

Minutes of the **Town Council Meeting** held at the Chamber Office, North Street, Ilminster on Tuesday 22<sup>nd</sup> March 2016 at 19:30hrs.

**Present:**

**Chair:** Cllr Tony Walker

**Councillors:** Cllr F Albin, Cllr P Burton, Cllr J Fagan, Cllr D Kinder, Cllr A Shearman, Cllr S Shepherd, Cllr S Storey, Cllr R Swann.

**In Attendance**

Officers Mrs T Loveless (Administration Officer), Miss J Norris (Town Clerk).  
Mrs S Whitefield (Deputy Town Clerk)

**213. Apologies for Absence**

Apologies for absence were received from Cllr Drayton, Cllr Fowler, Cllr Goodall, Cllr Keitch, Cllr Neave, Cllr Sothern.

**214. 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 S Storey	Agenda No 9 Update from the Football and Community Facility Governance Group	221	Personal	Husband is a member of this group by virtue of his employment	Spoke
Cllr S Storey	Agenda No 14 The Agreement To lease the football and Community Facility	226	Personal	Friends with 2 directors of the sports club	Spoke

**215. Minutes**

**RESOLVED**

- (i) To confirm the minutes of the meeting held on 23<sup>rd</sup> February 2016 as a correct record.
- (ii) To confirm the minutes of the meeting held on 15<sup>th</sup> March 2016 as a correct record.
- (iii) To note the office Action Plan relating to the Town Council Meetings.

Issues discussed during consideration of the action plan included:

- Item 5 South Somerset District Council consultation on the proposals for the Community Infrastructure Levy, response to include the suggestion of discounted levy for brownfield sites and areas falling short of housing targets. Councillors had found the session very informative and wished to thank the SSDC officers. The Town Clerk asked that any additional comments be given to her by the 23<sup>rd</sup> March in order for them to be included in the response.
- Item 13 Office Accommodation Working Group has not met due to other working groups taking priority

Chair's  
Initial's

- Neighbourhood Plan working group needs to meet

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

A list of engagements since the last Town Council meeting had been provided with the agenda. The Town Clerk advised that in addition to the civic events listed there had also been some meetings that the Mayor had attended in the Mayoral role.

### **217. Police Report**

A written report was circulated prior to the meeting.

Issues discussed during consideration of the report included:

- Councillors welcomed all police reports however brief.
- Councillors asked if the incidents listed could be split to detail Ilminster and other areas

### **218. Reports from District Councillors**

The Town Clerk advised that Cllr Keitch had intended to issue a report but unfortunately had been unable to do so. No items were requested to be brought to the attention of the District Councillors.

### **219. Report from the County Councillor for the Ilminster Division**

County Councillor Linda Vijeh's written report for February 2016 was circulated with the Agenda.

No items were requested to be brought to the attention of the County Councillor.

### **220. Reports from Representatives on Outside Bodies**

The Council received the following report:

- Report from Chamber of Commerce – Cllr R Drayton
- Issues discussed regarding this report included
- Lighting in Swan precinct

**RESOLVED** to add the Swan Precinct lighting issue to the Planning, Highways & Transport Committee agenda for the meeting on 5<sup>th</sup> April 2016.

### **221. Update from the Football and Community Facility Governance Group.**

The notes from 24<sup>th</sup> February's Governance Group Meeting were presented to the Town Council for information.

Issues discussed included:

- Councillors were informed that the electrical supply problem has been resolved and will be funded from the contingency.
- Councillors noted that on the recent tour some questions were raised with regards to drainage issues on the 2<sup>nd</sup> football pitch.

### **222. Open Spaces Committee**

The Council considered the recommendation from the Open Spaces Committee held on 16<sup>th</sup> February 2016 regarding the adoption and implementation of a Herne Hill Management Plan and Woodland Management Plan.

Issues discussed included:

- The draft plan was constructive and demonstrates positive approach to managing an important community asset.

Chair's Initial's
----------------------

**RESOLVED** to adopt and implement the Herne Hill Management Plan and Woodland Management Plan attached to these minutes as appendices 1 and 2.

### **223. Local Council Award Scheme**

Councillors considered whether or not Ilminster Town Council should work towards attaining an award within the Local Council Award scheme and, if it should, the target level of attainment. This item was deferred from the meeting on 17<sup>th</sup> November 2015 (relevant paperwork circulated at that time).

Issues discussed included:

- The Society of Local Council Clerks recommend to commence at the Foundation level.
- It was suggested a small group of Councillors complete the checklist

#### **RESOLVED**

- (i) To work towards the foundation level award
- (ii) to form a small working group comprising Councillors Fowler and Kinder plus one other Councillor to assess where the Town Council meets the criteria and where any additional work may be required

### **224. Dog Policy**

This agenda item was to enable a discussion on the way forward to develop a policy regarding dogs in the Open Spaces owned and/or managed by the Town Council.

Issues discussed included:

- This topic has been discussed at the Play and Paths Group and the Open Spaces Review Group and it is a sensitive and controversial issue.
- How any policy could be implemented and monitored.
- Research into what happens in other areas would be useful.

**RESOLVED** that the Open Spaces Committee be delegated to discuss and make recommendations to the Council on how this should be taken forward

### **225. Land around Herne Hill.**

Councillors considered:

- a) Registering an interest with Somerset County Council on the fields that they own and lie adjacent to Herne Hill and are within the Town Council boundary
- b) Supporting Donyatt Parish Council in registering an interest with Somerset County Council

#### **RESOLVED**

- (i) That the Town Council register an interest with Somerset County Council regarding the fields labelled I1, I5, I6 & I7 on the plan attached to these minutes as Appendix 3.
- (ii) That the Town Council supports Donyatt Parish Council in registering an interest with Somerset County Council regarding the fields labelled D1 on the plan attached to these minutes as Appendix 3.

Chair's Initial's
----------------------

**226. The Agreement to Lease the Football and Community Facility.**

- a) To approve the final version of the Agreement to Lease (Attached)
- b) To nominate 2 signatories to sign the agreement to lease for the Football and Community Facility.

Issues discussed during consideration of this agenda item included:

- The post code for the new building cannot be issued until the building is complete, and is incorrectly shown in section 21 of the Agreement To Lease.

**RESOLVED**

- (i) to approve the Agreement To Lease subject to the postcode for the tenant's address at Section 21 being either removed or corrected.
- (ii) that the Mayor and Chair of Resources are the Town Council signatories for the Agreement To Lease for the Football and Community Facility.

**227. Project Plan.**

Councillors considered progress on the project plan and whether any changes are necessary.

Issues discussed included:

- Item 2 additional land for recreational space, to add a review date of December 2016.
- Item 9 Neighbourhood Plan – agreed to arrange another meeting of the Working Group, this date may not be ready prior to the next council meeting.

**RESOLVED** to amend the review date on Item 2 and to arrange a neighbourhood plan working group meeting.

**228. Authorisation of Payments and Notifications of Virements.**

The Council reviewed the Schedule of Payments for authorisation.

**RESOLVED** that the payments totalling **£29,108.82 gross** listed in the schedule presented to the Town Council be approved.

**229. Clerk's Updates**

The following Clerk's updates have been sent by email since the last Council Agenda was published.

Number	Date	Topic
3/16	26.02.16	<ul style="list-style-type: none"><li>• Planning Application – Land at Shudrick Lane Ilminster</li><li>• Meetings in Early March</li><li>• A303 – letter from Highways England</li><li>• SID Installation</li></ul>
4/16	03.03.16	<ul style="list-style-type: none"><li>• Land at Shudrick Lane Planning Application</li><li>• Declaration of Interests – especially with regard to the planning application for Land at Shudrick Valley</li></ul>
5/16	04.03.16	<ul style="list-style-type: none"><li>• Media Releases – Winterhay Lane Play Area &amp; Design a Flag presentation</li></ul>

The meeting closed at 20.37hours

Chair's Initial's & Signature