

Iminster Town Council

To: All members of Iminster Town Council

Dear Councillor

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

To be held on **Tuesday 26 June 2012** at 7.30pm in the Council Chamber, Council Offices, North Street, Iminster to transact the business outline below.



Julia Thorne
Town Clerk

Date

21.6.12

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

- 1 Minutes from the Previous Meeting
- 2 Apologies for Absence
- 3 Declarations of Interest
- 4 Mayor's Announcements/Engagements
- 5 Matters Arising from the Minutes
- 6 Police Report
- 7 Report from County Councillor
- 8 Report from District Councillors
- 9 Finance and Policy Committee Meeting
- 10 Open Spaces Committee Meeting
- 11 Planning Committee Meeting
- 12 Reports from Representatives and Outside Bodies
- 13 Authorisation of payments
- 14 Code of Conduct
- 15 Tripartite Meeting
- 16 Skate Park
- 17 Presentation evening
- 18 Action Plan
- 19 Town Clerk's Report and Correspondence

Ilminster Town Council

- 20 Meeting Dates**
- 21 Resolution**
- 22 Confidential Items**
 - a) Personnel**

Ilminster Town Council

**Council Meeting of Ilminster Town Council
Tuesday 26th June 2012**

Agenda

Preliminary Items

- 1. To approve as a correct record the minutes from the previous meeting held on 15 May 2012, 19 June 2012 attached**
- 2. Apologies for Absence**
Cllr's E J Taylor and Cllr L Vjeh
- 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 Councillors**
- 9. Finance and Policy Committee Meeting**
There were no recommendations from the Finance and Policy Committee Meeting held on 29 May 2012
- 10. Open Spaces Committee Meeting**
There were no recommendations from the Open Spaces Committee Meeting held on 12 June 2012
- 11. Planning Committee Meeting**
There were no recommendations from the Planning Committee Meeting held on 29th May 2012
- 12. Reports from Representatives and Outside Bodies**
- 13. Authorisation of payments**
To be tabled
- 14. Code of Conduct**
- 15. Tripartite**
To report on the meeting which took place on 21 June.
- 16. Skate Park**
Report on placed order
- 17. Presentation evening**
To agree the date
- 18. Action Plan**
Appendix A
- 19. Town Clerk's Report and Correspondence**
 - a) Thank you Letter received from Ilminster Experience.
 - b) Chairman's Awards for service to the community.
 - c) South Somerset Local Plan 2006/2028 Consultation

Ilminster Town Council

20. Meeting Dates

21. Resolution

To resolve: That in the view of 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. Personnel

- a) Appointment of Appeals Committee
- b) Personnel update

Appendix A

Action Plan – 26th June 2012

No	Pri ori ty	Date Raised	Subject	Action	Milestones	Review/A ction	Sponsor
A – Cemetery							
1	14	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	Swann
2	8		Lower cemetery wall	Reduction of pressure on cemetery/lower wall. 10ft entrance to be created to allow work to be carried out on the lower wall Lower wall, spoil to be excavated and removed.	Finance for work agreed. Entrance created, work has commenced	April 2012	Swann
3	15		Lower cemetery wall	Owners of adjacent property contacted with regard to damage by their trees to cemetery wall. Unsatisfactory response provided by them.	Discussions with SSDC legal department on wording of next communication with owners of adjacent property.	Ongoing action	Swann
4	12	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	Swann/Whaites
5	13	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	Swann
B – Recreation Areas							
6	1	30/11/10 Revisited	MUGA	Discussions on MUGA and skate park finances suggest MUGA currently	Project in abeyance		Swann/Pallister

		24/5/11		unaffordable. Provider of MUGA advised of this.					
7	2	20/4/10 Revisited 24/5/11	Skate Park	Chair of Open Spaces given carte blanche to proceed as she thinks fit.	Discussions with all parties has practically achieved finalization of lay out and cost.	Sept 2012	Goodall		
8	11	7/6/11	Additional land for recreational space.	Acquisition either freehold or leasehold of land to the west of Brittens Field. Meeting held with County officer.	Decision on whether to make a bid and, if so, on the size of the plot. Meeting with land agents for SCC. Need to produce evidence of need	Dec 2012	Goodall		
9	9	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	Jun 2012	Shepherd		
10	6	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. Printing quotes obtained, sourcing finance. £140 grant agreed by Ilminster Forum	June 2012	Lawson		
11	18	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.	Sept 2012	Goodall		
12	19	05/04/11	Bye Laws – omission to be rectified	Submitted to Home Office for approval	Email received March 16 th , application under active review	Apr 2012	Miller		
13	5	6/9/11	Canal Banks	To bring canal back to full working order following the advice of Mr. Sothorn.	Cllrs Swann to advise on further steps if any	Review Jun 2012	Swann		

				Starting with cutting back trees and undergrowth, then dredging a section and shoring up with cement bags.			
C – Town enhancements							
14	16	24/5/11	Riec sur Belon roundabouts	I TC were advised by SSDC that while there would be initial costs in the region of £1,000 to £1,500, it should then be possible to maintain attractive floral displays on the 2 roundabouts either end of Riec sur Balon Way paid for by commercial advertising. Council agreed to go ahead with one roundabout.	Licence required from County. Response awaited from SSDC. Cllr Goodall spoken with Streetscene. Meeting with officer to take the matter forward	June 2012	Goodall
D – Vision							
15	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.	Decision required as to whether further work on this would be redundant in light of SSDC Strategic Plan		Goodall/Mayor
16	10	4.10.11	Football Club Facilities	Football club to build new facilities on Britten's field.	Feedback from Football club required in respect of whether they have the funding necessary to proceed on Britten's field.	September 2012	Goodall
17	25	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.	Awaits completion of Action 15	Dependent on Action 15	Miller
E - Office							
18	7	17/04/12	Website review	Council not to renew the website contract and as an interim measure use temporary	Clerk to advise whether we are committed to	June 2012	Lawson

19	25	17/04/12	Council meeting paperwork	web pages and facebook	current provider for another 12 months Chair of F&P intends to raise this item for discussion	Oct 2012	Miller
E – Personnel (Wardens and Office Staff)							
20	4	13/7/10 Revisited 22/04/11	Appeal Committee	Creation of procedures to be put in place should there be a complaint about the Council or Councillor(s)	SALC draft to be procured when available. Clerk to contact Peter Lacey	Jun 2012	Goodall
F- Highways/Pavements Paths							
21	23	25/01/11		Grit Provision	Once highways depot is up and running investigate whether it would be possible to acquire grit from it.		Miller
22	20	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	Miller
23	21	29/03/11	Canal Way Parking	Additional yellow lining required on visibility splay at Canal Way/Greendale. Meeting took place 17.1.12	Awaiting promulgation by Highways and painting of new line. Due April		Swann
G – Miscellaneous							
24	22	19/05/09	Adoption of Lower Meadow, Canal Way Development		No target date yet from Persimmons for completion		Miller

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 15 May, 2012 at 7:30 p.m.

Public Question: Mr Adam Kennedy said he had noticed that the website was not being updated and asked if it was going to be updated in future. Cllr Goodall informed Mr Kennedy that the Council did intend to update the website but that discussions were taking place with the provider to find an easier way to input the information.

Those Present

Chairman: Cllr Carol Goodall (until the appointment of Mayor)
Cllr R Swann (for the remainder of the meeting)

Vice-Chairman: Cllr Emma Jane Taylor

Councillors: Cllr S Austin, Cllr P Burton, Cllr A Lawson, Cllr D Miller, Cllr J Pallister,
Cllr S Sainsbury, Cllr J Sothern, Cllr A Shearman, Cllr S Shepherd, Cllr L Vijeh

Officers: Mrs M Shelley, Miss N McIntosh

1. Appointment of Mayor

Current Mayor Carol Goodall invited nominations for Mayor of Ilminster for the year to May 2013.

Cllr Goodall nominated Cllr Swann seconded by Cllr Vijeh.

There were no more nominations and it was therefore **RESOLVED** that Cllr Swann be Mayor of Ilminster for the year to May 2013.

2. Declarations of Acceptance of Office

Cllr Swann signed the Declaration of Acceptance of Office in the presence of the Deputy Town Clerk as Proper Officer, and fellow Councillors
Cllr Swann then took the Chair.

3. Appointment of Deputy Mayor

The Mayor invited nominations for Deputy Mayor.

Cllr Shepherd proposed Cllr Vijeh, seconded by Cllr Shearman

Cllr Sothern proposed Cllr Taylor, seconded by Cllr Lawson

A paper ballot was held which resulted in Cllr Taylor receiving the majority of votes, it was therefore **RESOLVED** that Cllr Taylor be appointed Deputy Mayor for the year to May 2013.

4. Apologies for Absence

Apologies received from Cllr Whaites.

5. Declarations of Interest

None

6. Appointment of Committees and Committee chairs

(a) Finance and Policy Committee

Cllr Goodall proposed Cllr Miller as Chair of the Finance and Policy Committee seconded by Cllr Pallister. There were no other nominations and it was RESOLVED that Cllr Miller be Chair of the Finance and Policy Committee for the year to May 2013.

(b) Open Spaces Committee

The following proposals for the Chair of Open Spaces Committee were received

Cllr Sothern proposed Cllr Goodall, seconded by Cllr Taylor

Cllr Austin proposed Cllr Pallister, seconded by Cllr Sainsbury

Following a vote it was RESOLVED that Cllr Goodall be Chair of the Open Spaces Committee for the year to May 2013.

(c) Planning Committee

The following proposal for the Chair of Planning Committee was received

Cllr Goodall proposed Cllr Vijeh, seconded by Cllr Pallister.

It was RESOLVED that Cllr Vijeh be the Chair of Planning Committee for the year to May 2013.

(d) Personnel Committee

The following proposal for the Chair of Personnel Committee was received

It was RESOLVED that Cllr Swann be the Chair of Personnel Committee for the year to May 2013.

(e) It was noted that at a future meeting Terms of Reference had been received that an Appeal Committee may need to be formed.

7. Appointment of Representatives to Outside Bodies

It was RESOLVED that the following members represent the Council on Outside Bodies for the year to May 2013

Christmas Lights – Cllr J Pallister

Chamber of Commerce – Cllr C Goodall, Cllr E J Taylor

Greenfylde School – Cllr P Whaites

Ile Valley Children's Centre – Cllr S Sainsbury

Ilminster Education Foundation – Cllr S Shepherd, (Mr G Morgan)

Ile Youth Centre – Cllr P Burton

Ilminster Forum – Cllr A Lawson

Ilminster Tourism – Cllr L Vijeh

Meeting House – Cllr L Vijeh

MTIG- Cllr C Goodall, Cllr E J Taylor

SALC – Cllr D Miller, Mrs J Thorne, Mrs M Shelley

Swanmead School – Cllr R Swann

Twinning Association – Cllr J Sothern

Wadham School – Cllr S Shepherd

8. Appointment of Cheque Signatories

It was RESOLVED that the following members be appointed as Cheque Signatories for the year to May 2013; Cllrs Goodall, Miller, Shepherd, Swann, Taylor.

9. Inspection of deeds and documents

The Deputy Clerk informed members that the Council's deeds and documents were available for inspection at the Council Offices, upon request.

10. Minutes of the previous meeting

It was RESOLVED that the Minutes of the previous Meeting held on the 1 May 2012 be approved and signed as a true and correct record.

11. Matters Arising

Item 16 (b) – Hammerhead. Cllr Pallister had spoken to the site foreman but did not get a satisfactory answer. Cllr Goodall to investigate further.

12. Authorisation of Payments

It was RESOLVED that the accounts listed in the schedule, totalling £23, 421.57 be approved for payment.

13. Personnel Matters

The staff contracts of employment state:

Additional Hours

If you are required to work more than your normal working hours servicing The Council and its committees or as The Council's representative at external events, you will under normal circumstances take time off in lieu at a time agreed between you and The Council, or be reimbursed at the normal NJC rate for these hours, if agreed in advance.

Exceptional additional hours required to be worked must be approved by The Council, or under delegated powers, by The Mayor, in advance.

Annual Leave

Holidays must be taken at times agreed with The Council. By mutual agreement no more than 5 days leave may be carried forward to the next leave year.'

As delegated powers had not been formalised by the Council, Cllr Miller proposed, seconded by Cllr Lawson and it was RESOLVED that the Mayor be given delegated power to approve overtime and holiday payments.

14. Action Plan

Item 2- Lower Cemetery wall

Cllr Miller reported that the excavation of soil had commenced and tree roots from the adjacent property had been exposed. He suggested Councillors visit the cemetery if possible.

Item 10 – Herne Hill Leaflet

It was agreed that the leaflet should be proof-read by Cllr Sainsbury and Cllr Vijeh. It could then be put through to the next stage of production.

Item 13 – Canal Banks

The Mayor reported that the overflow had been unblocked and was now draining successfully.

Item 20 – Appeal Committee

It was agreed to wait for draft procedures from SALC

15. Planning Application

(a) **12/00615/FUL Amended** – The erection of smoking shelter (Retrospective Application), Royal Oak, The Cross Ditton Street, Ilminster, Somerset, TA19 0EH.

The Council had no objections.

(b) **12/01485/FUL**- Alterations and conversion of barn to form 1 No. live-work unit with associated parking. Knott Oak, Townsend, Ilminster TA19 0JA.

The Council recommended refusal due to Highways concerns.

(c) **12/01621/FUL**- Alterations and erection of a two storey extension with balcony. 17 The Beacon, Ilminster TA19 9AH.

The Council had no objections.

16. Planning Decisions

12/00935/FUL – Alterations to include the installation of ventilation louvres. Telephone Exchange, Rutters Lane, Ilminster, Somerset TA19 9AN.

Permission granted by SSDC.

12/00841/ADV – Application to display 2 No. non illuminated fascia signs, 1 No. Non illuminated totem sign. Unit 3 Slape Industrial Estate Station Road Ilminster Somerset TA19 9BL.

Consent granted from SSDC.

17. Town Clerks Report and Correspondence

The Deputy Town Clerk reported of notice of temporary road closure.

A356 Broadshard Road, Broadshard Road to Furringtons Cross, North Street, Ashlands Road and Meriott Road, Crewkerne on 24 - 26 May 2012 (expected to last two days).

18. Programme of Meetings

Next cycle of meetings

- 29 May – Finance & Policy Committee Meeting
- 12 June – Open Spaces Committee Meeting
- 19 June – Council/grants
- 26 June – Council

It was agreed that item 19 be held in camera in view of the confidential nature of the business.

19. Skate Park

Funding for the Skate Park and MUGA was discussed. Cllr Miller proposed, seconded by Councillor Lawson it was RESOLVED that the chair of Open Spaces be given carte blanche to bring purchase of the Skate Park to a satisfactory conclusion.

The Meeting closed at 9.10 pm

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

