

Minutes of the **Town Council Meeting** held in the Council Chamber, the Council Offices, North Street, Ilminster, on Tuesday 20th September 2016 at 7.30pm

Present:

Chair: Cllr V Keitch

Councillors: Cllr P Burton, Cllr R Drayton, Cllr J Fowler, Cllr M James, Cllr D Kinder, Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr R Swann and Cllr T Walker.

In Attendance

Officers Mrs T Loveless (Temporary Administration Officer), Miss J Norris (Town Clerk)
PC A Stuart

1 member of the public attended the meeting.

Presentation – Refresh of the Community Plan, Ilminster Forum,

The Ilminster Forum is updating the community plan which it originally produced in 2005. A residents' survey was conducted in 2015, responses were collated and analysed. At present only top level feedback is available – analysis of comments will be undertaken and this will be followed by further consultation to check analysed information and help identify issues in the town and projects that could be taken forward either by the Forum or passed to other relevant organisations such as the Town Council. An example of a project from the 2015 survey was to renovate the library garden.

853 completed surveys were received. Some of the headline findings were highlighted to the meeting:

- communications e.g. internet connection
- parking issues raised primarily by residents of the town centre
- Wider range of shops, cafes with increased opening hours would increase visits
- Specialist markets e.g Christmas.
- 89% residents do walk around the town.
- Complaint re reduction of bus services
- 92% never used the bus to Crewkerne
- Employment – 27.5% work in service industry
- 10% work from home
- Maintenance of footpaths, passageways etc
- Play equipment need improving
- Blocked drains, overgrown areas

When the analysis and consultations have been completed an action plan will be produced.

A copy of the presentation is attached to these minutes as appendix A

The Mayor thanked the Ilminster Forum representative for an interesting and useful presentation.

The Mayor welcomed Mr Drew Belobaba to the meeting – Mr Belobaba had been elected uncontested to the Town Council. The Mayor explained that as Mr Belobaba

had not yet signed his acceptance of office and therefore has not been properly summoned to attend the meeting he would be allowed to speak during the meeting but not vote
The Rev Nigel Done gave a thought of the day.

The meeting went into formal session at 20.06hrs.

81. Apologies for Absence

Apologies for absence were received from Councillors Fagan and Mackillop

82. Declarations of Interest

The declarations of interest outlined in the table below were made:

Name	Agenda Item	Minute No	Interest	Nature of Interest	Action
Cllr Shepherd	Agenda No 11 - The Shed - Lease to Ilminster Cricket Club	91	Personal	President of the cricket club	Spoke but did not vote
Cllr J Fowler	Agenda 3b Action List	83	Personal, prejudicial and pecuniary	Lives in Winterhay Lane Northay	Provided information

NB: this declaration was made as the item was being discussed

83. Minutes

RESOLVED

- (i) to confirm the minutes of the meeting held on 16 August 2016 as a correct record subject to
 - (a) removing Cllr Kinder from the list of those present
 - (b) Minute 70 being amended to read entertainment not education
 - (c) Minute 65 (ii) 3rd Bullet Point change to read “creator” not “developer”
- (ii) To note the office Action Plan relating to the Town Council Meetings.

Issues raised during consideration of the action list included:

- Item:1 – the email to PC Stuart requesting a more detailed breakdown of assaults to be re-sent
- Item 3 survey of the cricket pavilion has not yet been ordered
- Item 4 feedback meeting - no arrangements have been made for another feedback meeting
- Item 8 Local Council Award Scheme - the form to be completed to request award of the Foundation Status has now been received
- Item 14 Lookout point to be added to the agenda of a future Open Spaces Committee

84. Ilminster Forum Community Plan

Councillors considered how the Town Council may work with the Ilminster Forum in regard to the Community Plan.

Items discussed during consideration of the Plan included:

- The need to link the neighbourhood Plan with the Community Plan

85. Mayor's Announcements/Engagements

a) The Mayor made announcements relevant to Town Council and Mayoral activities and engagements:

- The Mayor's Charity Quiz will take place at the Bowling Club on the 2nd December; teams can comprise up to 6 people; the cost will be £12 per person including supper.
- The tombola at Party On the Park raised £224 for the Mayor's charities
- The mayor is investigating the possibility of organising and hosting a Murder Mystery Evening

b) The Mayor attended the engagements between 19 August 2016 to 20 September 2016 as detailed on the diary list circulated with the agenda.

86. Police Report

The Police report was circulated at the meeting

Issues raised during consideration of this item included

- The electronic report of the damage to the tree and bench in Brittens Field had failed to complete and needs to be resubmitted.
- The majority are fights / assaults outside of public houses
- There is no pattern to recent theft from shops,
- Bicycles – thefts were reported on social media but were not reported to the police (this has now been rectified).
- Winterhay Lane – has been confirmed as a footpath but not a bridleway

Note: Cllr Fowler declared a personal, prejudicial & pecuniary interest when Winterhay Lane was discussed

87. Reports from County Councillor for the Ilminster Division

The report from Cllr Vijeh was circulated prior to the meeting and she had sent her apologies for being unable to attend the meeting

Issues discussed during this item included:

- There is a typographical error - M25 should read M5

88. Report from the District Councillors.

Cllr Keitch attended a workshop looking at how the District Council delivers services; radical changes will be needed in the future due to budget constraints, the newly appointed Chief Executive has been involved in discussions on the subject.

Prominent SSDC Councillors have met with the Secretary Of State to discuss the SSDC financial settlement which is the worst in Somerset – the outcome of that meeting is awaited.

The problem of dog fouling in the Dillington Entrance, as mentioned in Cllr Vijeh's report, is being looked at by the SSDC Street Scene team to try and find an appropriate resolution.

The SSDC Dog Warden has been to the Wharf Lane Rec recently and put up extra signs.

Dog waste is very heavy and this means that there are limitations to how many bins can be emptied and the amount of waste transported per journey this in turn affects how many dog bins can be provided and emptied regularly.

The Town Clerk will be providing Town Councillors with background information relating to voluntary codes of conduct for dog owners and public space protection orders in readiness for the Open Spaces Committee where a dog policy for the Town council owned open spaces will be discussed.

89. Reports from Representatives on Outside Bodies

The following reports from Representatives on Outside Bodies were received.

- Report from Greenfylde First School circulated prior to the meeting
- Warehouse Theatre seating is now complete,
- Chamber of Commerce – Swan Precinct lighting has been discussed
- Somerset Association of Local Councils AGM - a written report had been circulated by Cllr Walker
- Cllr Keitch attended a branch meeting of the Society of Local Council Clerks with the Town Clerk

90. Neighbourhood Plan Working Group – Update Report

Councillors received an oral report from the Neighbourhood Plan Working Group.

Issues discussed included:

- Cllr Albin was the sponsor as he was no longer a councillor a new sponsor would be required if the work was to continue.
- The Mayor, Deputy Mayor and Deputy Town Clerk had been the only ones who attended the most recent scheduled meeting of the Group
- The working group will, eventually, need to be widened to include non-councillors – suggestions of people to form part of that wider would be welcome
- Cllr Drayton had just come from a meeting which for him had emphasised the need for Ilminster to have a neighbourhood plan
- Some form of public meeting was likely to be held to explain the concept of a neighbourhood plan and seek volunteers for the working group
- Cllr James and Mr Belobaba expressed an interest in joining the working group

RESOLVED

- (i) that the membership of the Working Group be expanded to include any Councillor who wished to join the Group and had the approval of the Town Council
- (ii) that Cllr James and Mr Belobaba (subject to his signing the declaration of acceptance of office) be part of the Neighbourhood Plan Working Group

91. The Shed - Lease to Ilminster Cricket Club

Councillors considered the draft lease for The Shed

Issues discussed during consideration of this agenda item included:

- the rent still has to be calculated and presented for consideration and approval by a Town Council meeting

- the Licence Negotiations Group comprises 3 Councillors and representatives from the relevant sports club.
- The same procedure has been followed with the lease for The Shed as the lease for the football and community facility
- The principles and headings in the lease are based upon those in the lease for the football and community facility
- The Cricket Club are to be commended for the improvements they have made to the exterior of the building

RESOLVED that the draft lease as attached to these minutes as Appendix 2 is approved in principle

92. Football and Community Facility Governance Group – Update Report

Councillors received the report from the Governance Group including the situation regarding the contractor, the outstanding works and recommendations regarding the dispersal of soil.

The Mayor told the meeting that she had received a request from a Councillor to take this item in closed session, however she believed it was right to have as much discussion as possible in public provided that it was not likely to jeopardise the Council's position in any negotiations or legal proceedings

The Governance Group have met and discussed the work that was outstanding to complete the project at the time the contractor called in the administrators and the overall budget position.

The outstanding work was: septic tank commissioning, completion of the loft insulation, removal of the excavated soil piles, tarmacking the access road. There is also general snagging work to be done.

The septic tank commissioning and the loft insulation has to be completed to obtain building regulation approval and the SSDC Tree Officer had previously requested the excavated soil piles to be moved without delay in order to minimise any damage to nearby trees and hedges. The access road was usable without a tarmac surface.

The septic tank commissioning has already been ordered.

The Deputy Clerk had prepared a summary financial sheet which was displayed to the meeting on the projector and is attached to these minutes as Appendix 3.

The following matters were highlighted:

- Grant awarding bodies release fund at different times depending upon when their specific criteria are reached - for some it might be when a set monetary value of work has been completed, for others when a certain percentage of work has been undertaken.
- In most cases the work has to be paid for before the grant reimbursement can be claimed

- Most of the grant awards have a retention clause that a percentage of the grant is retained until the project is complete
- The current predicted shortfall of income compared to expenditure is £16,215.33
- The shortfall has arisen mainly due to 3 factors – the withdrawal of SSDC funding for the PV panels to form the roof and the connection charges for the water and electricity.
- When a more accurate final figure was available there would need to be further discussion on how the shortfall was to be formally financed.

Other issues relating to the football and community facility project were also raised including:

- The contractor has indicated he is likely to move the excavated soil during a weekend in October
- The excavated soil will be moved from its present location to the bottom of the Incline slope - some will be spread to graduate the current gradient and some will be piled to be used to improve the surface of some football pitches and also infill when the old concrete posts and the grandstand are removed.
- Health and safety concerns especially raised drain and manhole covers being trip hazards on the access road and car park
- Football Foundation approval of the draft lease has still not been received – the hold-up is due to a deed of adherence being required - basically this will state that Ilminster Sports Club Ltd will adhere to the grant conditions accepted by the Football Club.
- Contrary to some rumours, the Town Council had paid all monies owing to the contractor and had always made payments in a timely manner.
- Bennett Jones, based in Manchester, were the company approached to become the administrators for M W Layzell. The Town Council had been registered as a creditor

RESOLVED

- (i) that the Town Council order the work to complete the loft insulation and move the excavated soil.
- (ii) That a letter is sent to Ilminster Sports Club Ltd raising the Town Council's concerns about the health and safety matters

93. Request to put a defibrillator and associated signage on the exterior of the Archie Gooch Pavilion

Councillors considered a request to fix a defibrillator and associated signage on the exterior of the Archie Gooch Pavilion

Issues discussed during consideration of this agenda item included:

- The location of a 2nd defibrillator will be near the town centre.

RESOLVED to give permission for a defibrillator and the associated signage to be fixed to the exterior of the Archie Gooch Pavilion.

94. Authorisation of Payments and Notification of Virements

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

Issues discussed during consideration of this agenda item included:

- CCTV is for the Archie Gooch pavilion - this cost will ultimately be met from the project funds.
- The first claim for the temporary toilets has been sent to the loss adjustor

RESOLVED that the payments listed in the schedule presented to the Council totaling £50213.80 gross is approved

95. 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 6 –the strategic vision is likely to be replaced by the neighbourhood plan and the setting of strategic objectives (the mayor reminded the meeting that 12 November had been identified as workshop day for strategic objectives and budget discussions)

96. Clerk’s Updates

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

Number	Date	Topic
11/16	.16	<ol style="list-style-type: none"> 1. Change of Council Date 2. Casual Vacancy - need to be declared 3. Training Reminder 4. Archaeological Survey 5. Press Release Temporary Toilets 6. Praise Letter 7. Speed Indicator Device

97. Exclusion of Press and Public

RESOLVED to take Agenda item 18 Hammerhead Land without members of the public and press present, due to the confidential nature of the business to be transacted.

The Mayor decided that Mr Belobaba could remain in the meeting.

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.

98. Hammerhead Land

The Town Clerk to provide an oral update on progress with implementing the Council’s instructions regarding the Hammerhead Land and seek further instructions if required.

Cllr Drayton gave members an overview of the meeting he had been to earlier in the evening regarding future land availability for housing and employment and explained the Town Council will need to keep the information in mind when discussing land acquisition and use. The District Council will be publicly issuing a document in November 2016.

The Town Clerk said that there was nothing new to report despite attempts to contact various relevant people.

The meeting closed at 22.10hrs