

# ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday 19<sup>th</sup> February 2013 at 19:30hrs

## **Present**

**Chairman:** Cllr R Swann,

**Councillors:** Cllr S Austin, Cllr P Burton, Cllr C Goodall, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr E J Taylor and Cllr L Vjeh.

## **In Attendance**

**Officers:** Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk).

### **1. Apologies for absence**

Apologies for absence were received from Councillors Lawson, Sothern, Shepherd and Whaites.

County Councillor Kim Turner had also sent apologies.

### **2. Declarations of Interest**

Name	Minute No	Agenda Item	Type of Interest	Nature of Interest
Cllr E J Taylor		14 (i)		
Cllr C Goodall		14 (i)		
Cllr J Pallister		8 Brittens Field		

### **3. Minutes**

#### **RESOLVED**

**(a)** that the minutes of the meeting held on 5<sup>th</sup> February 2013 be confirmed as a correct record.

**(b)** To note the office "To do" list relating to the Town Council Meetings.

Issues discussed included:

- Complaints had been received from a resident concerning the dusk till dawn lighting at the Wardens Shed. The problem appears to be the starkness of the light but the Town Clerk was going to visit the Recreation Ground following the meeting to see the current situation
- Access to the football stands is very difficult - there needs to be some form of steps put into place for match days which can be taken away at other times. The Town Clerk has emailed the Football Club about this but has not received a response.

### **4. Mayor's Announcements/Engagements**

The Mayor reported the events he had attended between 5<sup>th</sup> February 2013 and 19<sup>th</sup> February 2013 which included planting three apple trees on Cleeves Close.

### **5. Police Report**

There was no police report because of the short gap in between meetings.

### **6. Report from County Councillors**

There was nothing to report from County Councillor Turner.

Chair's Initials

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## 7. Reports from District Councillor

District Councillor Goodall reported to the Council that Open Reach are planning to install several Open Reach broadband cabinets in the town. Concerns were raised about some of the proposed locations as the pavements in the town are narrow, and the cabinets can produce heat, which could be a health and safety issue.

## 8. Open Spaces Committee Meeting

The Chair of the Open Spaces Committee reported the recommendations from the meeting held on 22 December 2013.

- **Protective Clothing**

**RESOLVED** that:

- (i) That Personal Protective Equipment is provided by the Town Council to all employees to assist with protecting them against risks to their health and safety whilst at work.
- (ii) That Personal Protective Equipment is replaced by the Town Council as and when required (replacements being issued due to deterioration of existing provision to the extent that they do not provide an adequate level of protection).
- (iii) That an allowance of £50.00, administered by the Town Clerk, is available for each Open Spaces Warden (3 people at the time of the report being considered) to spend on work clothing during a financial year e.g. 1 April to 31 March; the clothing style to be the choice of the individual warden and, the colour of the clothing to be a dark blue. All purchases to be agreed in advance by the Town Clerk and paid for by the Town Council.
- (iv) That blue cloth badges with the text "Ilminster Town Council embroidered in white be obtained from Golden Finishes.
- (v) that the badges purchased in (d) above are affixed to the clothing (purchased by the Town Council for the Open Spaces Wardens.) on the wearer's left hand side where a breast pocket would be situated.

- **Field In Trust Membership**

**RESOLVED** that the Membership for the 'Field in Trust' is renewed subject to the Town Clerk clarifying that the 15 % discount at HAGS can be used on purchases for any of our recreation fields, not just Winterhay Lane.

- **Brittens Field Gateway**

**RESOLVED** that the Town Clerk has delegated authority to arrange for the gateway surfacing at Brittens Field entrance with the REC to be replaced with scalplings and 3mm to dust (including the hire of a contractor to remove the top layer of the soil and the hire of a vibrator) at a cost not exceeding £1,500.

## 9. Finance & Policy Committee

## 10. Reports from Representatives on Outside Bodies

- **Chamber of Commerce**

Councillor Taylor reported that she had attended a meeting of the Chamber of Commerce held on the 6<sup>th</sup> February 2013.

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The President and Treasurer of the Management Committee have both resigned, so the first order of business was to appoint new officers; There was no candidate for President so the post remains vacant. Mr Robert Stone was voted in as Treasurer.

Management meetings are to take place on the 1<sup>st</sup> Wednesday of every month. The next meeting will take place on 6<sup>th</sup> March 2013 at 18:00hrs.

Membership is declining and a campaign to increase membership and highlight member benefits is planned.

The Chamber has appointed Mr Andrew Fox as the next Town Crier His uniform is currently being made and they are looking into insurance for him. The Chamber Secretary Ben Jaggars will be managing his diary. Mr Fox is looking to become a member of the Ancient and Honourable Guild of Town Criers, however he is having a problem in relation to Rule 4 of the Guild namely "No member should carry out duties in any town or location without the prior knowledge or permission of the Mayor, Chairman or proper officer of the town or location". Councillor Taylor did inform the Chamber of Commerce that the Town Council had agreed at a Council Meeting that the Town Crier should not fall under the direction of the Town Council, so she did not believe the Town Council were in a position to help but she would make Councillors aware of the issue.

Councillor Taylor reported that the organisation for Victorian Evening is thought to be secure.

- **Youth Club**

Councillor Burton reported that the Youth Club now have broadband connection and thanks to a grant from SSDC they have purchased an x box for the users of the Youth Club.

The Youth Club has £10,000 in Lloyds bank which is gaining interest now.

The building is insured for £410,000 and recently £4,400 has been spent on the re-decorating of the entire inside.

The Youth Centre has had its boiler serviced, and new flooring and toilets installed which include disabled facilities. They are also looking to in the near future have all the carpets cleaned.

The Youth Centre is currently being promoted to local organisations as venue available for hire.

The Youth Club hope to receive funding in order to replace the Meeting House wall which needs repair and develop two new parking spaces.

Attendance is 24-34 members attend on a Tuesday, 25 members on a Wednesday which include approximately 14- 18 boys, and on a Friday 27 .

Councillors were reminded that they are welcome to attend on a Tuesday, Wednesday or Friday to have a look round and meet some of the children and volunteers who attend.

The Youth Club are holding a Jumble Sale on the 23<sup>rd</sup> March 2013.

- **Iminster Tourism**

Councillor Vijeh reported that the last Iminster Tourism Meeting had been cancelled, but is due to be held in the week commencing the 25<sup>th</sup> February 2013, and she hopes to attend.

## 11. **Flooding**

The Town Clerk reported that on the 13<sup>th</sup> December 2012, the Town Council facilitated a meeting for local residents who had been affected by flooding. From the discussions at the meeting and residents' photographs the Town Clerk had now produced a draft report, The Town Clerk asked the Council to consider the dissemination of the report and if any representations need to be made to other organisations regarding remedial and prevention works.

Chair's Initials

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The Town Clerk said that emerging themes included ditch and drain clearance and the inclusion of potential flood risks when planning applications were considered. Councillor Vjeh suggested considering a critical incident plan for the town in the event of an emergency.

The Town Clerk informed the Council the flooding report will be sent out to all Councillors and attendees (residents).

Cllr Taylor suggested that the report is published on the Town Council Website and where attendees email address were supplied at the meeting, these would be used to circulate the document.

## 12. Youth Council

The Town Clerk informed the Council that the Youth Council have requested the opportunity to organise an Easter Egg Hunt which had been very successful in previous years.

This was agreed.

The Town Clerk also asked the Council to consider if there are any particular projects that it would be helpful for the Youth Council to undertake.

### RESOLVED

- (i) That the Youth Council is given permission to host the Easter Egg Hunt
- (ii) That the Youth Council is asked to work with the Town Clerk to undertake a public consultation regarding the equipment and facilities provided in children's play area at Winterhay Lane.

Chair's Initials
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## 13. Casual Vacancies

The Town Clerk reported that the Council currently has 2 vacancies which it may fill by co-option and asked the Council to agree the process and provisional timetable.

### RESOLVED

- (i) That the vacancies should be advertised by means of a media release, an advert on the Town Council Notice Board and the Town Council noticeboard
- (ii) Candidates should be invited to attend a meeting of all Councillors to give a short presentation and answer questions

## 14. Authorisation of payments

The Town Clerk notified the Councillors that according to the Council Minutes of 17 January 2012 a request was received from Ilminster Forum for £500.00 towards a Marketing Strategy for Ilminster; however the minutes do not record whether or not the request was agreed.

### RESOLVED

- (i) That a £500.00 contribution is made to the Ilminster Forum towards a Marketing Strategy for Ilminster
- (ii) that the accounts listed in the schedule presented to the Council, totalling £980.11 be approved.

## 15. Action Plan

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**RESOLVED** that the date on Item 14 – Website review –be amended to 31<sup>st</sup> March 2013

The meeting closed at 21:10 hrs

Chair's Signature & Date