

Minutes of a meeting of the **Town Council Meeting** held in the Council Chamber, Iminster on Tuesday 19th August 2014 at 19:30hrs

Present:

Chairman: Cllr E Taylor

Councillors: Cllr S Austin, Cllr P Burton, Cllr C Goodall, Cllr V Higgins, Cllr V Keitch, Cllr A Lawson, Cllr D Miller, Cllr R Neave, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr S Storey and Cllr R Swann

In Attendance

Officers: Miss N McIntosh (Administration Assistant), Miss J Norris (Town Clerk)

3 members of the public attended the meeting.

Speaker 1

On behalf of the member of the public, The Mayor asked the Council the following questions regarding Swan Precinct

When members of this Council walk through the Swan Precinct, do they feel:

- a) Slightly uncomfortable,
- b) Annoyed/cross (see it as a disgrace)
- c) Embarrassed,
- d) Indifferent?

Councillors agreed that the current state of the derelict site on Swan Precinct irritated and annoyed them. There was a problem identifying the land owners and their agent due to bankruptcy issues. Councillors had been trying to find out the status of planning applications and at one stage had been told by a couple of men who appeared to be visiting the site that work would start end of July.

Councillor Goodall informed the speaker that she will contact him if she receives any new information.

232. Apologies for absence

An apology for absence was received from Councillor Sothern.

233. Declarations of Interest

Name	Agenda Item	Minute No	Interest	Nature of Interest	Action
Cllr E J Taylor	11 Party On The Park	240	Personal	An organiser of POP	Spoke on the item
Cllr A Lawson	11 Party On The Park	240	Personal	An organiser of POP	Spoke on the item

234. Minutes

RESOLVED

- (i) that the minutes of the meeting held on 22 July 2014 be confirmed as a correct record.
- (ii) to note the office action plan relating to Town Council meetings.

235. Mayor's Announcements/Engagements

a) The Mayor made the following announcements relevant to Town Council and Mayoral activities and engagements.

- Future Procedure for Councillors to receive draft meeting Minutes – for a trial period of 3 months the Town Clerk was going to introduce a new procedure to email draft minutes to all Councillors a week after the meeting; Councillors would then have one week to let the Town Clerk have any

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comments and suggested changes; the draft minutes would then be uploaded to the Town Council's website.

- Party On The Park, Sunday 24th August. The Mayors of surrounding areas and towns to attend and their arrival would be heralded by the Town Crier.

b) The Mayor's engagements between 22nd July 2014 and 19th August 2014 were circulated with the agenda.

236. Police Report

An updated Ilminster Beat Report (July 2014) was circulated at the meeting. PC Andy Stuart was unable to attend as he had been called to an ongoing high profile incident.

Issues discussed included:

- Cllr Shearman wished to thank PC Stuart for taking the time to send the updated report and his apologies during a very busy time.

237. Council Office Accommodation

Councillors discussed accommodation requirements so that when suitable opportunities are identified discussions can be initiated in a timely manner.

Issues discussed included:

- Concern that the Council Offices are no longer fit for purpose mainly due to their inaccessibility for people with mobility impairments
- Compiling a list of essential and desirable features for future accommodation.
- The present Council Chamber can only accommodate a very limited number of members of the public at meetings.

RESOLVED that Councillors Neave, Storey, and Shearman form a small working group to compile a list of essential and desirable features for future council office accommodation.

238. Remedial Work to Youth Football Pitch in Britten's Field

Damage to the youth football pitch had been found, which appeared to have been caused when the heavy fair lorries used Britten's Field in June 2014. The Council had obtained a quotation for the remedial work from a specialist sports ground / pitch contractor. Council were asked to consider proceeding with the remedial work and the position regarding the deposit paid by the fair organiser.

Issues discussed included:

- The assessment that the ground is not suitable for playing football.
- The length of time it took for the damage to be seen
- The need to carefully inspect the ground within 24 hours of the fair leaving so any remedial work can be organised quickly
- The deposit amount paid by the Fair
- Aeration may take place before or after the seeding depending on the level of ground compaction
- Funding for the work would come out of the contingency fund
- The Town Council should explore getting discounted rates in return for providing sponsorship opportunities
- The possibility of the Open Spaces Team having training in pitch maintenance to enable them to undertake similar work in the future
- The Youth Football Club have re-arranged matches because of the issue so there is a time imperative to undertake work

RESOLVED

- (i) that the Town Council accept the quotation from WT & R J Jones in the sum of £1471 (excl VAT)

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- (ii) The deposit from the fair is to be forfeited and a further deposit will need to be received for the Carnival fair

239. Open Spaces Review

A) Application to South Somerset District Council for capital funding and consideration of contribution

Issues discussed included:

- It was agreed at the last meeting that the Town Council will submit grant for capital funding to South Somerset District Council towards building of the Football facilities on Britten's Field
- The Town Council have been advised that they should demonstrate their commitment to the project by making a financial contribution.
- The Football Club are seeking grant funding from a number of sources and have agreement in principle from a number of organisations.
- The Football Club have written a business plan which is a dynamic document and being constantly updated
- The Football Club have used a Quantity Surveyor to calculate the costs of the building
- As the Town Council will own the building there will be a cost to the Council in terms of resources such as ordering and paying for goods, ultimate supervision of the project – some of this may be able to be treated as "in kind" contribution
- Whether or not security measures and the associated costs have been included for both during and after build
- The current lease agreements lack detail and not been enforced
- The Football Club business case for the new facility was made available to Councillors earlier the year but is constantly being reviewed and updated as new information and funding is sought or obtained

RESOLVED

- (i) that the Town Council put in a grant application to South Somerset District Council for capital funding of £50,000
- (ii) that the Town Council provide a financial contribution to the Football Facility equating to 10% of the capital grant awarded by South Somerset District Council

B) Application to South Somerset District Council for S106 money

Issues discussed included:

- The criteria that the Town Council set for assessing s106 applications
- The local or strategic need has been identified as the football facility is part of the overall plans for the recreation ground
- In addition to the 300+ members / players of the Ilminster Football Club other beneficiaries include players and supporters from other clubs, match officials, Ilminster residents who may hire the facility for functions

RESOLVED that the Town Council apply for S106 monies for the sum of £100,000.00 towards the project.

240. Freedom Of Information

A) The Council considered the changes needed to the Town Council's Publication Scheme to bring it in line with the Information Commissioner's Model Scheme for local councils.

RESOLVED that the Town Council adopts the Publication Scheme attached to these minutes as Appendix 1, which is based upon the Information Commissioner's Model Scheme

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B) The Town Clerk provided an oral report on work to the Town Council website to provide a Freedom of Information (FOI) and Environmental Regulations Disclosure Log; this work is substantially complete and should be finished by 22 August 2014. The Disclosure Log will then be updated whenever a FOI or Environmental request is received.

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Issues discussed included:

- Inform of the size of F.O.I documents on web
RESOLVED to note the report

241. Petitions Policy / Procedure

The Council considered draft procedure for dealing with petitions

Issues discussed included:

- The inclusion of an additional point within the scheme that if the petition topic had been discussed by Council within the preceding 6 months in order for the petition subject and / or decision to be revisited it would need a Council resolution; such a resolution must be agreed by the majority of Councillors present at the meeting and in addition at least eight Councillors must vote in favour of the resolution. The addition of this would complement the Town Council's Standing Orders.
- Who may sign the petition - the draft scheme allows for people who live work or study in Iminster but visitors may also have a view
- The inclusion of a minimum number of signatures on any petition for it to be classed by the Town Council as a valid petition

RESOLVED that Town Council adopts the procedure for dealing with petitions as attached to these minutes at Appendix 2

242. Party On The Park

The Mayor and Deputy Mayor gave Council an oral update on the Town Council presence at Party On The Park.

Issues discussed included:

- The Town Council presence will be centred on the new Kiosk facility. It would be helpful if Councillors could be present at some time during the event as being proactive by engaging and communicating with people at the event promotes a positive image of the Town Council
- Volunteers are needed for the Town Council Tug of War Team
- People willing to litter pick for the clear up after event will be warmly welcomed

243. Reports from District Councillors

Councillor Goodall gave the Council an oral update, in particular the following point was highlighted:

- Ham Hill is holding an heritage trail 6th September for trip to past to find out how Ham Hill evolved; trail will have interactive activities and will take approximately 2hrs

244. Report from County Councillor for Iminster

Councillor Vjeh had submitted a written report for July which was circulated with the agenda.

Issues discussed included:

- The work being carried out at Listers Hill and the temporary road closure - there was a great deal of dissatisfaction with the signage and the road markings have yet to be painted
- The technical survey work at New Road has now been completed and now the problem can be identified and a way forward established. The Mayor asked Councillor Vjeh to ask Somerset County Council for a time line of the work, as this would be really helpful.
- The impact of the combination of road works and road closures that had recently taken place in the town

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- Where resurfacing has been done the drains / gullies have not been cleared

245. Reports from Representatives on Outside Bodies

The Council received reports from Representatives on Outside Bodies which included the following:

Fairtrade – Councillor Keitch reported that the Fairtrade Steering Group was pleased at Town Council's support and had been actively applying for various grants. Activities planned include:

- Presence at Party on the Park and selling balloons and pendants
- Intending to have displays at Victorian evening

PACT – Joe Mullis from Yarlinton Housing Group, PCSO Karen Pack and Cllr Keitch undertook a visit to Muchelney House and a walkabout around the Mead area, they also visited bungalows at Orchard Vale and the development behind Tesco. It was agreed the walkabout was a success and it should be repeated in September, going further around The Mead area to obtain the views of local residents. During the walkabout they had received reports of noise from the car park and youths kicking footballs against toilet block.

Christmas Lights Committee – Councillor Pallister gave an oral report to Council, that it was intended to put lights (using a net arrangement) around Market House this year (permission was given by the Town Council last year). The traditional Christmas lights around the town are being updated and replaced.

Ile Youth Club – Councillor Storey reported that she had attended a Youth Club meeting deputising for Cllr Burton and she would shortly circulate a written report.

N.B Councillors agreed to extend the meeting until 22:15hrs.

246. Project Plan

The Council considered the progress on the project plan and no changes were identified as necessary.

247. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation was circulated with the agenda for Council's approval.

RESOLVED that the accounts listed in the schedules presented to the Council totalling £ 15,648.72 be approved.

248. Clerk's Updates

The Updates sent by email since the last Council agenda was published were listed on the agenda. No questions or comments were raised.

249. Exclusion of the Press and Public

RESOLVED to exclude the press and public whilst agenda items 19 and 20 was discussed due to the confidential nature of the business to be transacted.

250. Hammerhead Land

The Town Clerk provided an oral update on progress with implementing the Council's instructions regarding the Hammerhead Land.

251. The Cemetery – Legal Action

The Town Clerk provided an oral update on progress with implementing the Council's instructions regarding action in the Small Claims Court.

The meeting closed at 22:05 hrs.

-Chair's signature & date