

Minutes of the **Town Council Meeting** held at the Chamber Office, North Street, Iminster on Tuesday 23<sup>rd</sup> February 2016 at 19:30hrs.

**Present:**

**Chair:** Cllr Rose Neave

**Councillors:** Cllr F Albin, Cllr P Burton, Cllr R Drayton, Cllr J Fagan, Cllr J Fowler, Cllr C Goodall, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr S Storey, Cllr R Swann, Cllr T Walker.

**In Attendance**

County Councillor Linda Vijeh

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

4 members of the public attended the meeting, one of which spoke.

**Speaker 1**

Roger Gurner spoke regarding the Council's support for road signage depicting Iminster's fair trade status; he explained that the Fair Trade committee wished to attach the Fair Trade sign to the Town's entry signs on the 5 approach roads into Iminster. Each sign was estimated to cost £250 and funding had been sourced from the Iminster Chamber of Commerce and the Rotary Club but they were asking the Town Council for further funds.

**RESOLVED**

Agreed that this would be referred to Council via a Resources Committee meeting as a grant would be necessary.

**189. Apologies for Absence**

An apology for absence was received from Cllr Keitch.

**190. Declarations of Interest**

The declarations of interest outlined in the table below were made.

Name	Agenda Item	Minute No	Interest	Nature of Interest	Action
Theresa Loveless (Admin Officer)	Agenda Item 14 Cemetery Lodge Remedial Work	202	Pecuniary	Husband is a partner in one of the organisations invited to submit estimate	Left the room
Cllr Storey	Agenda Item 9 Update from the Football and Community Facility Governance Group	197	Personal	Husband is the Site Manager	No action required
Cllr Storey	Agenda Item 14 Cemetery Lodge Remedial Work	202	Prejudicial		Left the room

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## 191. Minutes

### RESOLVED

- (i) To confirm the minutes of the meeting held on 19<sup>th</sup> January 2016 as a correct record.
- (ii) To note the office Action Plan relating to the Town Council Meetings.

Issues discussed during consideration of the action plan included:

- Item 14 Market House, work is now complete and paid in full.
- Item 16 Winterhay Lane Footpath, an addition was suggested to show that Council has nominated Cllr Swann to attend the inquiry to represent the Town Council

## 192. Mayor's Announcements/Engagements

- a) The Mayor told the Council that she had received a letter from the Mayor of Paris thanking her for the letter sent in the wake of the bomb attacks in Paris
- b) The Mayor had not received any invitations for civic functions to be held since the last Town Council meeting but had attended numerous meetings during the month in her capacity as Mayor.

Issues discussed included:

- It was requested that the Mayor's attendance at both civic events and meetings (other than formal Council meetings) be presented to the Town Council in a diary format.

## 193. Police Report

A written report was circulated prior to the meeting but no police representative was present.

Issues discussed included:

- An increase in criminal activities, it was noted that some were due to repeat offenders.

## 194. Reports from District Councillors

Cllr Goodall had prepared a four-page report and Councillors were asked if they wished it to be read out loud or circulated via email from the Town Clerk.

**RESOLVED** that the Town Clerk issue the report via email.

## 195. Report from the County Councillor for the Ilminster Division

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

Councillor Vijeh highlighted the following points:

- social media is often unwittingly linked to criminal activity
- Road works in Station Road are essential and therefore the road closure is required,

Issues discussed following this report included:

- Contact with Donyatt Parish Council with regards to Donyatt Halt was raised, currently in contact with the County Council to look at potential funding. Donyatt Parish Council has indicated it may be willing to take over the land but the remote location causes issues for insurance to

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protect against vandalism. Look to local people to have interest in and support this.

NB 8.01pm Linda Vjeh left the meeting

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

The Council received the following reports:

- Report from Warehouse Theatre (Ilminster Entertainment Society) - Cllr Sothern
- Dementia Action Alliance - Cllr Sothern
- Report from Literacy Festival - Cllr Fowler

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

The notes from January's Governance Group Meeting and the updated Risk Register were presented to the Town Council for consideration.

Issues discussed included:

- The next Governance Meeting is at 3.30pm on 24<sup>th</sup> February in the Council Chamber.
- Risk assessment looks clear, no major issues and the
- Project Manager is dealing with the project well.

#### **198. Open Spaces Committee**

The Chair of Open Spaced Committee presented the recommendations of the committee meeting held on 26<sup>th</sup> January 2016.

Issues discussed included:

- The current ability to purchase burial and cremation plots in advance

**RESOLVED** to stop selling burial and cremation plots in advance

#### **199. Resources Committee**

The Chair of the Resources Committee presented recommendations made by the Committee meeting held on 9<sup>th</sup> February 2016.

Issues discussed included:

- Councillors were informed that all staff had been advised of the potential changes to staff HR policies and they had not raised any issues or concerns.

##### **Financial Regulations**

###### **RESOLVED**

- (i) That the Town Council applies for a Corporate Credit/Debit card
- (ii) That the emergency expenditure limit that the Town Clerk may authorise remains at the current limit.
- (iii) That section 11 of the Town Council's Financial Regulations are amended and that the relevant parts of Standing Order 17 are amended to match, based upon the NALC model documents

##### **Review of HR Policies**

###### **RESOLVED**

- (i) That the Disciplinary Policy and Procedure is amended to include what will happen if a situation overlaps both the Capability and Disciplinary Policy procedures.
- (ii) That the Grievance and Disciplinary Policies are amended to reflect what will happen if a situation overlaps both policies.
- (iii) The Disciplinary Policy and Procedure, Grievance Policy and Procedure and the Capability Policy and Procedure are reviewed in 3 years i.e. 2019 or earlier if there is new legislation.

## 200. Review of Standing Orders.

The Council considered if any revisions to Standing Orders were required.

Issues discussed included:

- There are various typographical and numbering errors in the current version of Standing Orders which need correcting
- It was requested that Standing Order 30 be expanded to explain why the voting procedure does not apply for the co-option of Councillors
- A footer on each page with date and issue details was requested

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The Town Clerk will make the revisions suggested above and present the revised document to Town Council for approval in due course.

## 201. Revenue Support Grant Application from Ile Youth Club

The Council considered an application from Ile Youth Club for a Revenue Support Grant.

Issues discussed included:

- It was agreed a couple of years ago to support the Youth Club
- this application was received too late to be included on the agenda of the last Resources Committee within the financial year.

**RESOLVED** to award the Ile Youth Club a Revenue Support Grant of £2,000

NB Cllr S Storey & Administration Officer Theresa Loveless left the room.

## 202. Cemetery Lodge Remedial Work.

The Council considered the estimates received for work to the Cemetery Lodge.

Issues discussed included:

- Clarification budget 16/17 - renewal and replacement fund allocation of £14,000 plus forthcoming year renewal allowance £1000
- Item 47 of surveyor's inspection is a valuation for insurance
- Prioritise work, damp and heating
- Enough work needs to be done to solve the problem

**RESOLVED** that further discussion on the matter be taken in closed session at the end of the meeting

## 203. Wharf Lane Recreation Ground Play Area

A) The Council received the recommendations of the Play and Paths Group regarding the modular design for Wharf Lane Recreation Ground which will be the subject of public consultation together with information on the consultation process.

Issues discussed included:

- Going into school to consult with the children to discuss some ideas,
- no funding in place at present but once a masterplan has been approved funding sources can be investigated
- The play ship idea could cost in the region of £120,000,
- Many people are using the new equipment in Winterhay, e.g. new basket swing – this is a positive indication of interest and desire for improved play areas
- The draft masterplan is designed so that the areas are modular and can be provided over a period of time rather than in one go

- Paths are important as they make the open space areas more accessible to the public
- The path surface needs very careful consideration – for example having the same path surface continuously throughout the open space assists dementia sufferers
- The Town Council decided not to pursue S106 money for a MUG so the District Council would allocate the money elsewhere.
- Surfaces in the play area will be thought about with both safety and learning in mind - some of it is likely to be sand as it is a soft and reasonably forgiving surface
- Dogs in recreation areas is a controversial subject; there will be an item on a future Town Council agenda regarding undertaking consultation and developing a policy for dog access in the town Council owned / managed open spaces

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**RESOLVED** to approve the sketch design masterplan of the Wharf Lane Recreation Ground (as attached to these minutes as Appendix 1) for public consultation

#### B) Skate Park Module of the Sketch Design Masterplan

As the skate park is fixed and unlikely to move this element of the sketch design masterplan could be approved and implemented. Concerns have been raised with Councillors and at Town Council meetings about conflicting use of the skate park and resulting safety issues

Issues discussed included:

- The safety around the skate park to prevent children running across the area.

#### **RESOLVED**

- (i) to approve the skate park module of the sketch design masterplan, as attached to these minutes as Appendix 1
- (ii) to obtain quotations to implement the skate park module of the sketch design masterplan
- (iii) to formally request South Somerset District Council for S106 funding to implement the skate park module of the sketch design masterplan

#### **204. Community Facilities Management & Rental Policy**

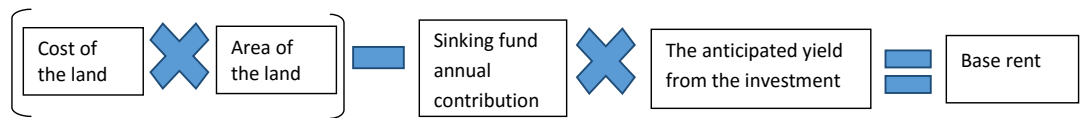
The meeting received and considered the recommendation of the Licensing Negotiations Group regarding a formula for setting a base rent.

Issues discussed included:

- Advice was sought from the Valuation Office regarding setting a base rent, current land prices and yield expectations
- Any contribution that the tenant makes towards repairs and maintenance such as a sinking fund should be taken into account
- Formula should be used for all parties looking to rent property or land from the Town Council.

#### **RESOLVED**

- (i) that the formula for setting a base rent be



(ii) that the formula be included in the Community Facilities and Rental Policy

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**205. Rent for the Football and Community Facility.**

The Council received and considered the recommendation of the Licensing Negotiations Group regarding the rent for the football and community facility. Issues discussed included:

- The Town Council had only committed a small amount, less than 1% of the cost, to the Football and Community Facility project
- The amount of money the Football Club had raised
- That the proposed lease gave the tenant full responsibility for repairs and maintenance
- It is common practice amongst local authorities to give charities and sports clubs heavily discounted rents e.g. 80%
- The football and community facility will be run by a Not for Profit organisation
- District council can also agree discounts for business rates.
- The Town Council had previously resolved to offer a 25-year lease,
- The possibility of reviewing the discount levy at 5 year intervals
- Council has committed to the facility and to support the organisation

**RESOLVED**

- (i) the base rent for the Football and Community Facility is calculated in accordance with the agreed formula (adopted at Minute 204) and is set at £1,625 per annum
- (ii) that the discounts set out in the table below are agreed and applied to the base rent for the football and community facility

Year	Discount level
1	80%
2	80%
3	80%
4	80%
5	80%
6	75%
7	70%
8	65%
9	60%
10	55%
11	50%
(iii) 12	(iv) 45%
13	40%
14	35%
15	30%
16	25%
17	20%
18	15%
19	10%

20	5%
21	0%
22	0%
23	0%
24	0%
25	0%

## 206. 2016 Awards and Competitions

The Council considered the list of Awards and Competitions proposed for 2016. Issues discussed included:

- Obtaining sponsorship

### **RESOLVED** that

- (i) The following competitions and awards are facilitated by the Town Council in 2016: Schools Competition; Scarecrow Competition; Citizens Award; Youth Citizens Award
- (ii) The criteria and timing for each competition and award as detailed in Appendix 2 to these minutes is approved
- (iii) Prizes for the competitions in (i) above are sought from local businesses and any shortfall is met from the community engagement budget
- (iv) That the Town Clerk asks Councillors serving at the time of the competition to volunteer as judges with a view to having three Councillor judges for each competition
- (v) The Mayor's Award is presented solely at the Mayor's discretion

## 207. South Somerset District Council Consultation on Community Infrastructure Levy.

The Council considered their response to the District Council's consultation on the Community Infrastructure Levy.

Issues discussed included:

- This is a complex subject area and the South Somerset District Council (SSDC) decision will have implications for the Town Council
- Inviting a Strategic Planning Officer to explain the SSDC proposal

### **RESOLVED**

- (i) To invite a Strategic Planning Officer to visit the Town Council and provide more background information about the SSDC proposal for Community Infrastructure Levy.
- (ii) Provided that the Strategic Planning Officer is able to attend in a timely manner, to defer making a response to SSDC until more information has been obtained.

## 208. Project Plan

The Council considered progress on the project plan and whether any changes were necessary.

Issues discussed included:

- Item 9. Neighbourhood Plan.
  - Cllr Albin volunteered to be the sponsor of the neighbourhood plan.

- Town Clerk of Martock will conduct a Q&A session on Thursday 10<sup>th</sup> March with Councillor's to discuss developing a Neighbourhood Plan for Ilminster
- Item 4 New Management Plan for Herne Hill.
  - Thanks expressed to Adam Willis, the Open Spaces Warden, who is developing a revised plan which has recently been presented to the Open Spaces Committee and will be considered at the next Town Council meeting
  - The Open Spaces are looking good despite the weather thank the entire team.
- Item 6 Strategic Vision
  - . The sponsor of the Neighbourhood Plan should be included in the supporter Councillors

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**RESOLVED** that Councillor Albin be the sponsor for the Neighbourhood Plan

#### **209. Authorisation of Payments and Notifications of Virements**

The Council reviewed the Schedule of Payments for authorisation.

**RESOLVED** that the payments totalling **£62,211.27 gross** listed in the schedule presented to the Town Council be approved.

#### **210. Clerk's Updates**

The Council reviewed the Clerk's updates that were sent by email since the last Council Agenda was published.

#### **211. Exclusion of the Press and Public - Public Bodies (Admission to Meetings) Act 1960**

**RESOLVED** to exclude the press and public from the meeting whilst the agenda item relating to the Cemetery Lodge Remedial Work was discussed was discussed due to the confidential nature of the business to be transacted.

#### **212. Cemetery Lodge Remedial Work**

This was a resumption of the discussion originally recorded at Minute 202  
Issues discussed included:

- The value of work previously undertaken to the cemetery lodge
- Whether or not undertaking maintenance and remedial work would be value for money
- The value of the property

**RESOLVED** not to sell the Cemetery Lodge

NB: A recorded vote was requested and the recorded vote sheet is attached to these minutes as Appendix 3.

NB: 21.45hrs Extension of Meeting Duration

**RESOLVED** in accordance with Standing Order 3v to extend the duration of the meeting by 30 minutes i.e. until 10.30pm

Discussion then resumed

- The variation in the cost of the estimates provided by builders



- How the work could be prioritised
- The need for professional advice in interpreting the costs
- The need for a greater understanding of possible solutions to the damp problem

**RESOLVED**

- (i) to form a Working Group Comprising Councillors Burton, Drayton, Neave and Shearman
- (ii) request Building Consultancy Services (NP) to provide an analysing / comparing the estimates and assisting with a / question and answer session with the builders who had submitted estimates
- (iii) that the working group, with the assistance of a professional advisor prioritise the work to be done and compile a timetable
- (iv) that the working group, together with a professional advisor meet with the builders the builders who had submitted estimates with a view recommending the appointment of a contractor
- (v) that the Working Group present the timetable, analysed costings and recommendation regarding a contractor to the Town Council for consideration
- (vi) that the tenant of the cemetery lodge is informed of the steps the Town Council is taking, as described in (i) – (v) above to rectify the various issues.

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The meeting closed at 21.57hrs

Signature and Date