

ILMINSTER TOWN COUNCIL

Council Offices
North Street
ILMINSTER
Somerset
TA19 0DG

Tel: 01460 52149
e-mail: town.council@ilminster.gov.uk



Town Clerk: Mark Tredwin

15 September 2021

A meeting of the **Town Council** will be held on **Tuesday 21 September 2021** in the Council Chamber, Council Offices, North Street, Ilminster, TA19 0DG starting at **19:30 hrs.**

Members of the public are welcome and encouraged to attend. However, due to ongoing Covid-19 concerns and a duty to protect all attendees, there will be a limited number of members of the public able to attend. If you wish to attend, please let Ilminster Town Clerk know either by email town.council@ilminster.gov.uk or phone the office on 01460 52149 by 3pm on Tuesday 21 September, 2021. Officers of the council will advise whether capacity remains.

If members of the public have any questions on matters that are on the agenda, then if possible, please notify the Council Office before the day of meeting which item you would like to speak about.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark Tredwin', with a long horizontal line extending to the right.

Mark Tredwin
Town Clerk

AGENDA

1. **Public Forum –**
Fifteen minutes will be made available for public comment and response in relation to items on this agenda. Individuals will be permitted a maximum of three minutes each to address the committee
2. **Apologies for Absence**
To receive apologies for absence from Councillors unable to attend the meeting
3. **Declarations of Interest**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest

Members are reminded that if they have a Disclosable Pecuniary Interest (DPI) (on their register of interest or otherwise) relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a DPI in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting, leave and not Vote on the item and register the DPI within 28 days. Similarly, other Personal Interests should be declared at this meeting.

4. **Dispensations**
To **NOTE** the grant of dispensations made by the Town Clerk in relation to the business of this meeting
5. **Minutes – Town Council**
To confirm the minutes of the meeting held on **17 August 2021** as a correct record
6. **Minutes – Planning, Highways & Transport**
To receive the minutes of the meeting held on 7th September 2021 and note the committee's comments made on planning applications and consider the recommendations therein.
7. **Minutes - Resources**
To receive the minutes of the meeting held on 7th September 2021 and note the committee's comments and consider the recommendations therein.

R254 Proposed IT Systems update

Proposed by Cllr Hamilton Seconded by Cllr Keitch, Members resolved unanimously to move all Members emails to Ilminster.gov.uk email accounts hosted on Microsoft's 365 platform at the cost of £3.80 per user per month.

Proposed by Cllr James Seconded Cllr Keitch, Members agreed unanimously to set up a working group to oversee a plan for enhanced council ICT arrangements. The working group will be set up after the next Full Council Meeting as there may be Members not on the Resources Committee who may wish to be involved.

R255 Parish elections Proposed by Cllr Hamilton and Seconded by Cllr Shearman

Members discussed the Parish elections and agreed for officers to find out cost of holding stand alone Elections before next Full Council Meeting. **Members RESOLVED unanimously note the report and agreed this item should be taken to Full Council on 21st September 2021.**

R258 Information regarding staffing salaries Members discussed increasing the salary of employee no.8. Points discussed were whether the RFO role was included in the original job description. Possible pending annual pay increase. Proposed by Cllr Shepherd and Seconded by Cllr Burton. **Members resolved by 7 votes for and 1 against, to recommend to Full Council a pay increase for employee no.8 to the midpoint pay scale 26 on the SCP Range 24-26.**

- 8. Minutes and Terms of Reference – Council Offices Working Group**
For members to receive and note Minutes and Terms of Reference for the working group meeting which was held on 9th September 2021
- 9. Minutes and Terms of Reference – Herne Hill Working Group**
For members to receive and note Minutes and Terms of Reference for the working group meetings which were held on 14th July 2021 and 11th August 2021
- 10. Members committee and working group membership and appointment to external bodies**
For members to confirm their appointment to external bodies and to elect a representative to the Resources Committee
- 11. District and County Councillor Reports**
For members to receive reports from both District and County Councillors representing Ilminster
- 12. Police Report**
For members to **NOTE** the report from the police
- 13. Mayor’s Report**
To allow members to be updated on functions and activities that the Mayor has been engaged in
- 14. Deputy Mayor’s Report**
To allow members to be updated on functions and activities that the Deputy Mayor has been engaged in
- 15. Clerk’s update Report**
To update members on matters already considered by Full Council and not considered elsewhere on the Agenda
- 16. Finance Report**
For members to receive and note the contents of the Finance report
- 17. Neighbourhood Plan update report**
For members to be made aware of the outcome of the public consultation and the proposals to move the Neighbourhood Plan forward.
- 18. Permission for a carnival window display**

Members to consider allowing a display as part of the carnival event

19. Permission request from the fair

Members to consider a request by the fair to use the recreation ground between 25th September and 3rd October 2021

20. Permission request to use Brittens Field for a bonfire

Members to consider a request to grant permission to Ilminster Sports Club Ltd to use Brittens Field for their annual bonfire on 7th November 2021

21. Recreation ground football pitch maintenance

Members to consider an agreement with Ilminster Football Club to maintain the pitch

22. The Queen's Platinum Jubilee Beacons and celebrations

Members to consider taking part in the beacon lighting ceremony and to suggest suitable community activities for the Queen's Platinum Jubilee

23. Parish Elections

Members to consider whether to hold elections in 2022 or 2023

24. Future of Local Government in Somerset

Members to consider how they see Ilminster post Somerset unification

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

25. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

26. Jurassic Fibre Agreement

For members to consider the proposed fibre cabinet agreement on land at Canal Way.

PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING AS OBSERVERS Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography

equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Members of the public exercising their right to speak during Public Question Time may be recorded. Copies of this document are available in large print on request.