

# ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 26 June, 2012 at 7.30p.m.

## **Those Present**

**Chairman:** Cllr R Swann

**Councillors:** Cllr Austin, Cllr P Burton, Cllr C Goodall, Cllr A Lawson, Cllr Maylor, Cllr D Miller, Cllr Pallister, Cllr A Shearman, Cllr S Shepherd, and Cllr J Sothern

**Officers:** Mrs J Thorne, Mrs R Hope

## **1. Minutes of the Previous Meeting**

It was RESOLVED that the Minutes of the meeting held on 15 May 2012 and 19 June 2012 be approved and signed as a true and correct record

Following the addition of 'towards running costs for sessions' for the Ile Youth and Community Centre, it was RESOLVED that the Minutes of the meeting held on 19 June 2012 be approved and signed as a true and correct record.

## **2. Apologies for Absence**

Apologies received from Cllrs Sainsbury, Taylor, Vijeh and Whaites.

## **3. Declarations of Interest**

Item 22 – Cricket club nets. Cllrs Pallister and Shepherd declared an interest in this item due to their positions in the Cricket Club.

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

The Mayor reported he had attended the following engagements in June, 1<sup>st</sup> Swanmead School Olympic event and Wadham School, Street Party, 2<sup>nd</sup> Jubilee Dinner at The Shrubbery, 3<sup>rd</sup> Civic Open Air Service and Jubilee events on the Recreation Ground, 5<sup>th</sup> Jubilee Tea at Vaughan Lee House, 10<sup>th</sup> Civic Service at the Minster, 16<sup>th</sup> Lions Summer Fete and Ilminster Swimming Club Jurassic League Event, 21<sup>st</sup> Royal Air Force Cadets, ATC Annual Inspection, 24<sup>th</sup> Yeovil Town Council Civic Service

## **5. Matters arising from the Minutes**

(a) 15 May 2012, Item 15, Hammerhead. Councillor Goodall reported that the builders were still looking to use the entrance from the roundabout and were still in discussions with Highways.

## **6. Police Report**

The Clerk presented a written report from PC Andy Stuart in which he said that the Olympic Torch had passed through the town without incident and was well attended despite the early start. He was looking into complaints of loud music on the Recreation Ground from the clubs though anti social behaviour reports were less than last year.

There was the usual amount of 'non dwelling burglaries' such as shed and garage break ins with theft of mowers and strimmers.

Several items had been handed in to the Police Station such as wallets and these had been returned to their owners, however they were in receipt of two bikes and sets of keys that nobody has reported missing.

Parking issues had been taken over by Civil Parking Enforcement, working on behalf of Somerset County Council however the Police were still able to deal with obstruction offences.

Cllr Miller commented that whilst he understood it was probably not the best use of Police time to attend every Council meeting, could they be requested to attend once a quarter. Cllr Shearman asked if any arrangements had been made for Councillors to shadow the PCSOs.

#### **7. Report from County Councillor**

There was no report.

Cllr Goodall commented that although Cllr Turner was unwell she was managing to attend meetings at County Hall.

#### **8. Report from District Councillors**

Cllr Goodall reported that South Somerset News had been delivered to houses in the area, it contained details of the Core Strategy and information on the Council Tax benefit reforms due in April next year.

The new Code of Conduct would be discussed at a meeting on 19<sup>th</sup> July following discussions with other district authorities to produce a county wide paper. Peter Lacey had suggested that Parish and Town Councils should look to using this Code of Conduct.

#### **9. Finance and Policy Committee Meeting**

There were no recommendations from the meeting held on 29 May 2012.

Cllr Miller commented that he was not happy with the current procedures for distributing paperwork.

#### **10. Open Spaces Committee Meeting**

There were no recommendations from the meeting held on 12 June 2012

#### **11. Planning Committee Meeting**

There were no recommendations from the meeting held on 29 May and 19 June 2012

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

(a) Christmas Lights

Cllr Pallister reported that the AGM had been held. The Silver Street lights were to be upgraded to LED's. It was now not possible to replace the figures as they were no longer made. Robert Stone were to have a new decoration above their gate. The Victorian Evening this year was to have more 'Victorian Features' such as roasted chestnuts.

(b) Youth Club

Cllr Burton reported that improvements to the building had been made, the ladies toilets had been refurbished and there had been repainting inside the building. They were looking to Yarlington homes for a grant for the building fund. Activities for Friday night were funded by the children attending. The Youth Club earned £250 from each car that parks on site each year however there are issues with identifying the cars. The building itself is owned by the Howden Trust and run with three trustees. The Council asked Councillor Burton to ascertain who the trustees were.

(c) Twinning

Cllr Sothern asked if the Chair of the Twinning Association could give a presentation prior to a future meeting. This was agreed.

### **13. Authorisation of payments**

It was RESOLVED that the accounts listed in the schedule, totalling £39,960.96 be approved.

### **14. Code of Conduct**

The Clerk updated Councillors on the issue of Code of Conduct changes due to commence on July 1<sup>st</sup> 2012. She asked Councillors to consider meeting to discuss this issues and any further issues that this may have for standing orders.

Cllr Goodall suggested that the Council consider adopting the Code of Conduct drawn up by South Somerset District Council that would be under consideration on July 19<sup>th</sup>. It was agreed that the discussion should take place on 24<sup>th</sup> July at the Finance and Policy Committee meeting.

### **15. Tripartite Meeting**

The Clerk commented that the report had been tabled for Councillors information and to note the confidential aspect of one of the items.

### **16. Skate Park**

The clerk reported that work was due to start on Monday 23<sup>rd</sup> July weather permitting. Cllr Miller asked for a breakdown of the costs. Cllr Goodall replied £89,595.60p which included VAT. A discount of £8034 had been obtained and it was hoped that the price would lower further following discussion with PlayUK.

Cllr Miller congratulated the Chair of Open Spaces for her hard work on this project.

## **17. Presentation Evening**

The Clerk confirmed that the Presentation Evening would be held on September 13<sup>th</sup> 2012 at the Shrubbery Hotel.

## **18. Action Plan**

(a) Action 1 Lower Cemetery Wall

Cllr Miller asked if anyone had been advised of the relevant parts of the covenant.

(b) Action 3 Lower Cemetery Wall

Cllr Goodall reported that she continued to pursue the legal department.

(c) Action 6 MUGA

Cllr Pallister asked if this item could be removed. This was agreed.

(d) Action 5 Cemetery Lodge Crack

Councillors asked if this could be formally checked.

(e) Action 8 Additional land for recreational space

Cllr Miller asked if we have produced evidence of need, had the Clerk ascertained from the Sports clubs the use of the pitches and were Cllrs Goodall, Miller and Pallister going to convene a meeting

(f) Action 10 Herne Hill leaflet

Cllr Lawson commented that he had produced a disk to be sent to the printers

(g) Action 16 Football Club Facilities

Cllr Pallister asked if there had been any feedback. The Clerk replied she had not received any information.

(h) Action 15 Strategic vision

Cllr Miller asked if in the light of SSDC Core Strategy was the Vision now redundant. Cllr Goodall replied that it was still relevant and that Ilminster by Design should be incorporated into it. Cllr Maylor said she was willing to assist with this. Cllr Goodall also commented that due to the many events in the town this summer the Vision had been delayed.

(i) Canal Way Parking

The Clerk was asked to pursue Highways

## **19. Town Clerk's Report and Correspondence**

The Clerk reported that

(a) A letter had been received from Ilminster Experience thanking the Council for the use of the Recreation Ground

(b) A request for nominations for 'Chairman's Awards for Service to the Community' Cllr Maylor commented that the former owners of Town and Country should be nominated.

(c) Notification of the proposed South Somerset Local Plan had been received. Cllr Miller asked that the matter be discussed by Councillors to give a response to the issues raised. It was agreed that the Planning meeting on July 10<sup>th</sup> should have an item covering this.

- (d) The Clerk and Deputy Clerk had attended a Cemetery Management course and would like to bring the issues raised to the next Open Spaces meeting.
- (e) Cllr Swann and Shearman updated the Council on the footpaths they were strimming
- (f) Pegasus Planning Group were to have a public consultation for the former Powrmatic site on 12 July between 3 and 8pm

## 20. Meeting Dates

- 10 July – Open Spaces
- 17 July – Personnel
- 24 July – Finance and policy
- 31 July – Council

## 21. Resolution

It was resolved 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 and they are instructed to withdraw as laid out in the Public Bodies (Admission to Meetings) Act 1960

## 22. Confidential items

### (a) Cricket Club Nets

Following discussion the Clerk was asked to ascertain what speed the wind was blowing on June 7<sup>th</sup> and to get a breakdown of costs for repairing the cricket nets. The matter would be discussed again at the Open spaces meeting.

### (b) Appointment of Committees

It was **agreed** to set up three committees to deal with personnel issues – a Staffing Committee to oversee personnel issues, chaired by the Mayor with no powers of delegation to report back to Council; a Grievance, Capability, and Disciplinary Committee to be chaired by the Deputy Mayor with a quorum of 4 and an Appeals committee with a quorum of 3. It was agreed that Councillors Swann, Shepherd, Vijeh, and Goodall be on the Staffing Committee with Councillors Taylor, Shearman, Shepherd, Sothern, on the Grievance, Capability and Disciplinary Committee with Councillors Miller and Vijeh in reserve, Councillors Maylor, Burton and Austin serve on the Appeals Committee with Councillor Whites in reserve. It was agreed that all members except for members that are on the Appeals Committee could attend the other two Committees.

### (c) Market House

It was **agreed** an amount up to £300 be spent on fees to survey the Market House with a report to council on the findings.

### (d) Personnel

The Personnel Working Party had met and discussed the job descriptions in regard to the resignation of the Administration Manager. It was agreed the proposed amendments would be handed over to the Staffing Committee to examine and discuss.

A job advert would also need to be put together and it was agreed this would be placed in the Chard and Ilminster News, the Western Gazette and the Job Centre website.

The Meeting closed at 9:35 pm

Signed..... Date.....