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Ilminster Town Council

To: All members of Ilminster Town Council

Dear Councillor

You are summoned to attend a meeting of the **COUNCIL MEETING** of **ILMINSTER TOWN COUNCIL**

To be held on **Tuesday 16 October 2012** at 7.30pm in the Council Chamber, Council Offices, North Street, Ilminster to transact the business outline below.

Joy Norris
Joy Norris
Town Clerk

10.10.12
Date

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council. Minutes will not be produced but questions will be recorded and a written response given by the Town Clerk or the responsible Chair of Committee if required.

COUNCIL AGENDA

Preliminary Matters

- 1 Minutes from the Previous Meeting
- 2 Apologies for Absence
- 3 Declarations of Interest

Items for Discussion

- 4 Mayor's Announcements/Engagements
- 5 Matters Arising from the Minutes
- 6 Police Report
- 7 Report from County Councillor
- 8 Report from District Councillor
- 9 Planning Committee Meeting
- 10 Finance & Policy Committee Meeting
- 11 Open Spaces Committee Meeting
- 12 Reports from Sub Committees
- 13 Reports from Representatives on Outside Bodies
- 14 Ilminster Experience
- 15 Jubilee
- 16 Cheque Signatory
- 17 Authorisation of payments
- 18 Action Plan
- 19 Town Clerk's Report and Correspondence
- 20 Dr's Surgery Access
- 21 Meeting Dates

Iminster Town Council

COUNCIL AGENDA

Preliminary Matters

1. To approve as a correct record the minutes from the previous meeting held on 4 September 2012, attached
2. Apologies for Absence
3. Declarations of Interest

Items for Discussion

4. Mayor's Announcements/Engagements

Mayor's events 4th September 2012 – 16th October 2012

Sunday 9th September 2012 Civic Service, Wilton Church Hall, Taunton

Sunday 16th September 2012 "Battle of Britain" Memorial Service at the Minster, Iminster

Wednesday 26th September 2012 The Deputy Mayor attended Somerset County Scout Council Annual General Meeting

Thursday 4th October 2012 Marshall Herbert's Funfairs, Freedom of fair rides for the handicap at the Recreation Ground, Iminster

Sunday 7th October 2012 The Chapter of Wells Cathedral, Service of Thanksgiving & Reflection at Harvest Time.

5. Matters Arising from the Minutes

6. Police Report

Iminster Beat Report
September 2012

Good evening to you all, since the last Police report we at Iminster station have been kept busy, not so much with our usual work but assisting colleagues with the tragic event in Ashill. We gave valuable local knowledge to investigating officers and reassurance to all residents, we now hope for a positive resolution to this incident.

The month of September has seen reported crime down 33% compared to the same month last year, this is fantastic news on a local level and may the trend hopefully continue. There has been one theft from a shop (shoplifting) and two non-dwelling burglaries (shed breaks). Other incidents are Domestic related (within the household/family) or small scale criminal damage, some reported incidents are not crime as they are genuine mistakes (Tesco PFS pay at pump confusion),

A small number of cannabis plants were found in a property in Iminster a 45 year old male has been cautioned for this offence. A prolific disqualified driver recently a resident in the town has been put before the courts and given a 120 day prison sentence with the help of local staff.

Also a 25 year old male has been recalled to prison following two handbags being stolen and this male being identified on business CCTV, these are all great results making the town safer. We are

Iminster Town Council

still working closely with Yarlington Housing Group who are the main housing provider in the town, to monitor and build links with some of their tenants.

In the Town and in the surrounding villages the recent weather has once again had a huge impact on resources while they deal with the localised flooding in the area. These are not really Police issues but we assist other already stretched agencies in maintaining the 'status quo'.

Parking – what can I say – now the Civil Enforcement Officers are in place it has a dramatic effect on the town freeing Police staff up to deal with more important matters in the town. The only issue this has raised is that in the unfortunate event of the A303 bypass being closed the legally parked cars on the High St/ Station Rd cause some congestion this cannot be helped.

The children have made good use of the skate park and the Summer holidays have been reasonably uneventful, close links are still maintained between ourselves and the schools in Iminster to ensure we stay on top of any up and coming events. We are concentrating on refurbishing NHW which has undergone some recent changes and we are always looking for new volunteers, contact John, Karen or Gareth.

Once again the carnival has been well organised and passed without a hitch, while the fair has caused a spike in the rise of reported crime as usual, using up resources from out of Iminster. The whole event was over shadowed by the major incident on the bend between Bay Hill and Dillington involving 2 vehicles and 6 casualties. This was a major critical incident for the force and involved a huge joint operation for all the emergency services along with the Coastguard. We are still appealing for witnesses to this collision, while some of those critically injured remain in hospital.

7. Report from County Councillor

To follow

8. Report from District Councillor

To follow

9. Planning Committee Meeting

There were no recommendations from the Planning Committee Meeting held on 11 September 2012

10. Finance & Policy Committee Meeting

Minute 5 Documentation

It was RESOLVED to RECOMMEND that Minute 5 Documentation be referred to next Finance & Policy Committee Meeting

Minute 6 Queens Diamond Jubilee

It was RESOLVED to RECOMMEND that the following outstanding payments be paid.

St John's Ambulance – On receipt of Invoice

Carnival Committee (Marshalls)

Beefeater Costume – On receipt of Invoice

Programme Prize – Not collected, Town Council to hold prize for the period of 12 months

Talent Competition

It was RESOLVED to RECOMMEND that the following outstanding payment be referred to Full Council Meeting with additional information (detail).

PA system

Ilminster Town Council

Bar – Cricket Club

Minute 7 – CILCA Training

It was RESOLVED to RECOMMEND that the Town Clerk be reimbursed of fees for attending a training course.

Minute 9 – Town Clerks Report & Correspondence

It was RESOLVED to RECOMMEND that the Town Clerk be a Cheque signatory.

11. Open Spaces Committee Meeting

Minute 7 Ilminster Experience Banner

It was RESOLVED to RECOMMEND purchasing a flag with the London 2012 Torch design embellishing with no script.

Minute 8 item c) Football Stand

It was RESOLVED to RECOMMEND qualified tradesman take down southern end of football stand and use cladding to seal open/exposed side.

Minute 9 Machinery Report

It was RESOLVED to RECOMMEND a review on machinery, whilst referring to Work Plan and set-up a sub-committee.

Minute 10 Street Furniture

It was RESOLVED to RECOMMEND that ten bins should be purchased and receive one free at a cost of £3749.20.

12. Reports from Sub Committees

None

13. Reports from Representatives on Outside Bodies

Ilminster Chamber of Commerce

Town App – There was a presentation given by the District Officer, Zoe Harris, on the proposed Town App for Ilminster. The Chamber thought that this was a good idea and welcomed the opportunity to trial it.

Local Plan – The Chamber had surveyed its members regarding the local plan but response was not huge and it was agreed that their stance would be that development in either location was acceptable from a business prospective.

The issue of buses was raised but I was able to inform them of the email from the County Council. A question was also asked about the waiting time in the on street parking enforcement areas – Could the time be extended to two hours rather than just one. I have asked the question of Colin Fletcher and await his response.

It was reported that the First Tuesday event was doing extremely and the Chamber was not out of pocket.

Town Crier – Clinton Bonner reported that he had been in contact with the Gooch Trust and they had agreed in principle to grant some funding for a wardrobe for a Town Crier. I informed the Chamber that Margaret Excell had recommended someone for the post and he was not expecting to be financially rewarded. The Chamber asked for details so that they could interview and I have asked Margaret to pass on the information.

Victorian Evening 23rd November – Michael Fry-Foley told the meeting that the Committee were hoping to recreate a better Victorian feel to the evening. They were considering having events at the Triangle to encourage visitors to walk the whole length of the centre of town. They were planning to reduce the amount of catering done by outsiders and have a greater contribution from

Iminster Town Council

the community. One of the highlights would be a Lantern Parade from Greenfyld by local schoolchildren.

Market Towns Investment Group

The Meeting on 29th November was given an update on the Priority Programme and the timetable for the Town App Project. However the focus of the meeting was the Portas/Town Centre Investment Programme and members were given a presentation on how the market towns might take advantage of this project and what the priorities were. In essence we were told that money was available to improve our town centres and that any grant application should be centre around one or a combination of the following themes:

Project Themes

- **Community Facelift** – use a creative / innovative approach to improve a derelict site or empty building located in a prominent part of the town. This might involve a community arts or heritage project that is used to improve a site that will otherwise sit empty and look a mess. For example engaging an artist to carry out workshops with residents to create artistic hoardings that help screen a derelict site. Alternatively you could work with landowners and other relevant stakeholders to carry out permanent works that improve and enhance a central town area that currently creates a poor impression. For example, similar to the work carried out in Crewkerne to create a pedestrian link between shopping areas, <http://towns.org.uk/2011/05/04/action-for-market-towns-awards-2011-pedestrian-link-crewkerne>
- **Meanwhile Use** – support the temporary occupation of identified empty properties by community groups or new enterprises. For example setting up a pop-up shop for local crafts people or a temporary space where local community groups carry out workshops or drop-in sessions. Alternatively could an empty building be used as a site for a new market?
- **Rents & Rates Package Incentive** – working with specific local landlords to devise a reduced rent and rate package that encourages new local businesses to set up in specific empty properties. Identify one or more empty shops / units in your town that would be suitable for new businesses and broker an arrangement between the landlord and SSDC Business Rates for a time limited package that would encourage new local start-ups.
- **Markets** – development of a new regular market or improvements to an existing market. This may be as a pilot making use of an empty property to house a market on a temporary basis. Alternatively, this could be to extend and improve an existing market making it more attractive to shoppers and helping to increase footfall within the town centre.
- **Town Image** – successful promotion and marketing of a destination requires good brand development which conveys a clear image of the type of experience visitors are likely to have. Group discussions then took place on the various themes and how they might fit particular towns. In Iminster the branding/town image is already being addressed and a new visit Iminster.co.uk website that will go live in November. The considered opinion was that the themes of 'Community facelift', 'Meanwhile use' and 'markets' might be the themes under which Iminster could apply for funding. A facelift might include the installation of some lighting suitable for conservation areas as is mentioned in the draft vision document and/or improving some of the shop frontages in the centre of town.

Meanwhile use and markets might also prove worthwhile as they would bring people into the town which is whole purpose of this exercise.

It was suggested that a 'Town Team' group be set up to take the project forward.

14. Iminster Experience – To discuss Design

Iminster Town Council

15. Jubilee

As considered at Finance & Policy Committee on 2 October 2012 this item was referred to Full Council to discuss.

16. Cheque Signatory

17. Authorisation of payments (attached)

To be agreed

18. Action Plan (attached)

19. Town Clerk's Report and Correspondence

20. Dr's Surgery Access

21. Meeting Dates

23 October – Open Spaces/Budget

13 November – Finance & Policy/ Budget

4 December – Council

11 December – Open Spaces

18 December – Finance & Policy

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 4 September 2012 at 7.30p.m.

Those Present

Chairman: Cllr E J Taylor

Councillors: Cllr Austin, Cllr P Burton, Cllr C Goodall, Cllr D Miller, Cllr A Shearman, Cllr S Shepherd,

Officers: Mrs M Shelley, Miss N McIntosh

1. Minutes of the Previous Meeting

It was RESOLVED that the Minutes of the meeting held on 31 July 2012 be approved and signed as a true and correct record

2. Apologies for Absence

Apologies were received from Cllr's Lawson, Pallister, Sainsbury, Sothern, Swann, Vijeh, Whaites, and Cllr Turner

3. Declarations of Interest

None

4. Section 106 Agreements

Neil Waddleton of SSDC outlined his background and current role. He has been with SSDC since 1992 carrying out various roles in HR, Customers Services and Planning Administration. In 2010 an internal audit had highlighted the need for systems and processes to be put in place for Section 106 agreements and the work on this had been given to Mr Waddleton. Since taking the post Mr Waddleton had obtained £3,000,000 from researching existing agreements made by developers/land owners.

Section 106 Agreements are used to support the provision of services such as highways, recreational facilities, education, health and affordable housing.

Mr Waddleton reported on the current monies available for Ilminster.

1. North Yard, Station Road

Play Equipment (Winterhay) - £12650 (£6958 equipment and £5692 for long term maintenance).

Playing Pitches - £2845.

Strategic Community Facilities - £7020.

Youth Facilities - £1633.

2. Shudrick Lane

The total contribution is £138994. The split is not clear in the agreement but the following has been earmarked for Ilminster.

Play Equipment - £40655

Playing Pitches - £70428

ILMINSTER TOWN COUNCIL

Strategic Community Facilities - £22503

Youth Facilities - £5406

Monies had to be spent within 10 years from the banking date for large strategic facilities and 5 years for play facilities.

The Town Council could be involved in the early stages of planning for developments in future and could make suggestions. SSDC ward members were now notified of future developments and would be able to liaise with the Town Council.

5. Mayor's Announcements/Engagements

The Mayor had no Announcements/Engagements since the previous meeting.

6. Matters arising from the Minutes

None

7. Police Report

The following report had been received from the police.

Unfortunately this month saw quite a lot of criminal damage to Ilminster Recreation Ground areas and in particular to the Cricket Club and their facilities. To help combat this PCSO's carried out late duties till 2am in morning providing many high visibility patrols in the local areas. Response Officers were also tasked to carry out regular patrols. At this moment we have two suspects for causing some damage to one of the benches.

PCSO's are willing to change shifts to suit the on-going needs as is seen fit. Any suggestions would be appreciated.

Also during sometime in early August it would appear that offenders have targeted Tesco Cash Point and placed a scanning device to the machine. Enquiries are on-going with Police and Bank Fraud Investigators. It is believed to involve an organised crime group rather than locals to Somerset. Anyone believing they had been victims has been advised to contact their respective banks.

On a brighter note, at long last we have seen the new Skate Park completed and local feedback from users is that it a good investment. It seems to be back in very popular use and can only be a good thing for the youths. The Rec as always when the weather is good provides good entertainment to families and is well attended.

Following the theft of a handbag from a local business a male who was living locally is now spending time at the pleasure of Her Majesty, having been recalled to prison.

Reports of car enthusiasts meeting in local car parks have been passed on to Traffic Police with the request for them to deal with robustly and send a clear message out about anti-social behaviour during the hours of darkness.

The Deputy Clerk presented a written report from PCSO John Martin in which he said that since the last police report we at Ilminster station have been kept up to our usual work in the Town and in the surrounding villages. At least the rain fall seen last month had not been quite

ILMINSTER TOWN COUNCIL

so high this month and at last we had seen the odd glimpse of the sun, albeit hidden behind clouds more often than not.

The Deputy Clerk had received an update to say that two youths had owned up to damaging the benches a few weeks ago.

Councillors agreed to a suggestion from Cllr Miller that as the police were no longer available to attend all council meetings, a letter should be written requesting that they at least attend two meetings a year – the Annual Town Meeting and another meeting six months later.

8. Report from County Councillor

There was nothing to report.

9. Report from District Councillor

Councillor Goodall reported that on the 1st April 2013 the government will be ending the national Council Tax Benefit system, and is asking administering authorities to introduce a local Council Tax support scheme to replace it. (Administering/billing authorities are those responsible for the collection of council tax – in our case South Somerset District Council). In the past, local authorities responsible for administering the collection of council tax have received the finances necessary to operate the present scheme. The Government's reduction in funding means that the budget available for the new scheme will be reduced unless savings can be made.

Government guide lines on how the process should be carried out dictate that 'before a scheme is adopted the billing authority must:

- consult any major precepting authority
- publish a draft scheme in such manner as it thinks fit, and
- consult such other persons as it considers are likely to have an interest in the operation of the scheme

In South Somerset the public consultation has already begun and postcards will be going out to residents shortly inviting them to take part in the consultation by either completing an on-line survey or picking up a hard copy from one of the District Council offices.

On-line surveys can be found on www.southsomerset.gov.uk/benefitsconsultation.

A help line has been set up on 01935 462404 and information sessions will be held, for this area, in Chard and Yeovil.

Councillor Goodall also reported that she had attended a Workshop, run by the District, on Neighbourhood Planning and was informed at that meeting workshops would be arranged for Councillors on Town and Parish Councils.

The workshops will explain how the neighbourhood plan process works and what is involved. Depending on what a local council wishes to put in place for its community producing a neighbourhood plan may not be necessary. There may be simpler and less costly ways of achieving the community goals.

10. Grants

ILMINSTER TOWN COUNCIL

Ilminster Entertainments Society had written to ask if the £250 grant they had been awarded towards a motorised backdrop roller could be used for a new dimmer for the stage lights which cost £371 instead as the backdrop roller would be too expensive to buy at the moment. Councillors agreed to this request.

11. Byelaws

There had been a request to make an amendment to the Byelaws from the British Model Flying Association. Councillors agreed the amendment.

12. New Surgery Entrance

The Chair asked for this item to be held in camera.

13. Planning Committee Meeting

There were no recommendations from the Planning Committee Meeting held on 28 August 2012.

14. Finance & Policy Committee Meeting

Minute 7 (a) Ilminster Carnival Committee grant request

It was RESOLVED that a grant of £198 should be given to the Carnival Committee for the training of one person.

It was RESOLVED that a further grant of £198 should be given to the Carnival Committee for the training of a second person.

Minute 8 External supports for projects

It was RESOLVED that the property and projects officer should be employed for an initial period ten hours. The situation would then be reviewed.

15. Reports from Sub Committees

There was nothing to report.

16. Representatives on Outside Bodies

Cllr Goodall reported on a Chamber of Commerce meeting she had attended on

Mr Tony Walker had given a presentation on why development growth in Shudrick lane should not take place.

The subject of a replacement Town Crier had been raised again. It was felt that answers were needed to the following questions

Who would be responsible for the Town Crier?

Would there be a cost – honorarium and uniform?

How would a Town Crier be used and by whom?

ILMINSTER TOWN COUNCIL

The Council acknowledged the Chamber of Commerce questions but decided the Town Council would not be responsible for the Town Crier, as it had not previously used the Town Crier.

17. Authorisation of payments

It was RESOLVED that the accounts listed in the schedule, totalling £92262.59 be approved.

18. Action Plan

The following amendments were agreed:

Item 5 – Skate Park - Action be amended to read “Artistic Graffiti and Snagging”

Item 6 – Additional land for recreational space - The Milestone to be amended to ‘Discussion with SSDC to continue’ with a new date of December 2013.

Item 9 – New Management Plan for Herne Hill – Date to be changed to December 2012.

Item 10 – Byelaws Omission to be rectified - Amendment to be made and Byelaws re-sent. Date to be changed to April 2013.

Item 12 – Riec Sur Belon Roundabouts – Delete item.

Item 13 – Strategic Vision – ‘Review options in late October’ to be added to Milestone and date of March 2013 entered.

Item 14 – Football Club - Delete Item

Item 15 – Silver Street Car Park – Sponsor to be amended to Cllr Austin

Item 16 – Website review – Date to be changed to December 2012

Item 18 – Appeal Committee - Delete Item.

Item 19 – Grit Provision - Add date of 1 December 2012

Item 20 – Station Road Parking – Sponsor to be amended to Cllr Austin

Item 21 – Canal Way Parking – Sponsor to be amended to Cllr Austin

19. Town Clerk’s Report and Correspondence

The Clerk reported that

a) Grant Thornton had been appointed as External Auditors. The cost to the Council for an intermediate audit will be £600.

b) A representative of the insurance company would be visiting the office on 6 September.

20. Meeting Dates

11 September – Planning meeting

18 September – Open Spaces

2 October – Finance and Policy Committee meeting

9 October – Planning Committee Proposed Meeting

16 October – Council meeting

23 October – Open Spaces (Budget)

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

ILMINSTER TOWN COUNCIL

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

22. Confidential items

New Surgery Entrance

It was proposed to write a letter to SSDC and SCC Highways, with copies to the surgeries and the developer, regarding access at the Hammerhead, after councillors had observed near misses.

The letter is to express safety concerns as cars had been blocking the entrance, the entrance is being used for two way traffic (which is unsuitable for the width of area) and the footpath which is heavily used by school children is being compromised causing the area to be extremely dangerous. The letter should be copied to Medical Surgeries and Mr Proctor. Cllr Miller would prepare a letter for the office to send out. It was also agreed that Cllr Miller would prepare a letter to send out to the Brittens Trust.

Staffing Committee

As interviews were still taking place, the Deputy Clerk asked if the interviewing panel could be given authorisation to make appointments. Cllr Goodall proposed, seconded by Cllr Miller and

It was RESOLVED that the interviewing panel be authorised to appoint the new Town Clerk and Senior Administrator.

The Deputy Clerk was given confirmation that the salary increases for the Deputy Town Clerk and Admin Assistant would apply from 1 September 2012.

The Meeting closed at 10:28 pm

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

Iminster Town Council



Paid Expenditure Transactions

between 29/08/12 and 10/10/12

Start of year 01/04/12

Cheque	Paid date	Tn no	Gross	Vat	Net Cttee	Details	Heading
Chgs	31/08/12	1031	£41.84	£0.00	£41.84 F&P	National Westminster Bank Ltd Bank charges	363
Contra 8642	31/08/12	1064	-£23.98	-£4.00	-£19.98 OS	Contra 1018, Glove Cutter Leather	552/1
Contr 8642	31/08/12	1065	£23.98	£4.00	£19.98 OS	Contra 1018, Gloves	552/1
8679	04/09/12	1066	£120.00	£20.00	£100.00 OS	Tennis net and repairs	561/4
8680	04/09/12	1067	£286.72	£47.79	£238.93 OS	Toilet cleaning August	563/1
8681	04/09/12	1068	£96.00	£16.00	£80.00 OS	Algae/cide	560/15
8682	04/09/12	1069	£202.20	£33.70	£168.50 F&P	Hosting & Support 12.4.12-11.10.12	362
8683	04/09/12	1070	£162.24	£27.04	£135.20 F&P	Phones Sep-Nov	358/2
8684	04/09/12	1071	£6,470.95	£1,078.49	£5,392.46 F&P	Office Rent 2012/13	358/1
8684	04/09/12	1072	-£6,470.95	-£1,078.49	-£5,392.46 F&P	Office Rent 2012/13	358/1
8684	04/09/12	1073	£6,203.96	£1,033.99	£5,169.97 F&P	Office rent 2012/13	358/1
bacs	07/09/12	1074	£48.00	£8.00	£40.00 Cem	Lodge Letting Fee - Sept	762/1
8685	11/09/12	1075	£30.00	£0.00	£30.00 F&P	Scarecrow Comp - 1st prize	355
8686	11/09/12	1076	£20.00	£0.00	£20.00 F&P	Scarecrow comp - 2nd prize	355
8687	11/09/12	1077	£15.00	£0.00	£15.00 F&P	Scarecrow comp - 3rd Prize	355
8688	11/09/12	1078	£15.00	£0.00	£15.00 F&P	Scarecrow comp - 3rd Prize	355
8689	11/09/12	1079	£30.00	£0.00	£30.00 F&P	Front Garden Comp - 1st Prize	355
8690	11/09/12	1080	£20.00	£0.00	£20.00 F&P	Front Garden - 2 Prize	355
8691	11/09/12	1081	£15.00	£0.00	£15.00 F&P	Front Garden - 3rd Prize	355
8692	11/09/12	1082	£272.76	£45.46	£227.30	Blower and strimmer head	560/2
8693	11/09/12	1083	£86.40	£14.40	£72.00	Cradle Seat	560/3
8694	11/09/12	1084	£126.52	£21.09	£105.43 F&P	Telephones - July	358/2
8694	11/09/12	1085	£133.16	£22.19	£110.97 F&P	Telephones - August	358/2
8695	18/09/12	1086	£32.50	£5.42	£27.08 F&P	Stationery	364/2
8695	18/09/12	1087	£20.38	£3.40	£16.98 F&P	Certificate Frames	355
8696	18/09/12	1088	£179.43	£13.33	£166.10	Stamps, vouchers, slug pellets etc	364/4
8697	18/09/12	1089	£117.96	£19.66	£98.30	Fuel and oil	559
8698	18/09/12	1094	£920.53	£0.00	£920.53	Tax & NI	350/1/2
8699	18/09/12	1095	£1,086.92	£0.00	£1,086.92	Pension Conts	550/1/3
8700	18/09/12	1096	£120.96	£20.16	£100.80 F&P	Backup Oct-Dec 2012	361/3
8701	18/09/12	1097	£67.85	£11.31	£56.54 OS	Paint	561/13
8702	18/09/12	1098	£150.00	£0.00	£150.00 F&P	Storage rent - Sep	374/2
sbacs6	21/09/12	1093	£3,894.44	£0.00	£3,894.44	Salaries	350/1/1
chgs	25/09/12	1090	£5.00	£0.00	£5.00 F&P	Autopay charges - Aug	363
DD	28/09/12	1091	£40.12	£6.69	£33.43 OS	Mobile phones	558/4
chgs	28/09/12	1092	£28.96	£0.00	£28.96 F&P	Charges - Aug	363
Total			£14,589.85	£1,369.63	£13,220.22		

Signed:

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Date:

ACTION PLAN
18 September 2012

No.	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
A – Cemetery							
1	13	20/10/09	Lower cemetery wall	Long term plan to be developed for the maintenance of the lower wall	Open Spaces to be advised of relevant parts of covenant.	Dec 2012	Goodall
2	7		Lower cemetery wall	Reduction of pressure on cemetery lower wall. Lower wall, spoil excavated and removed. Letter to Callisters drafted proposing like for like replacement, with them bearing some of the cost.	Agreement with Callisters	Sept 2012	Goodall
3	11	30/10/07 Revisited 16/09/08	Creation of new path in Cemetery	To explore possible areas for paths and various surfaces.	In abeyance awaiting other cemetery actions.	Review Dec 2012	Goodall/ Whaites
4	12	5/7/11	Cemetery Lodge Crack	There is a crack in the north wall of the cemetery lodge around a window	Crack being monitored. No movement apparent	Sept 2012	Goodall
B – Recreation Areas							
5	1	20/4/10 Revisited 24/5/11	Skate Park	Artistic Graffiti and Snagging			Goodall
6	10	7/6/11	Additional land for recreational space.	Chair of Open Spaces looking to provide recreational master plan.	Discussion with SSDC to continue	Dec 2013	Goodall
7	8	7/5/11	Hammerhead land	Acquire the Hammerhead land with the intention of converting it into a park area.	a. After 6 years this action to be brought to a conclusion or deleted	Delete?	Shepherd
8	5	21/04/09 Revisited 26/01/10 Revisited 20/06/11	Herne Hill leaflet	Production of a leaflet on Herne Hill to be provided to the TIC (and local schools?)	Leaflet drafted. Minor amendments being made	Sept 2012	Lawson

ACTION PLAN
18 September 2012

9	15	13/10/09	New Management Plan for Herne Hill	The last management plan for Herne Hill was produced in 1995. Much has changed since then and a new management plan would be desirable.	SWT to be contacted reference assistance in producing a management plan.	Dec 2012	Goodall	
10	16	05/04/11 04/09/12	Bye Laws – omission to be rectified	Amendment to be made and Byelaws re-sent.		Dec 2012	Miller	
11	4	6/9/11	Canal Banks	To bring canal back to full working order.	Cllr Swann to advise on further steps if any	Review Oct 2012	Swann	
C – Town enhancements								
D – Vision								
12	3	07/10/08 Revisited 17/5/11	Strategic Vision	To take the existing parts of the previous Strategic Vision revise it and complete it in a form which can easily morph into a Neighbourhood Plan.	In the light of the SSDC plan 2006 to 2026, do we need to do anything more to this at this stage? (Comment by Cllr Miller)	Mar 2013	Goodall/ Maylor	
14	22	05/01/10 Revisited 29/06/10	Silver Street Car Park	Investigate the feasibility of the creation of a car park to the rear of the building on the south side of Silver Street.	In abeyance until SSDC 2006 – 2026 approved or rejected. (Comment by Cllr Miller)	Dependent on Action 13	Austin	
E – Office								
15	6	17/04/12	Website review	Council not to renew the website contract and as an interim measure use temporary web pages and facebook.	Decision needed as to whether we terminate current supplier forthwith.	Dec 2012	Lawson	
16	20	17/04/12	Council meeting paperwork	To be reviewed at first F&P after use for 6 months		Oct 2012	Miller	
F – Personnel (Wardens and Office Staff)								

ACTION PLAN
18 September 2012

F- Highways/Pavements Paths						
17	19	25/01/11		Grit Provision	Once highways depot is up and running investigate whether it would be possible to acquire grit from it.	1 Dec 2012 Miller
18	17	09/12/09 Revisited 08/03/11	Station Road Parking	Redefine parking areas on the north side of Station Road and west of Brake's garage.	Awaiting painting of new lines	Apr 2012 Austin
19	18	29/03/11	Canal Way Parking	Additional yellow lining required on visibility splay at Canal Way/Greendale. Meeting took place 17.1.12	Awaiting painting of new yellow line.	Austin
G - Miscellaneous						
20	21	19/05/09	Adoption of Lower Meadow, Canal Way Development		No target date yet from Persimmons for completion	Miller

