

Minutes of a meeting of the **Town Council Meeting** held in the Council Chamber, Ilminster on Tuesday 24<sup>th</sup> June 2014 at 19:30hrs

**Present:**

Chairman: Cllr E Taylor

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

**In Attendance**

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

Four members of the public spoke in the public participation section.

**Speaker 1**

Raised the issue relating to the maintenance of the Burma Star Garden and wished to offer the Town Council her services to tidy Burma Star Garden

**Speaker 2**

Raised the issue of the planning application for the disused ladies toilets at West Street which is for a change of use to office / retail. The speaker felt that in practical terms the space was too small for the proposed use and would be better to be sold for use as part of an extension to the adjacent building.

**Speaker 3**

Asked the Council to approve a motion supporting Ilminster becoming a Fair Trade town and to appoint a representative to the Fairtrade Steering Group. The advantages of being a Fair Trade town were given these included an increase of visitors to the town and for residents and businesses building a stronger sense of community; there are approximately 500 Fair Trade towns across Britain and build a strong sense of community. The speaker explained that the Council should commit to using Fairtrade products when and wherever possible.

**Speaker 4**

Ilminster Cricket Club's architectural consultant gave a short presentation of the proposal to develop, refurbish and make fit for purpose, the Cricket Pavilion at the Recreation Ground. Issues raised by Councillors included:

- The design of the pathway and access across land owned by the Ilminster Education Foundation land but leased to the Town Council
- Width of the access for Emergency vehicles to Pavilion.
- Disabled access ramp
- Access to the disabled facilities

**181. Apologies for absence**

Apologies for absence were received from Councillors Shepherd and Sothern.

**182. Declarations of Interest**

Name	Agenda Item	Minute No	Interest	Nature of Interest	Action
Cllr Pallister	14 Application for Planning Permissions	194	Prejudicial	Volunteers for the Cricket Club – grounds and general maintenance	Left room
Cllr Lawson	17 Party On The Park	197	Personal	On organising committee	
Cllr Taylor	17 Party On The Park	197	Personal	On organising committee	

Chair's Initials

## Iminster Town Council

### 183. Minutes

#### RESOLVED

- (i) that the minutes of the meeting held on 13<sup>th</sup> May 2014 be confirmed as a correct record subject the amendments as below.
  - Minute No. 159 - Apologies for Absence to include Cllr Shearman
  - Public Participation, Speaker 1 second paragraph last line to read "Iminster Forum" rather than "Forum"
  - Councillor Resignation and eighth paragraph, third line add "she" so that it reads "... she will continue..."
- (ii) to note the office action plan relating to Town Council meetings.

### 184. Mayor's Announcements/Engagements

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

The Mayor reported that the Iminster Casual vacancy election nomination forms are now available and should be returned by the 4<sup>th</sup> July to South Somerset District Council. The Mayor asked Councillors whether poll cards should be issued to Iminster households; the cost for printing and postage would be approximately £1,500. The majority of the councillors indicated informally that they were in favour of issuing poll cards.

- b) The Mayor's engagements between 13<sup>th</sup> May 2014 and 24<sup>th</sup> June 2014 were circulated with the agenda. In addition to the engagements reported on the agenda the Mayor reported that

- that she had represented the Town Council at South Somerset District Council's Local Plan Hearing.
- that she had attended afternoon tea with Mayor of Ottawa, Canada on Wednesday 18<sup>th</sup> June 2014.

### 185. Police Report

Sergeant Rob Jameson gave an oral report to Council, relating to policing in Iminster. Sergeant Jameson reported that a decision had been made by Avon & Somerset Police to reduce the number of Police Stations, including workshops and administrative accommodation this was to make cost savings and provide a more focussed police service.

There will be a complete re-organisation of staffing and alignment of shift patterns with five teams covering Somerset East. Officers will be working as part of a bigger team and may be required to attend emergencies or response in neighbouring areas.

Issues raised included:

- Abstractions from Iminster to other areas e.g. Chard and Yeovil.
- Inspector Tim Coombes will remain the Town Council's point of contact for local neighbourhood policing matters
- Every effort will be made for a member of the local policing team (PC or PCSO to attend either a Council or Committee Meeting each month; this will enable Councillors to receive regular updates.
- The overall crime statistics for the current year are roughly the same as the previous year.
- Since the May police report an indecent exposure incident had been reported at Bay Hill.
- Theft figures had risen in the town this included diesel being stolen, and materials being stolen from a building site at Knott Oak.
- A local man buying alcohol for underage persons, had contributed to an increase in drinking and littering at the Recreation Ground and the appropriate legal action had been taken
- Councillor Storey informed the Sergeant, on behalf of members of the public, that there had been incidents in the Recreation Ground area of persons urinating around the toilet block. The importance of reporting

Chair's Initials

## Iminster Town Council

any incident to the Police non-emergency number '101' was stressed, this can be done anonymously. Councillor Keitch said that if members of the public wished an incident to be reported but for any reason felt unable to make the report themselves, that if they contacted her she would make the report.

### 186. Resources Committee

The Chair of the Resources Committee reported that Cllr Storey had been appointed as Vice - Chair of the committee. Cllr Burton presented to Council the recommendations made by the Committee at the meeting held on the 29<sup>th</sup> April 2014.

**RESOLVED** that:

- (i) that a limit of 3 working days (based on an individual's contracted hours) be the maximum number of additional hours that a member of staff can carry forward between calendar months
- (ii) that the office team be paid for the number of hours worked to 30 April 2014 which exceeds the 3 day limit in (i) above

### 187. Open Spaces Committee

The Chair of the Open Spaces Committee provided an oral update on relevant matters discussed at recent meetings and presented to Council recommendations made by the Committee meeting held on the 3 June 2014.

**RESOLVED** to adopt and implement the Volunteer Policy as appended to these minutes

### 188. Internal Auditor's Report

The Council received a presentation from the Internal Auditor regarding the 2013/14 accounts and procedures audit. The auditors stated that the Council had been performing well and that the 2 star assurance rating was a good standard to achieve

Issues discussed included:

- Establishing objectives will assist the Town Council to move forward
- Whether a 3% inflation rate was appropriate for the renewals and replacements fund
- The accounting treatment of reserves
- Accounting treatment of virements
- regular reporting of financial information to Councillors is essential

**RESOLVED** to note the content of the presentation.

### 189. Approval of Accounts

The Clerk presented the 2013/14 accounts referring to the Internal Auditor's report

**RESOLVED** that accounts 2013/14 be approved.

### 190. Review of Committees

The Council received a report regarding terms of reference and the frequency of meetings

Recommendations regarding the Planning, Highways & Transport Committee.

Items discussed included:

- highways flooding
- traffic calming

**RESOLVED**

- (i) That the Planning Highways & Transport Committee meets monthly (to be approx. 10 days before any SSDC Area West Committee)
- (ii) That all Councillors sit on the Planning Highways & Transport Committee
- (iii) That the quorum for the Planning Highways & Transport Committee be 5 Councillors

Chair's Initials

## **Iminster Town Council**

- (iv) That number 2 of the Planning, Highways & Transport Committee specific responsibilities is amended to read "Makes recommendations on behalf of Iminster Town Council to Somerset County Council on highways issues such as parking, traffic calming measures, highway improvements, maintenance of verges drainage, and gullies"
- (v) That a new specific responsibility is added to the Terms of Reference for the Planning Highways & Transport Committee "To consider information received by the Town Council in relation to Road Closure Orders and makes relevant related comments to Somerset County Council"
- (vi) That a new specific responsibility is added to the Terms of Reference for the Planning Highways & Transport Committee "To make suggestions and recommendations, when requested to do so by South Somerset District Council or developers, for street name for developments within Iminster"

### **Recommendations regarding the Resources Committee** Items discussed:

- The appropriate number of Councillors to sit on the Committee
- That extra meetings maybe called for, if required."
- The logistics of the Resources Committee taking place immediately following the Planning, Highways and Transport Committee

#### **RESOLVED**

- (vii) That the Resources Committee meets 6 times per year
- (viii) That the meetings of the Resources Committee are scheduled to take place on the same evening as a Planning, Highways & Transport Committee and that one meeting will commence on the rising of the other.
- (ix) That the Resources Committee comprises all Councillors
- (x) That the quorum for the Resources Committee is 5
- (xi) That a new specific responsibility is added to the Terms of Reference for the Resources Committee "To agree and oversee the implementation of any policies and strategies for managing the weekly market"
- (xii) That a new specific responsibility is added to the Terms of Reference for the Resources Committee "To propose fees to be charged to stall holders at the weekly market (the proposal to form part of the annual budget)"
- (xiii) That a new specific responsibility is added to the Terms of Reference for the Resources Committee "To agree any arrangements relating to the tenancy of the cemetery lodge"
- (xiv) That a new specific responsibility is added to the Terms of Reference for the Resources Committee "To consider the terms of each proposed sponsorship agreement e.g. locations, duration, size and type of sponsorship sign and decide the value and make recommendations to Council"

### **Recommendations regarding the Open Spaces Committee** Items discussed:

- The appropriate number of Councillors to sit on the Committee

#### **RESOLVED**

- (xv) That the Open Spaces Committee meets monthly
- (xvi) That the Open Spaces Committee comprises all Councillors
- (xvii) That the quorum for the Open Spaces Committee is 5

### **Recommendations regarding Full Council**

#### **RESOLVED**

Chair's Initials

## **Iminster Town Council**

- (xviii) That Council meets monthly
- (xix) That a new specific responsibility is added to the Terms of Reference for Council " to receive reports from the External auditor"
- (xx) That a new specific responsibility is added to the Terms of Reference for Council "To liaise with relevant organisations regarding issues relating to flooding at they affect Iminster"
- (xxi) That a new specific responsibility is added to the Terms of Reference for Council "To elect the Chairs of Committees"
- (xxii) That a new specific responsibility is added to the Terms of Reference for Council "To appoint the Vice-Chairs of Committees"

**RESOLVED** to conduct a further review in December 2014

### **191. Calendar of Meetings**

The Council considered the calendar of meetings for the year 2014/15.

**RESOLVED** that calendar of meetings for the year 2014/15 as attached to these minutes as Appendix B be approved.

### **192. Allocation of Section 106 money**

This item was deferred to a future meeting so that more research could be undertaken.

### **193. Licence / Lease Review**

The Council considered the appointment of solicitors to draft new licences/leases relating to the Recreation Ground & Britten's Field.

Issues discussed included:

- Estimates of fees
- The services to be provided

**RESOLVED** that solicitors C be appointed to draft new licences/leases relating to the Recreation Ground & Britten's Field.

### **194. Applications for Planning Permissions**

The Council considered whether if requested the Town Council would be willing to apply for planning permissions in the future for the football and cricket facilities as part of the Open Spaces Review.

Issues discussed included:

- the proposals should be put before the Council to make sure the Town Council are happy with all the elements before an application is made.

**RESOLVED** that as part of the open spaces review, the Town Council would be willing to apply for planning permission on the behalf of the Football Club or Cricket Club, with regard to sports facilities if the said clubs make such a request.

**NB:** Councillor Pallister declared a prejudicial interest in this item at the start of the Council meeting and left the room whilst this item was being discussed.

### **195. Town Crier**

The Council discussed providing the Town Crier with official endorsement.

Issues discussed included:

- The proposal is not for any payment to be made by the Town Council

**RESOLVED** that the Town Crier be officially endorsed as the Iminster Town Crier.

Chair's Initials

## Iminster Town Council

### 196. Fair Trade

The Council discussed whether or not the Town Council should support the town seeking Fair Trade Status and considered the appointment of a representative to the Steering Group.

Issues discussed included:

- more information is required on the precise wording of the resolution required by the Fair Trade organisation.

#### **RESOLVED**

- (i) that the Town Council supports the principle to Iminster becoming a Fairtrade Town
- (ii) that Councillors Burton, Keitch, Lawson and Storey are nominated as members of the fair Trade Steering Group
- (iii)

### 197. Party on the Park

The Council discussed whether there should be an Iminster Town Council presence at this year's event to be held 24<sup>th</sup> August 2014.

**RESOLVED** that Party in Park 2014 has a Town Council presence.

**NB:** Councillors Lawson and Taylor declared a personal interest in this item at the start of the meeting.

### 198. Annual Attendance List

The Council received Iminster Town Council's Councillor Attendance list for the year May 2013/14.

Issues discussed included:

- Where information is published about District and County Councillors attendance at the respective councils
- The information relating to Councillor Sherman needs to be updated (following the amendment to the minutes recording his absence on 13 May 2014)

**RESOLVED** to note the attendance information

### 199. 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 £30,949.69 be approved.

### 200. Continuation of Meeting

**NB:** 21:58 hrs. In accordance with Standing Orders, a vote was taken on whether or not to continue the meeting beyond the 2.5 hours; all Councillors were in favour of continuing the meeting until 22:30 hrs.

### 201. Project Plan

The Council considered the progress on the project plan and whether any changes are necessary.

Issues discussed included:

- Action Review dates
- Item 9 - Silver Street Car Park, priority to be amended to read "Dependent on Strategic Vision
- Drain and Gully Clearance

**RESOLVED** that the following amendments be made to the Town Council Project Plan

- (i) that the Action Review Dates be updated
- (ii) That the Silver Street Car Park dependency be shown as dependent on Strategic Vision

Chair's Initials

--

## Iminster Town Council

(iii) Drain and Gully Clearance sponsor to be Councillor Shearman

### 202. Report from the County Councillor for the Iminster Division

The County Councillor's report had been circulated with the agenda.

County Councillor Linda Vijeh highlighted the following

- The new policy for signs for businesses.
- New Road research and investigation is ongoing but early results indicate that the road subsidence is due to the areas geology. Further investigatory works are to be carried out between Wednesday 25<sup>th</sup> June and Friday 27<sup>th</sup> June 2014; the findings are expected to be reported back and presented to SCC with a solution or alternative measure.
- In response to a question Councillor Vijeh will enquire whether or not traders are eligible to apply for grants / compensation for loss of earnings due to no access.
- Workshops about social media are available in the area.
- BT have been working to install fibre optic cabling, the expected coverage is 88% of area by 2015; match funding is required which South Somerset District Council is expected to contribute.

### 203. Reports from District Councillors

The District Councillor said that her report would be sent a report electronically due to the time constraints of the meeting.

### 204. Reports from Representatives on Outside Bodies

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

**Market Town Investment Group** - Councillor Goodall a new programme of funding will start from January 2015

**Chamber of Commerce** – Councillor Goodall's report was circulated with the agenda.

**Christmas Lights Committee** – Councillor Pallister said he would provide his report to the next Council meeting, due to the time constraints of the meeting.

**Iminster Forum** – Councillor Lawson's written report was circulated at the meeting.

**Swanmead School** – A report was circulated with the agenda.

**Greenfylde School** – Councillor Storey submitted a written report which was circulated at the meeting.

### 205. 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.

### 206. Exclusion of the Press and Public

**RESOLVED** to exclude the press and public whilst agenda item 26 was discussed due to the confidential nature of the business to be transacted.

### 207. Update on Legal Action and Expenses.

A written report was circulated at the meeting for Councillors to consider.

The Mayor gave Councillors a short oral update on the action taken to date and the advice given by the Solicitors.

**RESOLVED** that the Town Council follows advice provided by Stokes Partners in relation to the current legal claim against the Council.

The meeting closed at 22:30 hrs.

Chair's signature and date

