

Minutes of the **Town Council Meeting** held at the Chamber Office, North Street, Ilminster on Tuesday 12th April 2016 at 19:30hrs.

Present:

Chair: Cllr Rose Neave

Councillors: Cllr F Albin, Cllr Burton, Cllr J Fagan, Cllr Fowler, Cllr Goodall, Cllr Keitch, Cllr D Kinder, Cllr A Shearman, Cllr Shepherd, Cllr Sothern, Cllr S Storey, Cllr Walker

County Councillor L Vijeh,

In Attendance

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

Public Attendance:

2 members of the public attended the meeting, both of whom wished to speak.

Speaker 1

Sara Goodchild, Manager of Tesco Ilminster spoke regarding a proposal to celebrate the Queen's 90th Birthday. Sarah explained that at the Ilminster store they have a passion for the local community, employing over 147 local people, Helena the Tesco Community Champion has raised over £20,000 in the last year along with customers, the football & cricket clubs, guides & brownies among others, examples of past community events they have organised a gala dinner to celebrate the pride of Ilminster, and 'Elves on Tour' event which visited all care homes and took Christmas Gifts.

They wished to do more work in partnership with the Council, local groups and businesses to do more for the community.

The 1st idea for joint working with the Council would be a street tea party to celebrate the Queen's 90th birthday.

At this point she handed over to Helena to discuss the planned party in more detail.

Speaker 2

Helena Jones explained that they would like to organise a street party outside the Tesco premises to include local businesses, and have vendors in place. Licences would be required for food stalls. Tesco's would be providing all of the food and it was planned to have music in a 1920's style to celebrate the Queen's 90th Birthday.

The Mayor said that with the consent of the meeting, which was given, she would move Agenda Item 13 Queen's 90th Birthday Celebrations to be discussed after Agenda Item 4.

230. Apologies for Absence

Apologies for absence were received from Councillors Drayton, Goodall and Swann.

231. Declarations of Interest

No declarations of interest were made at this time.

232. Minutes

RESOLVED

- (i) To confirm the minutes of the meeting held on 22nd March 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 21: Investigation on Winterhay Lane Footpath.

In response to a question asking for an update, The Town Clerk responded that The Town Council had been contacted by the Planning Inspectorate who had advised that the objectors to the footpath order had now withdrawn their objections and asking if the Town Council would now agree to the matter being dealt with by written representations rather than a Local Inquiry.

As the matter has been referred to the Planning Inspectorate it will still be the Secretary of State who decides whether or not the Order is confirmed.

It should also be noted that that whilst the objections to a footpath have been withdrawn the objections to the route being a bridleway remain.

Chair's Initials

N.B Cllr Fowler declared a personal interest to Item 21 of the Action Plan (Winterhay Lane footpath) prior to speaking.

- It was asked how this information had been received and the Town Clerk confirmed she had received an email from the Planning Inspectorate and had spoken with them.
- Councillor's agreed they had no objections to proceeding with written representation as opposed to a Local Inquiry.

233. Mayor's Announcements/Engagements

A list of engagements since the last Town Council meeting had been provided with the agenda. The Mayor advised that an invitation had been received for the 22nd March for the South Somerset Duke of Edinburgh's Annual Awards Evening but this was declined as it was the same evening of the Full Town Council Meeting.

No other invitations were received for the period 22 March – 12 April 2016.

The Mayor advised Councillors of a possible Mayor's Event in the form of a Teddy Bears Picnic provisionally on the 26th or 28th April. Details would be sent to all Councillors shortly.

234. Queen's 90th Birthday Celebrations

Councillors were advised by the working group for the above event that there had not been a recent meeting.

Issues discussed consideration of this item included:

- Holding events in conjunction with celebrations at the Mall on the 12th June.
- 12 June is the weekend of the Ilminster Midsummer Experience.
- Holding a street party on Saturday 11th June in conjunction with Tesco.
- Possible locations for the street party – outside Tesco's or the recreation ground.
- Reverend Done would like to be involved in any working group organising an event
- The possibility of lighting the Beacon on the Queen's official birthday 21st April or Saturday 12th June in conjunction with the above celebrations.
- Look at the possibility of lighting the beacon, to include Health & Safety, costings and viability.

RESOLVED

- (i) to assist Tesco Ilminster in hosting a street party on Saturday 11th June.

Chair's Initial's

- (ii) to look at the possibility of lighting the beacon on Saturday 11th June 2016.

235. Police Report

A written report was circulated prior to the meeting.

Issues discussed during consideration of the report included:

- the content of report could not be separated into Incidents listed solely for the Town of Ilminster every time due to time constraints.
- Councillors said that they appreciated getting a written report even if it could not be as detailed as they may wish

236. Reports from District Councillors

No written reports were received at the time of publication of agenda.

Cllr Keitch apologised that no report was issued as she had been taken ill.

Cllr Keitch informed Councillors that she had taken part in Social Media training and felt much better informed.

Cllr Keitch is a member of a task and finish group which is looking at disposal of properties & social registered landlords; the District Council is not currently permitted to object if properties are sold, and is looking to work with Residential Social Landlords as there is a lack of social housing in some areas.

Councillor Keitch sits on the Audit, Scrutiny and Licensing Committees.

Cllr Keitch is also a member of group looking at Transformation - looking at how SSDC can remain effective whilst reducing costs this includes shared arrangements and delivering services in different as well as generating income.

Councillors Keitch & Goodall work together to run a monthly advice centre – the most common issues are about housing or housing benefits.

Cllr Keitch has recently attended Prevent training which is aimed at people working individuals who may be potential target for radicalisation.

The Mayor thanked Councillor Keitch for her time.

237. Report from the County Councillor for the Ilminster Division

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

Items discussed included.

- A plan t was issued to Councillor's identifying the School Catchment area's covering Ilminster: An extended catchment area for Neroche has been implemented
- Queries were raised with regards to transport for follow on schools after Neroche e.g. Holyrood (Neroche is part of the 2 Tier School System).
- Councillor Vijeh would raise this at a forthcoming meeting.
- Councillor Vijeh reported an inaccuracy on her report – she did not attend the event at Winsham on the 22nd March attend due to being unwell.

238. Reports from Representatives on Outside Bodies

The Council received the following reports:

- **Ilminster Dementia Action & Alliance** - Cllr J Sothern.
 - A quiz was held at Ilminster Bowling club with proceeds going to Hazelwell Lodge which raised £100.

- **Iminster Literary Festival - Cllr Fowler**
 - An outline programme was available; the full programme would be available in a couple of weeks
 - Tickets are available on website or at the Book Rest and in Harriman's.
 - Feedback in the town has been positive for this event.
- A quiz is being held at the Iminster Bowling Club on the last Sunday every month, the next date 24th April will be supporting Iminster and the May quiz will be in aid of the Defibrillator appeal.

Chair's Initial's

239. Resources Committee Recommendations.

The Town Council received recommendations from the Resources Committee held on 5th April 2016.

RESOLVED

- (i) that the existing Recruitment Policy and Procedure and Whistleblowing Policy and Procedure are retained.
- (ii) that the Recruitment Policy and Procedure and Whistleblowing Policy and Procedure are reviewed in 3 years i.e. 2019 unless legislation or best practice requires an earlier review.

240. Insurance Renewal

The Council received information on the Town Councils renewal of insurance. Issues discussed included.

- A review of Insurance providers is due in early 2017 (for cover to start in April 2017) as the Council's existing long-term arrangement will have reached completion

RESOLVED

- (i) that the insurance renewal with Zurich is confirmed for 1 year starting on 1 April 2016.
- (ii) that the Town Council attempts to obtain quotations from at least 3 insurers prior to insurance cover commencing on 1 April 2017.

241. Review of the Councillor Surgeries and Feedback

Councillors reviewed the trial period of Councillor surgeries and the Feedback Meeting to decide a) if they are to continue and b) if there are to continue the framework and operating arrangements.

Issues discussed included:

- 2 members of the public attended the surgeries during the trial period
- Saturday mornings may not be the best day / time for surgeries to be held
- Other options could be trialled for example using the market square on a market day
- The feedback meeting was more successful than the surgery
- Whether the costs were justified e.g. venue hire and Officer time
- With potential Neighbourhood Plan and feedback meetings it was questioned if surgeries were necessary.

RESOLVED

- (i) to cancel Councillors surgeries with immediate effect
- (ii) to add to an item enabling further discussion to a future Council agenda

242. Cemetery Lodge.

Councillors considered appointing a building consultant to assist the Town Council in making decisions regarding work to the Cemetery Lodge

Chair's Initial's

RESOLVED to defer item 14 Cemetery Lodge to the end of the meeting to enable it to be taken in closed session.

243. Project Plan

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

Issues discussed during consideration of this agenda item included:

- Item 2 Recreational Areas. The Mayor is unable to attend the meeting in Donyatt on the 25th April, all notes will be passed to the Deputy Councillor Walker.
- Item 3 Hammerhead Land. No response from the owners at present.
- Item 4 Management Plan for Herne Hill has been actioned.
- Item 9 Neighbourhood Plan. A meeting is being planned for the 11th or 12th May and will be reported to Council in June.

244. Authorisation of Payments and Notifications of Virements.

The Council reviewed the Schedule of Payments for authorisation.

RESOLVED that the payments totalling **£115,328.70 gross** listed in the schedule presented to the Town Council be approved.

245 Cemetery Lodge

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

Issues discussed included:

- Do we wish to appoint a building contractor
- Would any contractor taking on the project not manage it as well?
- As a landlord we are duty bound to make the building more efficient.
- The prices received for the building work vary by substantial amounts
- The surveyor's report includes recommendations for the work that is needed in order for the property to be considered fit for rental.
- Alternative tenant accommodation may be required during the work.
- The decision has already been made to keep the building.
- A working group had already been formed
- Consultancy fees were higher than expected
- The risks of not employing professional help to evaluate the prices received
- The risks of accepting a price from a building consultant when no other quotations have been sought

Chair's Initial's

RESOLVED

- (i)** to accept the Building Consultancy Services (NP) quote to assist the Town Council in making decisions regarding work to the Cemetery Lodge by providing professional, specialist expertise.
- (ii)** That the working group discusses and makes a recommendation regarding project managing the works at the time it makes any recommendations regarding the appointment of a contractor
- (iii)** to notify current tenant of decisions (i) and (ii) above.

The meeting closed at 21:27 hours

Chair's Initial's & Signature

DRAFT