the Cricket Club and Sports and Chairman of the Sports Club	Spoke and Voted
	14	396	Prejudicial		Did not speak or vote
Cllr Shepherd	13	395	Personal	President of Cricket Club	Spoke and Voted
	14	396			
Cllr Storey	11	393	Personal	Lives on Winterhay Lane	Spoke and Voted

**385. Minutes**

- (i) To confirm the minutes of the meeting held on 25<sup>th</sup> February 2015 as a correct record.
- (ii) To note the office action list relating to Town Council meetings.

Chair's Initials
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**386. Mayor's Announcements/Engagements**

a) The Mayor made the following announcement relevant to Town Council and Mayoral activities and engagements

- Reminded Councillors Election that they are they are required to submit nomination papers to South Somerset District Council if they wish to be re-elected as a Councillor.

b) The Mayor's and Deputy Mayor's engagements between 17<sup>th</sup> February 2015 and 17<sup>th</sup> March 2015 had been published on the agenda for the meeting.

The Mayor reported she had thoroughly enjoyed the evening with the 2381 (Ilminster) Squadron for their Annual Dinner & Presentation Night

**387. Police Report**

A written report was circulated prior to the meeting, no police officers attended the meeting.

- It was reported to Council that an incident had allegedly occurred near the building site, on Ditton Street at around 5 pm that day. Councillor Keitch notified Council that she had informed PC Stuart via email.

**388. Reports from District Councillors**

Councillor Goodall submitted a written report for March 2015 which was circulated prior to the meeting and the following points were highlighted:

Issues discussed included:

- An invitation for two representatives to attend 'A new Leisure Play and Youth Strategy Consultation Event' had been received. Councillors Keitch, Pallister and Storey expressed an Interest in attending.

**389. Report from County Councillor for Ilminster**

County Councillor Linda Vijeh had submitted a written report for February 2015, which was circulated with the agenda.

Issues discussed during consideration of this item included:

- The issue with of drain maintenance was highlighted. It was reported that drains in Ilminster are not being maintained.
- The Town Clerk is initially to speak with Councillor Linda Vijeh and follow up with a robust letter to Somerset County Council
- The drainage work being carried out at Trafalgar court, as highlighted in Chard and Ilminster news

**390. Reports from Representatives on Outside Bodies**

The Council received the following reports from Representatives on outside bodies

- **Ilminster Forum** – Councillor Lawson had submitted a written report that was circulated with the agenda
- **Fairtrade** - Councillor Keitch reported to Council that she had attended Greenfyld First School with the Fairtrade Organisation, which involved handing out 350 Fairtrade bananas, which were enjoyed by the children; she informed the Council that the Fairtrade Organisation are looking forward to attending the Annual Community Assembly
- **Twinning** – Councillor Keitch reported that there is currently an uncertainty as to whether people from Riec Sur Belon will visit this year.

- **PACT** – Councillor Keitch informed the Council that she is due to attend a Partners and Communities Together Meeting, which is scheduled to be held on Friday 27<sup>th</sup> March 2015.
- **Art Centre** – Councillor Keitch reported that she had attended an Arts Centre business meeting, in Councillor Sothern’s stead.

**391. Resources Committee Recommendation**

The Chair reported to Council that the Standing Orders and Financial Regulations had already been approved at the Council meeting held on 17<sup>th</sup> February 2015, and there were no other recommendations requiring the Council’s consideration.

**392. Monmouth Rebellion Board**

The Council were asked to consider the proposal for a new “The History of Ilminster Board” and the minor reparation of the existing “Monmouth Rebellion Board” and the Town Council’s stance on the project.

Issues discussed during consideration of the item included:

- Mr Walkers apologies for being unable to attend the meeting were reported.
- The Council wished to hear Mr Walkers interpretation of the proposal

**RESOLVED** to defer this item until the next Council meeting.

**393. Winterhay Lane Recreation Ground – Play Area Project**

An oral update was provided by Councillor Storey. Councillors had been provided with a sketch plan for the play area which had been considered by the Open Spaces Review Group and who recommended it for implementation. Residents of Winterhay Lane had been sent letters about the proposal and there had also been information in local newspapers.

The Town Council was asked to consider formally applying to South Somerset District Council for the s106 money allocated for this project and also to authorise the use of the renewals budget. It was reported that quotations have been sought for both the supply and installation of the equipment.

Issues discussed included:

- Scale of the proposed mound
- Members of the public comments regarding the proposal
- Saltex – Investigation into Play equipment
- Damage to fence had not been repaired.

**RESOLVED**

- (i) that The Town Council formally apply to South Somerset District Council for the full s106 money allocated for this project and
- (ii) that the use of the renewals budget for Winterhay Rec up to the sum of £12,000 is authorised for use to purchase new equipment and revamp the Winterhay Rec.

**394. Update from the Open Spaces Review Group**

An update was provided by the Chair of the Open Spaces Committee from the recent meeting of the Open Spaces Review Group.

Issues discussed included:

- Specification for Cricket Square were considered, in order for quotations to be sent to contractors
- Report from the ECB stated that they felt changing rooms should be larger

- Report from the ECB wished to see ramp repositioned on the plans for the Cricket Pavilion from the back of the building to the front
- The Football Club company have set up a company limited by guarantee called 'Ilminster Sports Limited'
- Councillor Storey reported she had requested clarification from Ilminster Education Foundation regarding the type of paths they would find acceptable the response was that "permissive paths" would be acceptable.

### **395. Update from football & community facility governance group**

An update from the recent meeting of the Football and Community Facility Governance Group was presented to Council.

Issues discussed included:

- Following an interview process, the Town Clerk will be soon be appointing a contract administrator
- The Town Council will be seeking expression of interest from contractors; a Pre - Qualification Questionnaire (PQQ) is currently being reviewed and adverts will shortly be published in Chard and Ilminster, Somerset County Gazette and the Western Gazette.

### **396. Licences and Leases**

(i) The Council were asked to consider a request from the Cricket Club that the Town Council discuss with the Ilminster Education Foundation (IEF) the possibility of a sub-lease, rather than a licence, for the cricket pavilion.

Issues discussed included:

- The "Differences between Licences and Leases" briefing sheet published by NALC was circulated to Councillors
- The resolution made by The Town Council that the new licence for the cricket pavilion should be for a 25 year tenure'
- Councillor Storey had attended a recent IEF meeting where there had been discussion by the Trustees about the possible options for leasing, sub leasing or licensing the cricket pavilion; the possibility of the Town Council and Cricket Club submitting a joint grant applications had also been raised.

**RESOLVED** that the Town Council writes to the Ilminster Education Foundation asks for their opinion on the following options:

1. Allowing the Cricket Club to have a sub lease on the Pavilion
2. The Town Council relinquishing the current lease and new separate leases being negotiated – the Town Council leasing the land and the Cricket Club leasing the Pavilion
3. That the Town Council relinquishes the existing lease and the Cricket Club negotiates a new lease with the IEF
4. The lease remaining as it is, with the Cricket Club doing the preparatory work for any funding applications and then as required by the funding body the Cricket Club, the Town Council (as leaseholder) or the IEF (as landowner) being the applicant or joint applicants.

(ii) The Town Clerk updated the Council on the discussions regarding the lease and licence content based upon the headings already agreed by the Town Council

Items discussed included:

- Further work had been completed the next steps include requesting Solicitors to draft a lease document which will come back to Council for consideration

(iii) The Council considered the principles to be applied in setting the rent for:

- Football and Community Facility and associated pitches
- Cricket Pavilion and associated cricket squares
- The Sports Club

Items discussed included:

- The Town Clerk, as Responsible Financial Officer, pointed out that Councillors should take into account the existing rental from the Cricket Club, Football Club and Sports Club and consider the impact of any rental policy upon that income and subsequently upon the precept.
- The need to be mindful when setting rents of being reasonable to all parties and taking to consideration the club's own efforts to acquire and maintain the facilities, e.g. Clubs that have secured funding through fundraising, grant applications.
- A ground rent could be charged, putting responsibility on the tenant for maintenance
- The Town Council may wish to include a cap on charges for the use of Community Facility to any hirer
- Responsibility for maintenance e.g. cutting of grass, drainage should be considered when deciding rent

**RESOLVED** that the Open Spaces Review Group be asked to consider the principles to be applied in setting the rent for community facilities and make their recommendations to the next Council meeting.

(iv) The Council considered the length of tenure to be granted to the Cricket Club in the licence for The Sports Club

Items discussed included:

- Break Clauses explained to Council
- The Town Clerk reminded Councillors that the masterplan for the spine of the Rec was still to be finalised and Councillors should be careful not to fetter their ability to make changes to that area.

**RESOLVED** that the Open Spaces Review Group be asked to consider the tenure for the Sports Club and make their recommendations to the next Council meeting

### **397. Projects for future s106 funding**

The Mayor reported that it had been suggested that the Town Council should have a list of potential projects that s106 money could be sought / used for and that such a list should be provided to South Somerset District Council. The Town Council were asked to decide what it would like on the list.

**RESOLVED** that the potential projects list include:

- Canal restoration
- Herne Hill signage and information "boards"
- Surface Water / drainage infrastructure
- Town centre enhancement

- Additional car parks
- Parade ground facility
- Inclusive Play equipment
- The repair of the Greenfylde First School Swimming pool roof

**398. Consider Insurance Renewal**

In accordance with financial regulations the Council were asked to consider approval of the Council's Insurance cover 2015/16

Items discussed included:

- Change in cost as opposed to last year – Increase of 3% will be £165.31

**RESOLVED** that the Town Council approve the Council's Insurance cover for 2015/16

**399. Project Plan**

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

Items discussed included:

- Action 7 – Amend to read 'dependent on Action 6'

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

The Schedule of Payments for authorisation was circulated prior to the meeting for Council's approval.

**RESOLVED** that the accounts listed in the schedule presented to the Council totaling £20,516.90 net be approved.

**401. Exclusion of the Press and Public**

**RESOLVED** to exclude the press and public whilst agenda item 20 was discussed due to the confidential nature of the business to be transacted.

**402. Hammerhead Land**

The Town Clerk provided an oral update on progress with implementing the Council's instructions regarding the Hammerhead Land.

Meeting closed 21:20 hrs

Chair's signature & date