

Minutes of the **Town Council Meeting** held in the Council Chamber, the Council Offices, North Street, Ilminster, on Tuesday 16 August 2016 at 7.30pm

**Present:**

**Chair:** Cllr V Keitch

**Councillors:** Cllr P Burton, Cllr R Drayton, Cllr J Fagan, Cllr J Fowler, Cllr D Kinder, Cllr A Shearman, Cllr S Shepherd and Cllr T Walker.

**In Attendance**

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

1 member of the public attended the meeting.

**63. Apologies for Absence**

Apologies for absence were received from Councillors Albin and Kinder

**64. Declarations of Interest**

No declarations of interest were made in respect of any items on the agenda.

**65. Minutes**

**RESOLVED**

- (i) to confirm the minutes of the meeting held on 19 July 2016 as a correct record subject to the addition of Cllr Swann's in the list of Councillors present.
- (ii) To note the office Action Plan relating to the Town Council Meetings.

Issues raised during consideration of the action list included:

- Item 6 Cemetery Lodge - Spelling error "Tenant" to be amended
- Item 14 Lookout Point – the contractor who was going to move the stone to the lookout has fallen ill, some alternative arrangements may need to be made
- Item 17 Community Facilities Management & Rental Policy – Former Cllr Goodall noted on this action list the developer of the policy – this will need to be reviewed in the light of her resignation as a Town Councillor.
- Item 18 Winterhay Lane – the play equipment installation is complete, the new accessible picnic bench has been received and will be put on site once the Open Spaces Team have painted it with wood preservative; the final item is to look at the possibility of widening the pedestrian access gate.
- The section 106 monies have been received from the district council for the Winterhay Lane play area.

**66. Mayor's Announcements/Engagements**

- a) The Mayor made announcements relevant to Town Council and Mayoral activities and engagements:
  - On 2nd August the Mayor had walked around Ilminster with Equality Officer from the District Council and a representative for Access for All. A report of observations and suggestions emanating from the walkabout will be prepared.

- The temporary toilets on the Rec are now working and in use; Councillors Drayton, Swann and Shearman had been particularly helpful in constructing the ramp to the easy access toilet / baby changing facility
- Party on the Park – the Mayor would appreciate any assistance on her tombola stall – the proceeds of which would be going to the Mayors Charities at the end of the municipal year.

b) The Mayor's engagements between 14 July 2016 to 19 August 2016 had been circulated prior to the meeting

#### **67. Police Report**

The written police report had been circulated prior to the meeting

Issues raised during consideration of the report included:

- Toilet block fire occurred outside the dates of the above report hence its non-inclusion in the report
- Further information on the nature of the reported assaults and public order offences would be helpful
- Is there anything that can be done to enforce the weight restrictions - ever bigger tractors are being driven through the town well into the night.

#### **68. Reports from District Councillors**

Cllr Keitch gave an oral report which included the following information:

- At the full Council this Thursday it is expected that the appointment of a new Chief Executive will be ratified
- Cllr Keitch attended a bus tour with Somerset Rivers Authority, looking at sites where flood relief measures have been implemented e.g. a farm near Montacute where attenuation ponds have been created
- Access to recycling centres is going to be changed and owners of certain types of vehicles who live in Somerset will need to display permits
- Complaints received about weeds at Strawberry bank have been reported to the SSDC Street Scene Team
- The Town Council has been asked about the possibility of dog bins on the private road to Dillington House, Cllr Keitch is trying to find out if this is possible but it may mean the relocation of a bin from elsewhere – it is unlikely that the Town Can have additional bins, this is in part due to the weight of the waste that the vans are able to carry.

#### **69. Report from the County Councillor for the Ilminster Division**

The County Councillor's written report had been circulated before the meeting.

Cllr Vijeh had apologised for being unable to attend the meeting and had asked the Town Clerk to forward any questions pertaining to the County Council. No questions were raised.

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

The following reports from Representatives on Outside Bodies were received.

- Report from Greenfylde First School circulated at meeting
- Ilminster Education Society - it was hoped the new seating in the theatre would be completed in September:

#### **71. Recommendations from The Open Spaces Committee**

The recommendations from the Open Spaces Committee, held on 2 August 2016, regarding the puddling outside the entrance to the Wardens Workshop were considered.

Issues discussed during consideration of the recommendations included:

- the cost for grid and filter to separate oil etc. from water have been requested but not received,
- timescale for the work to be done is mid-September

#### **RESOLVED**

- (i) To waive Standing Orders / Financial Regulations regarding the need to obtain 3 quotations (as various options and costings have previously been discussed by the Open Spaces Committee)
- (ii) To accept the quotation dated 11 July 2016 to repair the broken drainage pipe
- (iii) To approve a maximum, spend of £2,500 (the quotation referred to in (ii) above plus a contingency sum) to allow for including a grid / filter / trap and any other work that may be identified during the drainage repair

#### **72. Recommendations from The Resources Committee**

The recommendations from the Resources Committee held on 9 August 2016 regarding the review of the Protective Clothing Allocation Policy and the review of the Protocol on Member/Officer Relations were considered.

##### **Protective Clothing Allocation Policy**

Issues discussed included

- The need for receipts to be produced in order for the costs of clothing bought by staff to be re-imbursed

#### **RESOLVED**

- (i) That the amount of the work clothing allowance should be reviewed annually
- (ii) That the work clothing allowance is available for each member of the Open Spaces Team
- (iii) That the work clothing allowance is increase to £100.00 per person for the 2016/17 financial year
- (iv) That subject to incorporating (i) – (iii) above the current Protective Clothing Allocation Policy is approved for a further 3 years unless new legislation requires an earlier review

##### **Protocol on Member/Officer Relations**

**RESOLVED** that the current Protocol on Member / Officer Relations is approved and adopted for a further 3 years unless new legislation requires an earlier review

#### **73. Motion proposed Under Standing Order No 9**

Cllr Keitch proposed the following motion, which was seconded by Councillors Shepherd, in accordance with Standing Order 9:

“In the wake of the recent killing of Jo Cox MP and the less savoury rhetoric of some in the referendum campaign, this Council wishes to make it clear that we, the councillors, are proud to represent a vibrant and diverse community. We totally condemn any form of racism, intolerance, bigotry or xenophobia. Hate crimes have no place in our society

and we will do all we can to prevent them. The people of Ilminster whatever their gender, race, creed, age, colour or sexual orientation are treated equally.”

In proposing the motion Cllr Keitch said that the proposal was non-political and sent a clear message of the Town Council’s stance regarding hate crime and its intention to treat people fairly.

Issues discussed during consideration of the motion included:

- Every person has the right to personal security
  - Campaign – safety campaign - a pin is available that states migrants welcome
- RESOLVED that** In the wake of the recent killing of Jo Cox MP and the less savoury rhetoric of some in the referendum campaign, this Council wishes to make it clear that we, the councillors, are proud to represent a vibrant and diverse community. We totally condemn any form of racism, intolerance, bigotry or xenophobia. Hate crimes have no place in our society and we will do all we can to prevent them. The people of Ilminster whatever their gender, race, creed, age, colour or sexual orientation are treated equally

**74. Handrails for the Temporary Toilets on the Wharf Lane Recreation Group**

The provision of a handrail outside the temporary, easy accessible toilet / baby changing facility was considered.

Issues discussed during consideration of this agenda item included:

- It is hoped that these costs will be covered by our insurance
- Is it possible for us to install something temporary ourselves,
- Legislation needs to be adhered to.
- Safety of the public is paramount
- Thanks to Cllr Shearman for his help and his advice on constructing the access ramp and the need for handrails
- The quotation is for metal posts and rails
- Postcrete costs queried
- Fund the expenditure from the contingency funds if insurance does not cover
- Outside light, negotiation with cricket club for light and crime prevention measures is ongoing

**RESOLVED** to accept the quotation for a maximum of £950.00 (+VAT) to install handrails for the temporary toilets on eth Wharf Lane Recreation Ground

**75. Disposal of Surplus Sub-Soil from Constructing the New Football and Community Facility**

To receive any update on information requested regarding the disposal of the surplus soil and take any decisions regarding the disposal in the light of any information obtained.

Issues discussed during consideration of this agenda item included:

- The Town Clerk has spoken to the Contract Administrator and the Football Club to advise them of the discussions that took place at the Open Spaces Committee
- Some of the soil has been used to level the area immediately adjacent to the new pavilion, this will have alleviated some of the pressure on the tree roots

- The letter to the Contract Administrator and Football Club will be issued by Town Clerk and emailed following approval by the Mayor and the Chair of the Open Spaces Committee.

**76. Project Plan**

To consider progress on the project plan and whether any changes are necessary. Issues discussed during consideration of this agenda item included:

- Item 1 Cemetery – the Town Clerk will be contacting other contractors and seeking costs for the work to the walls
- Item 2 - additional land for recreational space, The Mayor and Town Clerk have met with the County Council Estates Manager to explore what land may be available and possible acceptable uses; an area of land has been identified as a possibility for, further research as to its suitability for a cemetery, this will be discussed with the cemetery consultant to and research undertaken to discover if it is worth more exploratory talks.
- The Chair of the Planning, Highways and Transport and Vice-Chair of the Open Spaces Committee asked to be involved
- Item 5 Canal banks – Councillor Swan is hoping to do work to clear the Canal banks when work on the cycle path is complete
- Item 6 – Strategic plan, 12<sup>th</sup> November is date is provisionally scheduled for discussions on strategic objectives, risk management and budget

**RESOLVED** to note the current version of the action plan

**77. Authorisation of Payments and Notifications of Virements.**

The Schedule of Payments for authorisation and notification of Virements was presented for Council's approval.

Issues discussed during consideration of this agenda item included:

- This was the first time a Virements sheet had been presented
- Virement is the administrative transfer of funds from one budget heading to another
- Cheque 10037 was for staff training on the epitaph software which is the computerised cemetery record system

**RESOLVED**

- (i) that the payments listed in the schedule presented to the Council totaling £41,884.67 gross is approved
- (ii) that the virement of £5,000 from employees to cemetery expenditure miscellaneous is approved

**78. Clerk's Update**

The Following Clerk's Updates had been sent by email since the last Council agenda was published and no questions were raised about them at the meeting.

Number	Date	Topic
10/16	18.07.16	Open Spaces Apprentice Office Staff Scouts – Planting in the Rec Reminder – FOI & Data Protection Training 2 August

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**79. Exclusion of Press and Public**

**RESOLVED** to take agenda item no 18, Hammerhead Land without members of the public and press present, due to the confidential nature of the business to be transacted.

**80. Hammerhead Land**

The Town Clerk provided an oral update on progress with implementing the Council's instructions regarding the Hammerhead Land, namely that the Council's offer to buy the land was increased in writing and had been acknowledged but no other response had been received.

The meeting Closed at 21.00hrs

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