

Minutes of the **Town Council** meeting
held in the Council Chamber. The Council Offices, North Street, Ilminster,
on Tuesday 18 September 2018 at 19.30hrs

Present:

Chair: Cllr J Fowler

Councillors: Cllr D Belobaba, Cllr P Burton, Cllr J Dewick, Cllr J Fagan, Cllr M James,
Cllr V Keitch, Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann,
Cllr L Taylor and Cllr F White

In Attendance

Officers: Miss J Norris (Town Clerk)

County Councillor L Vijeh

PC L Hallett

2 members of the public attended the meeting.

Roger Gurner from the Ilminster Fairtrade Committee presented the Mayor with the certificate of Ilminster's Fairtrade status and thanked the Town council for its help in establishing Ilminster as a Fairtrade town.

Speaker 1 said that whilst the introduction of the S1, S2 and S3 bus services is doubtless welcomed by many who live in the villages near Ilminster he wonders what benefits there are for residents of Ilminster.

Responses from Councillors said the bus service was useful for people visiting family and friends as well as bringing people into the town.

The County Councillor said that she had been on the first bus on the new route and the driver was willing to stop and accommodate the needs of individual service users and continued that it was important to recognise that current constraints on spending by Somerset County Council and this will affect bus services.

492 Apologies for Absence

Apologies for absence were received from Councillors Gunn and Walker.

493 Declarations of Interest

Councillors made Declarations of Interest as detailed in the table below:

Name	Agenda Item	Minute No	Nature of Interest	Type of Interest	Action
M James	Agenda No 15 Archie Gooch Pavilion – Annual Landlord & Tennant Meeting & Agenda No 16 Archie Gooch Pavilion	506 and 507	Social member of the Archie Gooch Pavilion	Personal	Spoke and Voted
V Keitch	Agenda No 15 Archie Gooch Pavilion – Annual Landlord & Tennant Meeting & Agenda No 16 Archie Gooch Pavilion	506 and 507	Social member of the Archie Gooch Pavilion	Personal	Spoke and Voted

Chair's Initials

494 Minutes

a) The minutes of the meeting held on 17 July 2018 were considered.

RESOLVED that the minutes of the meeting held on 17 July 2018 be confirmed as a correct record.

b) The Office Action Plan relating to the Town Council Meetings was considered.

Issues discussed during consideration of the action plan included:

- Accommodation Working Group had met and were trying to establish the current situation regarding a number of potential sites

RESOLVED to note the Office Action Plan.

495. Mayor's Announcements/Engagements

a) The Mayor reminded the meeting about the Macmillan Coffee morning to be held on 28 September and the Antiques Call My Bluff fund raising evening at the end of October – tickets are available at the Town Council offices. The Mayor also announced that the installation of the new play equipment at West Crescent was scheduled for the following week.

b) The Mayor attended engagements between 11 July 2018 and 11 September 2018 as detailed on the schedule circulated prior to the meeting.

496. Police Report

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

PC Hallett has been in post as the neighbourhood Beat Manager for Ilminster for approximately 2 ½ months and she is trying to get out and about and meet local people including the shopkeepers. PCSO Toby Hatchard is also still relatively new and has also been walking around the town getting to know people.

On 1 October a new shift pattern will be introduced which means all the members of the neighbourhood team will be on shift at the same time and they will not be extracted to cover for response, this should mean they are able to spend more time working in the community.

Crime in Ilminster is still relatively low although there are some on-going exam[les of anti-social behaviour.

Issues raised during consideration of this agenda item included:

- cars with loud music and being driven to make the tyres squeal in Tesco car park
- the importance of reporting crime and ant-social behaviour - particularly if it is possible to make the report whilst the situation is happening
- domestic incidents – the police have to attend all reports of domestic incidents and as part of their attendance will check that everyone, especially children, is safe.
- concerns that children on skateboards and scooters seem to be oblivious to the danger posed by cars and other vehicles
- PC Hallett intends that a member of the neighbourhood team will visit each Ilminster school at least once a month so she will raise the road safety awareness matter during those visits
- There has been a recent report of a person taking pictures outside one of the schools and it is currently being investigated.

Chair's Initials

497. Reports from District Councillors

Cllr Keitch, as a District Councillor, gave an oral report. As the new Leader Cllr Keitch is having meetings to get to know lots of members of staff.

Transformation is progressing well and the new ways of working will start to go live in January 2019

All the Somerset District Councils are considering how the Somerset County Council list of cuts will affect the residents in their area and SSDC is using a traffic light system to give an indication of impact on South Somerset residents. The District Councils are also considering ways in which they may be able to offer assistance to the County Council. Somerset is not the only principal authority to be making swingeing cuts there are other shire councils in a similar position. All the Somerset District Councils are working together with the County Council to develop and consider various options for the future local authority structure in Somerset.

SSDC has 4 ongoing major income generation projects, this includes the ownership of buildings in Yeovil rented to Marks and Spencer and Wilko, being an investor in a housing development and also developing a battery storage facility.

Staff are working to help identify possible savings and some have been identified as part of redesigning services.

South Petherton and Wincanton neighbourhood plans are on the next Council agenda. The SSDC area plans are being reviewed and the revised plans will be combined to form the major part of the SSDC Council plan.

There have been improvements to the planning service but there are still further improvements to be made before the service level reaches the desired standards.

SSDC has taken on 11 graduates across various disciplines, including planning, and they are bringing a fresh approach to the delivery of services.

The detailed planning application by Persimmon for homes in Ilminster has not yet been finalised but it is anticipated there will be plans for consideration at the November Area West Committee.

498. Report from the County Councillor for the Ilminster Division

The County Councillor's reports for July and August had been circulated prior to the meeting. The County Councillor highlighted 3 areas which local people had recently raised with her and which she was following up:

- A) Would the planned reduction in gritting of roads impact upon school transport and getting children to and from school
- B) Could the decommissioning costs of Char swimming Pool be put towards keeping it open and the running costs
- C) the plans for the future of education / schools in Ilminster.

499. Reports from Representatives on Outside Bodies

Reports from Wadham and Swanmead Schools and the Chamber of Commerce had been circulated prior to the meeting.

Chamber of Commerce It was explained to the Council that since the report had been circulated it had been agreed that communications from the Neighbourhood Plan Development Group would be sent to the central Chamber of Commerce email and disseminated to members by the Chamber – this is to avoid any difficulties with data protection legislation.

Tourism Cllr Burton had visited the local information centre in the Meeting House and met volunteers; he had been very impressed with the range of information available and the dedication of the volunteers. 2 current and key issues are obtaining help to organize and run the centre and obtaining a computer and internet access to look up information.

Chair's Initials

Overall it was a very positive visit and the appreciation for the grant given by the Town council was very evident.

Youth Club The building is well used by various groups but the youth club itself is struggling for members. When the 2019/20 grants are considered the grant to the youth club should be discussed bearing in mind the number of young people the youth club is helping and the cut in grants and funding available from the County Council. Councillors would also like to know who owned the youth centre building.

500. Update from the Neighbourhood Plan Development Group

A written update on the work of the Neighbourhood Plan Development Group had been circulated prior to the meeting.

Issues raised during consideration of this agenda item included:

- Concern over finding a chair for the group
- concern over lack of public interest in developing a neighbourhood plan

501. Recommendations From the Open Spaces Committee

Consideration was given to recommendations from the Open Spaces committee regarding the use of the Town Council's Open Spaces equipment by volunteers for the purposes of maintaining grounds for their Club / organisation's activities.

RESOLVED that the Town Council open spaces equipment is not loaned to or used by any organisation, club or individual for the purpose of maintaining the area used for their particular club or organisation.

502. Designation of Herne Hill as a Local Nature Reserve

Consideration was given to

- (i) approval of the plan showing the area for which designation is sought.
- (ii) approval of the inclusion of the plan approved in (i) above as part of the Herne Hill Management Plan
- (iii) approval of the making of the declaration

RESOLVED

- (i) that the plan showing the area for which designation as a Local Nature reserve is sought is the plan included in these minutes as appendix 1
- (ii) that the plan approved in (i) above is included in the Herne Hill Management Plan
- (iii) that approval is given to making a declaration that Herne Hill is designated as a Local Nature Reserve

503. Application For Quality Award

That following the assessment of readiness conducted by Councillors Fowler, Dewick and Gunn and compilation of the evidence for the application, the Town Council is considered whether or not it publishes the requisite information on-line and has the other appropriate information to apply for the Quality Award

RESOLVED that the Town Council confirms it publishes the requisite information on-line and has the other appropriate information to meet the criteria for the Local Council Award Scheme Quality Award

Chair's Initials

504. Internal Audit Report for 2017/18

Consideration was given to the updated action list from the Internal Auditors' report.

RESOLVED

- (i) that the recommendations / actions from the Internal Audit report in the Annual Return 2017/18 Final Audit Report are noted as discharged
- (ii) That the Internal Auditor is informed of (i) above and the actions taken as listed in 2-5 of the report

505. External Audit Report for 2017/18

This agenda item was deferred to a future Town Council meeting as the report had not been received.

506. Archie Gooch Pavilion – Annual Landlord & Tennant Meeting

The Councillors to represent the Town Council at the second annual landlord and tenant meeting (date to be arranged) were considered.

RESOLVED that the Councillors to represent the Town Council at the annual landlord and tenant meeting regarding the Archie Gooch Pavilion are the Mayor, deputy Mayor Chair of the Open Spaces Committee and Chair of the Resources Committee.

507. Archie Gooch Pavilion

Consideration was given to information received from Ilminster Sports Club Ltd regarding the tarmacking of the car park at the Archie Gooch Pavilion.

Issues raised during consideration of this agenda item included:

- the current drains are at the upper edge of the car park
- the current surface is porous and therefore water drains through it and there is no run-off; tarmac will not be porous and therefore there will be run-off
- anecdotally there is currently a problem with grit from the car park going into the canal
- concerns that any run off from a tarmac surface would either go into the canal or into the road and cause flooding
- the drawbacks of the current car park surface

RESOLVED that the Town Council pays for an independent survey regarding the current location and capacity of any existing storm drains and the impact of tarmacking the car park especially with regard to water run off affecting the canal and the potential of increasing the risk of flooding on the road adjacent to the pavilion access road.

508. Housing Needs Survey Report

This agenda item was deferred to a future Town Council meeting as the report had not been received.)

509. Payments and Virements

Consideration was given to the Schedule of Payments presented for Council's information.

issues raised during consideration of this agenda item included:

- the purpose of eco shelter tubes – tubes for protecting young plants
- the billing period of the water 2 business invoices

Chair's Initials

- the reason for the burial fee refunds - overpayments by the funeral director

RESOLVED to note the payments amounting to £59,901.59 gross.

510. Clerk's Updates

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

Number	Date	Topic
10/18	12.07.18	<ol style="list-style-type: none"> 1. Police & Crime Commissioner in Ilminster 2. Councillor Walkabout 3. Funding of Grass Cutting Equipment 4. Archie Gooch Pavilion
11/18	23.07.18	<ol style="list-style-type: none"> 1. Draft Town Council minutes 2. Planning Highways & Transport Notes 3. Contact list /Committee memberships / Outside Bodies
12/18	07.08.18	<ol style="list-style-type: none"> 1. Wharf Lane Swings 2. PHT Draft Minutes 07.08.18 3. 2019/20 Budget Planning Day 4. Councillor Training 5. Cemetery Space & Churchyard grave shortage
13/18	08.09.18	<ol style="list-style-type: none"> 1. Open Spaces Staffing 2. Open Spaces equipment

511. Exclusion of Press and Public

Consideration was given to taking agenda item 21 Open Spaces Staffing without members of the public and press present, due to the confidential nature of the business to be transacted i.e. personal information.

RESOLVED that agenda item 21 Open Spaces Staffing without members of the public and press present, due to the confidential nature of the business to be transacted i.e. personal information

512. Open Spaces Staffing

The Town Clerk provided an update on the current situation regarding the Open Spaces staff and emphasised the need to continue to respect confidentiality and maintain the independence of the process.

RESOLVED

- (i) that should a Panel be needed as a result of the Independent Investigating Officer's report it should comprise an Independent Chair, and Councillors Fagan and Mackillop (as they have neither connection nor involvement with either the investigation nor the people involved)
- (ii) that the panel is given delegated authority to conduct any proceedings, and take any decisions and actions including the determination of sanctions which it deems appropriate following receipt and consideration of the Independent Investigating Officer's report
- (i) that the panel has access to independent HR advice

The meeting closed at 21:32hrs

Chair's Signature & Date