

Minutes of a meeting of the **Town Council Meeting** held at Greenfylde First School, Silver Street, Ilminster on Tuesday 20th January 2015 at 19:30hrs

Present:

Chairman: Cllr E J Taylor

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

In Attendance

Officers: Miss N McIntosh (Administration Officer), Miss J Norris (Town Clerk) and Marilyn Shelley (Administration Officer)

22 members of the public attended the meeting, 3 wished to speak.

The Mayor welcomed everyone to the meeting and checked that everyone who wished to speak had indicated they wished to do so. The Mayor reminded attendees that the meeting might be recorded.

Speaker 1

- Spoke on behalf of the North Winterhay Lane residents, saying that they have observed no friction in Winterhay lane and they feel that would be inappropriate for the Town Council to canvass vigorously organisations to become involved in the matter. These residents are prepared to meet with Councillors Miller and Swann to discuss any friction and promote more neighbourly feelings.

Speaker 2

- A Representative of the Winterhay Action Group, said that they believe Winterhay Lane (known to many as Bumpy Lane) should be a designated footpath. Members of the group are however frustrated and despondent at the time it is taking for a final decision to be obtained. The Speaker asked the Town Council to help move the situation forward with a timely resolution.

Speaker 3

- The Treasurer for the Cricket Club spoke regarding agenda item 11 'Sports Club Licence.' This Speaker gave the Council information about the current arrangements for running the Sports Club, saying that after many years of the arrangements working well there were now some difficulties regarding financial transactions as the Treasurer had resigned. The Cricket Club would like to have the licence for the Sports Club and believed that in doing this they could overcome the current problems.

345. Suspension of Standing Orders

RESOLVED to suspend Standing Order 1m which relates to photographing, recording, broadcasting or transmitting the meeting.

346. Apologies for absence

Apologies for absence were received from Councillor Sothern.

Chair's Initials

Ilminster Town Council Minutes 20 January 2015

347. 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 S Shepherd	Agenda item 11 Sports Club Licence	355	Personal	Member of the Cricket Club	Spoke and voted
Cllr J Pallister	Agenda item 11 Sports Club Licence	355	Personal	Member of the Cricket Club	Spoke and voted
Cllr S Storey	Agenda item 8 Status of Winterhay Lane	352	Personal	Lives in Winterhay and is an active member of Action Group	Spoke and voted

348. Minutes

RESOLVED

- (i) that the minutes of the meeting held on 5th January 2015 be confirmed as a correct record.
- (ii) to note the office action list relating to Town Council meetings

349. Mayor's Announcements/Engagements

- a) The Deputy Mayor made no announcement relevant to Town Council and Mayoral activities and engagements.
- b) The Mayor and Deputy Mayor's engagements between 5th January 2015 and 20th January 2015 were circulated with the agenda.

350. Correspondence from Councillor Shepherd

The Mayor read out a statement received from Councillor Shepherd concerning a complaint made about him breaking the Code of Conduct. Councillor Lawson then read out the complaint and explained why he had submitted it to the Monitoring officer – namely that when someone signs an undertaking such as the Code of Conduct they should abide by it or, as in an employment situation be prepared to face an investigation and possible sanction.

Items discussed during consideration of the item included:

- the reasons why this matter is being dealt with so long after the complaint was made
- atmosphere of the meeting in January 2014
- the impression of the public attending the meeting about Councillor behaviour
- that the press had published the details of the story before Councillors had received the information and been able to consider it – Cllr Shepherd said that he had released the information to the press on the preceding Sunday

It was agreed to note receipt of Councillor Shepherd's statement

351. Police Report

A written report was circulated prior to the meeting, no police officers attended the meeting. Items discussed during consideration of the item included:

- Councillor Keitch reported that she felt it would be useful for a police representative to attend at Full Council Meetings
- Councillor Miller had hoped a Police Representative would be able to attend, so the Council could have received the police perspective regarding the Winterhay Lane item.

Chair's Initials

352. Status of the Footpath at Winterhay Lane

Councillor Miller explained that he was proposing the motion because no progress has been made by Somerset County Council on submitting the documents to the Secretary Of State for a decision on the status of the disputed footpath at Winterhay Lane.

Items discussed during consideration of the item included:

- reports to Councillors and personal experience of being harangued whilst trying to walk the disputed footpath
- the need for progression this matter, particularly to avoid friction increasing between those with opposing viewpoints
- disappointment that the timescale originally suggested by the Rights of Way Section at Somerset County Council has passed without any action being taken
- concern that lack of progress reflected the attitude of the Chair of the Regulation Committee towards footpaths when the matter was discussed.

RESOLVED that in the light of the friction which exists in the town over the continuing ambiguity as to the status of the footpath that adjoins Winterhay Lane that the Town Clerk be authorised to contact vigorously all organisations who can assist in implementing an early resolution of the issue.

353. Recommendation from Open Spaces Committee

The Council considered the recommendation from the Open Spaces Committee held on 9 December 2014 regarding widening the path between The Mead and the Wardens' Workshop. No issues were discussed during consideration of the item.

RESOLVED

- (i) To accept the contractor's quote (using crushed stone and concrete) of £1650 for widening the path between The Mead and the Wardens' Workshop
- (ii) That the work should be funded as follows:

Amount	Budget heading
£250.00	561/14
£250.00	561/8
£500.00	560/11
£650	unallocated reserves

354. Budget and Precept 2015/16

The Council were asked to consider the Town Council's budget and precept for 2015/16. The Town Clerk highlighted that information grants were not included in the accompanying notes, and reminded the meeting that for the year 2014/15 it was agreed to no longer have a grants budget and only provide revenue subsidy grants for the Local Information Centre and Ilminster Youth Club.

Items discussed during consideration of the agenda item included:

- new housing developments will affect next year's council tax base and in the long term may impact upon services provided by the Town Council
- it was suggested that the budget for newspapers could be removed and information obtained using websites
- the usefulness of a small grants budget to help local organisations
- young people have reported to Councillors that the surface of some of the equipment in the skatepark is slippery
- there are allocated reserves (in the renewals provision) for play equipment at Winterhay Lane
- the increased expenditure for tree maintenance is mainly the result of needing to make safe wind damaged trees

Chair's Initials

Ilminster Town Council Minutes 20 January 2015

- Burma Star Garden - a volunteer has agreed to assist with maintenance but it was never intended that the Town Council should spend money replanting the garden
- Cemetery Lodge the letting agent has recommended that the carpets are replaced
- Cemetery walls - expenditure to date compared to the budget is low due to the contractor being unwell, but it is hoped that the planned work will be completed within the this financial year
- The Town Clerk confirmed that none of the amounts included in the various budget and precept related documents included VAT
- The renewals provisions need to be reviewed with regard to the number of years owned and the anticipated life span of the item

RESOLVED

- (i) To include £1,000 for small grants in the 15/16 proposed budget
- (ii) To amend the budget for cemetery walls to £1,000 in the 15/16 proposed budget
- (iii) To include £500 for work to the skatepark (surfaces and graffiti style decoration) in the 15/16 proposed budget

NB: At 21:25 hrs. Councillors agreed to adjourn the meeting for 5 minutes (to enable the calculations of the budget and precept to be checked following the agreed changes)

RESOLVED

- (i) that the precept for the year 2015/16 is set at £231,223
- (ii) That the expenditure budget is £277,780 to be met from
£231,223 precept
£20,320 Council Tax Reduction Support Grant
£26,337 estimated income generated by the Town Council

NB: At 21:50 hrs it was 'Resolved' to extend the meeting for 40 minutes until 22:30 hrs.

355. Sports Club Licence

The Council considered the requests from the Cricket, Football and Sports Club to change the licence arrangements.

Items discussed during consideration of the item included:

- the Town Council could decide not to issue a licence and require the Sports Club to remove the existing building
- selling alcohol is a main source of income for the cricket and football clubs
- the position of the football club should the cricket club be the licence holder

RESOLVED to defer a decision on this item for Councillors to draft a motion for consideration.

NB: Councillor Goodall left the meeting at 22:10 hrs.

356. Football and Community Facility Update and Governance Arrangements

The Council received a short update on progress and considered governance arrangements including the formation of a Project Governance Group, the project management arrangements, scheduling and the issuing of tender documents.

RESOLVED that

- (i) That a Project Governance Group is set up initially comprising 3 representatives of the Football Club, Deputy Mayor, Chair of the Open Spaces Committee, Chair of the Resources Committee (the 3 Councillors all being ex officio appointments) with the Town Clerk in a supporting role and advisors such that the group feel necessary e.g.

Chair's Initials

Architect, Football Association representative, Officers from South Somerset District Council Community Health and Leisure Team.

- (ii) That when a project manager / contract administrator is appointed they become a member of the Group
- (iii) That when a contractor is appointed they become a member of the Group
- (iv) That initially the Project Governance Group is given the responsibility of:
 - Reporting to every Council meeting on progress
 - Assessing the actions required to meet the Planning Conditions and making recommendations to Council on how meet the requirements
 - Agreeing the method of procurement
 - Compiling a list of contactors to be invited to tender
 - Compiling and sending out the tender documents
 - Deciding how project management /contract administration will be dealt with and appointing a suitably qualified person to undertake the role
 - Assessing completed tender documents and making a recommendation to Council regarding the appointment of a contractor
 - Making recommendations to Council about the membership of the Group and its responsibilities

357. Awards and Competitions

The Council considered the Awards and Competitions to be facilitated by the Town Council during 2015.

Items discussed during consideration of the item included:

- **Bradley Cullen Youth Citizen Award** – To note that there is to be an age limit of 18 and under

RESOLVED that

- (i) The following competitions and awards are facilitated by the Town Council in 2015: One competition each for Greenfyld and Swanmead Schools; Scarecrow Competition; Citizens Award; Youth Citizens Award
- (ii) The criteria and timing for each competition and award as detailed in appendix a to these minutes is approved
- (iii) Prizes for the competitions in (i) above are sought from local businesses and any shortfall is met from the community engagement budget
- (iv) That the Town Clerk asks Councillors serving at the time of the competition to volunteer as judges with a view to having three Councillor judges for each competition
- (v) The Mayor's Award is presented solely at the Mayor's discretion

358. Project Plan

The Council considered progress on the project plan the following changes were noted.

Items discussed during consideration of the item included:

- Item 9, section G of the project plan "Adoption of Lower Meadow, Canal Way Development" need to check with Cllr Goodall if this has now been adopted and if it has the item can be deleted from the Project Plan

Chair's Initials

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Ilminster Town Council Minutes 20 January 2015

359. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation was circulated prior to the meeting for Council's approval.

RESOLVED that the accounts listed in the schedule presented to the Council totalling £35,136.30 be approved.

360. Reports from District Councillors

No report was received from District Councillors.

361. Report from County Councillor for Ilminster

County Councillor Vijeh submitted a written report for December 2014 which was circulated with the agenda.

Councillor Vijeh said she recognised there were some important issues to be considered at the meeting but would appreciate it if in future she could make her report earlier in the meeting. No questions were raised with regards to the report from County Councillor Vijeh.

362. Reports from Representatives on Outside Bodies

The Council received a report from the following Representative on an outside body which was circulated prior to the meeting:

Chamber of Commerce – A written report was circulated with the agenda papers.

PACT – Councillor Keitch asked that a meeting be arranged

Fairtrade there was to be a meeting in the next week and a report would be given to Councillors in due course

363. Exclusion of the Press and Public

RESOLVED to exclude the press and public whilst agenda item 20 was discussed due to the confidential nature of the business to be transacted.

364. Hammerhead Land

The Town Clerk provided an oral update on the progress with implementing the Council's instructions regarding the Hammerhead Land.

The meeting closed at 22:30 hrs.

Chair's signature & date