

The Minutes of the Full Council Meeting of Ilminster Town Council held on  
**Tuesday 21<sup>st</sup> September 2021 at 19.30 hrs, in the Council Chamber, Council Office, North  
Street, Ilminster, TA19 0DG.**

**Chair:** Cllr P Burton

**Councillors:** Cllr B Hamilton, Cllr M James, Cllr B Jenner-Hurford, Cllr H Lancaster, Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann, Cllr L Taylor, Cllr N Tinson, Cllr F White, Cllr L Wilcock.

**Officers:** Mr. M Tredwin (Town Clerk) Miss V Freeman (Administration Officer)

**In Attendance:** Cllr L Vijeh  
1 member of the public.

**1006 Public Forum**

The Town Clerk read out an email from Colin Bailey  
Mr. Bailey wanted to advise Members that starting from Tuesday 21<sup>st</sup> of September there would be a new bus service from Ilminster to South Petherton Hospital 2 days a week.  
Mr. Bailey asked for the members assistance in promoting this new service.

**1007 Apologies for Absence**

Cllr M Gunn – Personal reasons  
Cllr V Keitch – Personal reasons

**1008 Declarations of Interest**

There were no Declarations of Interest made.

**1009 Dispensations**

There were no Dispensations requested or granted.  
The meeting Chair agreed to bring agenda items for the District Councillors Report, the permission request to use Brittens Field for a Bonfire, and the recreation ground football pitch maintenance forward to earlier in the meeting.

**1010 County Councillors Report**

Members noted Cllr Vijeh report.  
Members discussed where in the agenda the District Councillors report should be, the Town Clerk advised there is no guidance as to where in the agenda the item should be.  
Members discussed the possibility of any future boundary review.  
There is no further update regarding the safety of children walking between the 2 sites of the new school but discussions are ongoing.  
Members discussed the possibility of other funding opportunities/grants in the future.

**1011 Permission request to use Brittens Field for a bonfire**

Members **RESOLVED** unanimously to grant permission for Ilminster Sports Club Ltd to use Brittens Field for their annual bonfire on 7th November 2021  
**Proposer** Cllr Wilcock **Seconder** Cllr Swann

- 1012 Recreation ground football pitch maintenance**  
Members noted the Site Owner and Site User Grass Pitch Maintenance Agreement.  
Members **RESOLVED** by 12 votes for and 1 abstention to agree that officers sign the Site Owner and Site User Grass Pitch Maintenance Agreement. As presented to Full Council on 21<sup>st</sup> September 2021.  
**Proposer** Cllr Swann **Seconded** Cllr Wilcock
- 1013 Minutes – Town Council**  
Members **RESOLVED** unanimously the minutes of the meeting held on the **17th August 2021** as a correct record.  
**Proposer** Cllr Shearman **Seconded** Cllr White
- 1014 Minutes – Planning, Highways and Transport**  
Members **RESOLVED** unanimously that they have received the minutes of the meeting held on 7<sup>th</sup> September 2021 and note the committee’s comments made on the planning applications and consider the recommendations therein.  
**Proposer** Cllr Shearman **Seconded** Cllr Swann
- 1015 Minutes - Resources**  
Members noted the minutes of the meeting held on 7<sup>th</sup> 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.**  
Members **RESOLVED** unanimously to approve proposal **R254**  
**Proposer** Cllr Hamilton **Seconded** Cllr Jenner-Hurford  
**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.  
The members of the Working Group will be Cllr Jenner-Hurford, Cllr James, Cllr Shearman, Cllr Shepherd, Cllr Burton  
**R255 Parish elections Proposed** by Cllr Hamilton and **Seconded** by Cllr Shearman.  
Members discussed the Parish elections and agreed for officers to find out the cost of holding standalone Elections before the next Full Council Meeting.  
**Members RESOLVED unanimously note the report and agreed this item should be taken to Full Council on 21st September 2021.**  
This item was discussed as a full agenda item **P1021**
- 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 24-28.**  
Members **RESOLVED** by 12 votes for 1 against to approve proposal **P258**



**Proposer** Cllr Taylor **Seconded** Cllr Shepherd

1016

**Minutes and Terms of Reference – Council Offices Working Group**

Members **RESOLVED** unanimously that they had received and noted Minutes and Terms of Reference for the working group meeting which was held on 9th September 2021.

**Proposer** Cllr Shearman **Seconded** Cllr Jenner-Hurford

1017

**Minutes and Terms of Reference – Herne Hill Working Group**

Members **RESOLVED** unanimously that they had received and noted Minutes and Terms of Reference for the working group meetings which were held on 14<sup>th</sup> July 2021 and 11<sup>th</sup> August 2021.

**Proposer** Cllr James **Seconded** Cllr White

1018

**Members committee and working group membership and appointment to external bodies**

Members discussed recommencing the Partner and Communities Together meetings, involving the local police, local schools, Chamber of Commerce, and members of the local community. Officers will assist by minute taking. Members discussed tourist information in the town.

Members **RESOLVED** unanimously to increase the number of members on the Resources Committee to 9 allowing Cllr Jenner-Hurford and Cllr Tinson to join that committee

**Proposer** Cllr Lancaster **Seconded** Cllr Shepherd

1019

**District Councillors Report**

Cllr Hamilton gave members a verbal update.

The proposals for the new Unitary Authority are 85 to 95 Councillors, 100 Councillors or 110 Councillors.

The consultation re: the Octagon Theatre in Yeovil, closes on 30<sup>th</sup> September.

The District Council are unaware of any plans to resettle Afghan refugees but plans are already in place should that happen in the future.

All of South Somerset have moved onto the recycle more program and that will release more drivers.

There are energy grants available to properties who are efficiency level D or below.

1020

**Police Report**

Members noted the Police report.

1021

**Mayor's Report**

The Mayor reported that he has not attended any events since the last meeting.

Cllr Tinson attended the Ilminster Fairtrade Bake Off on Saturday 18<sup>th</sup> September on behalf of the Mayor.

1022

**Deputy Mayor's Report**

The Deputy Mayor, Cllr Taylor has attended Party on the Park, the Vegan Market and the Town Crier Competition since the last meeting.



Cllr Taylor updated members on the above events saying that the events were well attended and about the good feedback she has received.

Cllr Vijeh left the meeting

**1023 Clerk's Update Report**

Members discussed Welcome back Funding including what the funding could be used for.

Members **RESOLVED** unanimously that the Town Clerk signs the Service Level Agreement with South Somerset District Council dated Thursday 16<sup>th</sup> March 2021 in respect of the Welcome Back Funding provided by European Regional Development Fund.

**Proposer** Cllr Shearman **Seconded** Cllr Jenner-Hurford

Members **NOTED** the information contained in the report regarding Cemetery Lodge. Members **NOTED** the information for PKF Little John on the completion of the Limited Assurance Review for the year ended 2021

**1024 Finance Report**

Members noted the Finance report.

**1025 Neighbourhood Plan update report**

Cllr Shepherd updated members on the progress of the neighborhood plan discussions which included that the Town is split on the results about sites for housing, and that the INP Development Group are looking to remove the site selection part of the plan. This item was deferred until the Plan has been updated and it will be brought back to a future meeting for further discussion.

**1026 Permission for a carnival window display**

Members **RESOLVED** unanimously that Officers can enter the Ilminster Carnival 2021 Photograph Hunt Competition.

**Proposer** Cllr Shearman **Seconded** Cllr White

**1027 Permission request from the fair**

Members **RESOLVED** unanimously to grant permission for Herbert Marshall Fun Fair to use the Recreation Ground for the fair between 25<sup>th</sup> September 2021 and 3<sup>rd</sup> October 2021

**Proposer** Cllr Sherman **Seconded** Cllr Lancaster

**1028 The Queen's Platinum Jubilee Beacons and celebrations**

Members discussed the lighting of the beacon.

Members **RESOLVED** to light the Beacon on Thursday 2nd June 2022 in celebration of the Queens Platinum Jubilee Celebrations

**Proposer** Cllr Shearman **Seconded** Cllr Lancaster

Members discussed ideas for the Queens Platinum Jubilee Celebrations, members will liaise with other Community Groups they are involved with. This item was deferred to a future meeting where ideas can be shared.



1029

**Parish Elections**

The members discussed the advantages of holding Parish Elections in 2022 or 2023, including the cost implications.

Member **RESOLVED** by 12 votes for to 1 against that Elections should be brought forward for Ilminster Town Council to May 2022 to coincide with the new unified authority elections.

**Proposer** Cllr Hamilton **Seconded** Cllr White

1030

**Future of Local Government in Somerset**

Cllr Hamilton updated members on the unitary authority.

Members discussed what assets Ilminster Town Council could look to manage in the future, play parks, cutting verges, road sweeping, toilets, library.

There will be no fire sale of assets.

1031

**Exempt Business**

*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*

Members **RESOLVED** unanimously to move the meeting into exempt business.

**Proposer** Cllr Jenner-Hurford **Seconded** Cllr Shearman

1032

**Jurassic Fibre Agreement**

Members discussed the updated Jurassic Fibre Agreement, including the location, the size of the cabinet, and whether any houses directly overlook the proposed site.

Members **RESOLVED** unanimously to agree the proposed license JFL-A1003-POP with Jurassic Fibre.

**Proposer** Cllr Shearman **Seconded** Cllr Wilcock

The meeting ended at 21.23.



