

# ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris**

Date: 6<sup>th</sup> May 2014

Dear Councillor

**The Annual Meeting of the Town Council** which you are summoned to attend will be held on **Tuesday 13<sup>th</sup> May 2014** in the Council Chamber, Council Offices, North Street, Ilminster starting at **19:30 hrs.**

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

Joy Norris  
Town Clerk

## AGENDA

1. **Apologies for Absence**  
To receive apologies for absence from Councillors unable to attend the meeting.
2. **Declarations of Interest**  
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
3. **Appointment of Mayor**  
To elect the Mayor for the period to May 2015
4. **Declaration of Acceptance of Office**  
To receive the Declaration of Acceptance of Office by the Mayor
5. **Appointment of Deputy Mayor**  
To appoint the Deputy Mayor for the period to May 2015
6. **Minutes**
  - a) To confirm the minutes of the meeting held on **8<sup>th</sup> April 2014** as a correct record. (to follow)
  - b) To consider the office Action Plan relating to the Town Council Meetings.

**7. Appointment of Committees and Committee Chairs & Vice Chairs**

- a) Open Spaces
- b) Planning, Highways and Transport Committee
- c) Resources

**8. Appointment of Representatives to Outside Bodies**

To appoint representatives to various organisations; a list of the organisations and the current representative is attached. (list of current representatives attached, agenda item 8)

**9. Appointment of Cheque Signatories**

To appoint Councillors as signatories to the Town Council's bank account; a list of the current signatories is attached. (as attached, agenda item 9)

**10. Calendar of Meetings 2014/15**

It is usual practice for the annual council meeting to approve the calendar of meetings for the municipal year as the committee working group has yet to consider the frequency of meetings a calendar for 2014/15 has not yet been compiled. In order to facilitate decision making in the short term Council agreed to schedule one cycle of meetings, the proposed dates are as follows:

Council	24 June
Planning, Highways and Transport	20 May, 17 June
Open Spaces	3 <sup>rd</sup> June
Resources	10 June

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

a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements

b) The Mayor attended the following engagements between 8th April 2014 and 13th May 2014.

- Thursday 10<sup>th</sup> April 2014 Alzheimer's Society 'Singing for the Brain' event at Muchelney House
- Monday 14<sup>th</sup> April 2014 Little boots Day Nursery Grand Opening
- Thursday 24<sup>th</sup> April 2014 Jaspers Bistro 'Business Opening'
- Sunday 27<sup>th</sup> April 2014 Ilminster Scout Group 'St Georges Day Parade'
- Saturday 3<sup>rd</sup> May 2014 'Mayor of Frome's 'Garden Party'
- Thursday 8<sup>th</sup> May 2014 Taunton Deane Borough Council 'Annual Meeting and Mayor Making Ceremony' at The Taunton Rugby Club, Hyde Lane, Bathpool, Taunton
- Monday 28<sup>th</sup> April 2014 Royal British Legion 'Awards ceremony' at the Minster Rooms, Ilminster

**12. Police Report**

Ilminster Beat Report – May 2014 (as attached, agenda item 12)

**13. Report from the County Councillor for the Ilminster Division**

To receive a report from the County Councillor

County Councillor Report April 2014 – Cllr Linda Vijeh (attached, Agenda item 13)

- 14. Reports from District Councillors**  
To receive reports from District Councillors  
(There were no reports received at the time the Agenda was published)
- 15. Reports from Representatives on Outside Bodies**  
To receive reports from Representatives on Outside Bodies.  
(There were no reports received at the time the Agenda was published)
- 16. Resources Committee**  
The Chair of the Resources Committee will present recommendations made by the Committee meeting held on the **29<sup>th</sup> April 2014**. (as attached, agenda item 16)
- 17. Recommendations regarding Open Spaces Review**  
To consider recommendations regarding licences between the Town Council and the Sports Club. (to follow)
- 18. Authorisation of Payments and Notification of Virements**  
The Schedule of Payments for authorisation is attached for Council's approval.
- 19. Project Plan** (as attached, agenda item 19)  
To consider progress on the project plan and whether any changes are necessary.
- 20. Clerk's Updates**  
The following Clerk's Updates have been sent by email since the last Council agenda was published.

<b>Number</b>	<b>Date</b>	<b>Topic</b>
6/14	04.04.14	Local Plan Temporary Road Closure Bere Mills Lane and Watery Lane Donyatt Winterhay Lane Work on the Rec & Herne Hill
7/14	28.04.14	Annual Town Meeting Reminder June Funfair Police & Crime Commissioner newsletter Ilminster New Street Names Beech Tree Planting Staffing Winterhay Lane

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1.	08.04.14 T.C 140	Note on action Plan	Include Berkley Homes on the distribution list for the Flood Plan when issued.	NIKKI	NIKKI added to Berkley Homes to distribution List 29.04.14	COMPLETE
2.	08.04.14 T.C 157	Accepting Apologies	RESOLVED that the Council accept the apologies from the Councillor in question and support her in her recovery.	Council Members and Office Staff		COMPLETE
3.	08.04.14 TC 142	Police Report	RESOLVED that the Town Clerk writes to Ilminster Police station to invite them to attend any Full Council or Committee meeting at least once a month	Joy		
4.	08.04.14 T.C 146	Action on Rural Planning Chaos	RESOLVED that the Town Clerk, the Chair of Resources and the Chair of Open Spaces have delegated authority to compose a letter to be sent to Mr E Pickles, Mr D Laws, Leaders of the District and County Councils, and SALC, hi lighting Ilminster Town Council's concerns on the quality and quantity of local development. The letter will be approved by Council.	Joy, Cllr Miller, Cllr Goodall		
5.	08.04.14 T.C 147	Review of Committees	RESOLVED that a working group is created to review the Committees, the terms of reference and the frequency of meetings and a report is given to the next Full Council meeting.	Working Group Cllrs Burton, Goodall, Miller, Pallister, Shearman, Shepherd, Storey, Taylor and Vijeh	Availability request sent on 09.04.14 via email.	To go to next Full Council 13.05.14

Action List for TC Agenda 15<sup>th</sup> April 2014

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
6.	08.04.14 T.C 148	Review of Public Participation at Council and Committee Meetings	<p>RESOLVED that the Council's principles of its public participation scheme read as follows:</p> <p>i. The public can only speak at the start of the meeting unless the chair felt that a topic being discussed directs (see joy)(as at present)</p> <p>ii. Public participation should be recorded in the minutes as the topic they are speaking on, but not detailing any individual names.</p> <p>iii. Time limits for public participation and any arrangements for extension of the 3 minutes and the 15 minutes are at the Chair's discretion.</p>	Joy/Nikki	Notice Board Copy of agenda updated.	
7.	08.04.14 T.C 149	Scarecrow Competition	<p>RESOLVED that the scarecrow competition will run again this year.</p> <p>(i) Scarecrows to be on show from Wednesday and taken down Sunday evening.</p> <p>(ii) Judging to take place on Thursday and Friday</p> <p>(iii) Judges for this year will be Cllrs Keitch, Swann and Vjeh.</p> <p>(iv) Advertising through press, noticeboard, schools, newsletters and Flyers to church groups, Scouts and Brownies.</p> <p>(i) A map is needed to show the location of each scarecrow.</p>	Nikki/Joy	Issued Press Release details on website	
8.	08.04.14 T.C 150	Citizens Award	<p>RESOLVED</p> <p>i. That the Council introduce a Young Citizen's Award to be awarded to a person under 18 years of age with all other criteria being the same as for the Citizen's award with the exception that the Young Citizen would not be on the electoral role but would have to attend school in Ilminster and live in the Parish of Ilminster boundary.</p> <p>ii. that the Selection Committee for the Ilminster Citizen's Award 2014 and the Young Citizen's award 2014 comprise of</p>	Nikki/Joy	Selection Panel arranged to meet on 29.04.14 after Resources Committee Meeting. Citizens Award and Youth Award advertised And Media release sent	

Action List for TC Agenda 15<sup>th</sup> April 2014

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
9.	08.04.14 T.C 151	Community Resilience Store	<p>the Mayor, Deputy Mayor and the Chair and Vice-Chair of the Open Spaces Committee, Resources Committee and Planning Committee.</p> <p>iii. that the quorum of the judging panel to be 3.</p> <p>iv. that the Selection Committee have delegated authority to decide to whom the Citizen's Award and Young Citizen's Award should be presented in 2014</p> <p><b>RESOLVED</b> that the Town Council agrees in principle to rents two stores, preferably on either side of the town, and once all charges for storage have been received the matter will be taken back to Council with the options to be considered.</p> <p><b>RESOLVED</b> that the Council puts in a right to bid for the agreed nominated community assets.</p>	Joy/Marilyn /Nikki	15.04.14. Awards presented at Annual Town Meeting.	See O.S Resolutions
10.	08.04.14 T.C 156	Community Right to Bid	<p><b>RESOLVED</b> that the Clerk is given delegated authority to take the minimum cover as given on the Policy Schedule at a cost of £5,720</p> <p>(ii) that the Clerk is given delegated authority to discuss the issues outlined above with the insurers and where appropriate to agree enhancements to the insurance cover to a maximum total cost of £6,500;</p> <p>(iii) that should the required amendments mean a cost greater than £6,500 the Town Clerk is given delegated authority to proceed to obtain the necessary cover following consultation with the Mayor and the Chairs of the Open Spaces and Resources Committees.</p>	Joy		See T.C Resolutions
11.	25.03.14 T.C 135	Consider Insurance Renewal	<p><b>RESOLVED</b></p> <p>(i) that the Clerk is given delegated authority to take the minimum cover as given on the Policy Schedule at a cost of £5,720</p> <p>(ii) that the Clerk is given delegated authority to discuss the issues outlined above with the insurers and where appropriate to agree enhancements to the insurance cover to a maximum total cost of £6,500;</p> <p>(iii) that should the required amendments mean a cost greater than £6,500 the Town Clerk is given delegated authority to proceed to obtain the necessary cover following consultation with the Mayor and the Chairs of the Open Spaces and Resources Committees.</p>	Joy		<b>COMPLETE</b> See T.C Resolutions

Action List for TC Agenda 15<sup>th</sup> April 2014

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
12.	25.03.14 T.C 137	Payment regarding Cemetery Wall	<b>RESOLVED</b> (i) that the Council does not agree to the compromise suggestion and (ii) that the resolution of 28 January 2014 is confirmed, namely "That the Town Clerk is given delegated authority to issue a counter claim and represent the Town Council in court"	Joy		SEE CEM Resolutions
13.	20.03.14 Mayor's Weekly Meeting	Donation of Prizes for Easter Events	Letters to be drafted to Tesco & Cooperative to request donation of prizes (eggs) For Town Council & Youth Council Easter Events	Nikki/Joy	Sent letters and received donations.	COMPLETE
14.	28.01.14 TC 102	Office Action Plan	Ask Mr Raffell if Berkley Homes can have a copy of the Flood Plan	Marilyn	Deputy Clerk emailed Mr Raffell 31.03.14. Awaiting reply	
15.	03.12.13 T.C 80	Emergency Flood Plan	Cllr Vjeh investigating if funding available from the County Council.	Cllr Vjeh		
16.	22.10.13 T.C 69	Project Plan	1. Path between brakes garage and Riec sur before needs maintenance— Cllr Goodall reported it is the management company for Riec Sur Belon development (meeds fleet ) – C.G will make them aware that this could be a flood risk. 2. Town Clerk to write a letter to express that the Town Council is dissatisfied with the attitude of the developer regarding proposed development and works so far. – Link to project Plan			
17.	Full Council	Item 12 Approval of Accounts	The Town Clerk will investigate the 2 recommendation from the Internal Auditor A) that the accounting procedure for Reserves is reviewed.	Joy/ Marilyn	1)Internal Auditor to be discussed at F&P on 27.08.13	

Action List for TC Agenda 15<sup>th</sup> April 2014

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
	07.05.13		B) that a tagging scheme should be implemented to provide more physical control over our fixed assets.		2) Agreed to send out documents to suitable individuals/ organisations and wait to see what response we receive back – as at O.S meeting on 13.08.13 31.01.14 Meeting scheduled with Internal Auditor. In process of tagging fixed assets.	
18.	Full Council 07.05.13	Item 12 Approval of Accounts	The Town Clerk will look at how improvements can be made to the information that is required on our Annual Governance Statement	Joy		

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
1.	SCC Investigation Winterhay Lane TC 05.02.13	Resolved 1) that the Town Council stance is that it supports Winterhay Lane becoming a designated right of way 2) That Cllrs Swann( with Cllr Miller as deputy) attends the County Council's Regulation Committee on 7 <sup>th</sup> March 2013 to put the Town	05.02.13	1) Meeting booked for 7 <sup>th</sup> March 2013 2) Meeting Cancelled – Councillors and Mr Holtom informed 3) Report and Recommendation received from SCC 4) Application to be placed before regulations Committee on 3rd October 2013 5) Consideration by SCC Regulation Committee



Town Council Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
		Council's view		<p>postponed</p> <p>6) Regulation Committee decided Winterhay Lane Should be a Public Right of Way, awaiting for SCC to make order.</p> <p>7) SCC have made an order.</p> <p>8) 01.04.14 SCC have received objections and this will now be referred to the Planning Inspectorate.</p>
2.	<p><b>Byelaws</b>  <b>TC 25.02.14</b></p>	<p>Resolved</p> <p>(i) That a resolution is passed to adopt the byelaws</p> <p>(ii) That the Mayor and Deputy Mayor are the designated signatories on the formal document to be sealed</p> <p>(iii) That the appropriate notice regarding the byelaws is placed in the Chard and Ilminster News and also on the Town Council's Website and Notice board</p> <p>(iv) That a fee of 10p per 100 words be charged for supplying the byelaws or any extract from the document during the period that they are on deposit.</p> <p>(iv) that after the byelaws have been on deposit for 1 month application for them to be confirmed is made to the Department for Communities and Local Government. 25.02.14</p>	25.02.14	<p>1) Byelaws advertised 19.03.14</p> <p>2) Town Clerk written to DCLG to confirm the byelaws 29.04.14</p>
3.	<p><b>Consider Insurance Renewal T.C</b>  <b>25.03.14</b></p>	<p><b>RESOLVED</b></p> <p>(i) that the Clerk is given delegated authority to take the minimum cover as given on the Policy Schedule at a cost of £5,720</p> <p>(ii) that the Clerk is given delegated authority to discuss the issues outlined above with the insurers and where appropriate to agree enhancements to the insurance cover to a maximum total cost of £6,500;</p>	25.03.14	

Town Council Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
		(iii) that should the required amendments mean a cost greater than £6,500 the Town Clerk is given delegated authority to proceed to obtain the necessary cover following consultation with the Mayor and the Chairs of the Open Spaces and Resources Committees.		
4.	Community Right to bid	RESOLVED that the Council puts in a right to bid for the agreed nominated community assets.	08.04.14	

<b>Representatives on Outside Bodies 2013/14</b>	
Christmas Lights	John Pallister
Chamber of Commerce	Carol Goodall, Emma Jane Taylor
Dementia Friendly Communities	Jo Sothern
Greenfylde School	Sophie Storey
Ile Valley Children's Centre	Carol Goodall
Ile Youth Centre	Philip Burton
Ilminster Education Foundation	Stuart Shepherd, Roger Swann, Linda Vijeh
Ilminster Forum	Andrew Lawson
Ilminster Local Action Group	On hold due restructure
Ilminster Tourism	Sophie Storey
Meeting House	Jo Sothern
MTIG	Carol Goodall, (Emma Jane Taylor)
PACT	Val Keitch
SALC	David Miller
Swanmead School	Sophie Storey
Twinning Association	Linda Vijeh
Wadham School	Stuart Shepherd

**Cheque Signatories 2013/14**

<b>Cheque Signatories</b>	
Councillors:	Carol Goodall, David Miller, Stuart Shepherd, Roger Swann, Emma Jane Taylor
Officers:	Joy Norris, Marilyn Shelley (only in absence of the Clerk)



## Iminster Town Report May 2014

If you think a crime may be in progress, about to happen or that offenders are still nearby - regardless of the time of day or night - call **999**.

When reporting a crime please call the following numbers:

**General enquires number and crime reporting 101**

OR

**In case of emergency 999.**

Or

**CRIME STOPPERS on 0800 555 111**

Your call cannot be traced and you will not be asked your name.

For more information and for more advice on all the above and much more  
Please visit

**[www.avonandsomerset.police.uk](http://www.avonandsomerset.police.uk)**

Good evening to you all, since the last Police report we at Iminster station have been kept up to our usual work in the Town and in the surrounding villages.

As you are probably aware there is a major shake-up in the way Avon and Somerset Police will be running their business. I am pleased to announce that PC Andy STUART and his two PCSO's John and Karen are all staying at Iminster. There will however be an overall reduction of hard area PCSO's from 12 to 8 from this July. Those moving have been informed. There will however be an extra Beat PC in Chard and another one due in area at some stage soon meaning 6 PC's on area Beat Teams backed by 1 Beat Sergeant for area.

There have also been lots of reports on the local news that Police Stations are closing everywhere. If I can, please let me reassure you; The cost of up keeping large buildings that in many cases are no longer, being used to their original capacity is money that could be spent on more needed requirements for modern policing. In most cases the Police will be looking for suitable premises in the same town currently having Police stations, suggestions include Local Council Offices or other Council amenities. Whilst Ilminster Police station is down for closure, we have been assured that this will not happen until a suitable alternative has been located within Ilminster, with local Fire station a preferred choice.

There have been 18 reported incidents/crimes in Ilminster for April down from 22 for same time last year, long may this declining trend continue. Reports of 3 violence against person crimes, one of which unknown suspect at this time.

1 public order offence where offender was given a fixed penalty notice.  
3 vehicle damage crimes one same vehicle twice believed to be an ongoing issue.

Theft of Catalytic Converters from Highways depot.

A couple of shop lifting incidents, both being dealt with.

The ASB calls to Ilminster Recreation Ground seem to have reduced in numbers, but this area is still a main target for our team in the evenings. As always we do encourage people to phone all incidents or suspicious activity to us with as much detail as possible.

## ILMINSTER DIVISION - COUNTY COUNCILLOR REPORT APRIL 2014

### COUNTY COUNCIL ACTIVITY

Recruitment for the new CEO is due to take place week beginning 12<sup>th</sup> May, and I have been asked to participate in the selection process.

The sponsored abseil took place earlier this month, and so far over £8,000 has been raised. Cllr. Sam Crabb, has stood down as Leader of the Liberal Democrats, and has been replaced by Cllr. Jane Lock.

In the coming financial report an under spend of £22m. will be reported; this is as a result of monies coming from central government only being received on 31<sup>st</sup> March.

The contract with Webber Bus for the Taunton Park and Ride service was terminated at the end of April, due to under performance, with a new contractor due to be announced shortly. A visit by Minister Ed Vaizey, and a meeting held with members of the business community at Monk's Yard, to applaud Broadband roll out in the area, was not well received. There continues to be concern over the extent to which this will have a positive impact on Ilminster, with no confirmation of total coverage, largely for commercial reasons.

I have taken this up with county and understand that there are plans in place to overcome this by exploring local contracts.

### FLOODING

Regular reports on the recovery process after the flooding on the levels continue to be received. Additional funding totalling £13m has been forthcoming from DEFRA with the intention for it to alleviate hardship specifically for those in the farming community.

There continues to be some localised flooding in Ilminster, which although not causing disruption, does need attention, and I have requested a meeting with highways and Town Council representatives to take place as soon as possible to ensure appropriate measures are put in place.

### HIGHWAYS/TRANSPORT

As previously mentioned and reported in the local press, a petition was launched in relation to the continued closure of The Beacon. No end date has yet been forthcoming whilst the cause and solution of the subsidence continues to be investigated.

I am due to meet with residents from Kingstone and Dowlish over ongoing highways issues, and have been in touch with SSDC's planning dept. in relation to back roads to some of our villages being used by HGVs removing building site materials.

Residents have raised the issue of the poor provision of rural school transport, and its cost, particularly for those children travelling to secondary schools and academies. I am pursuing this on their behalf, and noted at Scrutiny that in the Joint Strategic Needs Assessment South Somerset fares worst for accessibility to secondary school by public transport.

SID (Speed Indicator Device) results for the first two weeks in April show:-

Ilminster – average speed 31mph, with 38,339 recorded vehicle movements.

Broadway – average speed 37mph, with 8,440 recorded vehicle movements.

### LOCAL PLAN

In relation to the SSDC local plan, in which the planned direction of growth for Ilminster continues to be a cause for concern and discussion, submission to the inspector, thought to be in June, is awaited.

At Donyatt, due to representations from a local resident, discussions have been held with county officers over the effect that any future growth will have on county farmland in the area.

### ROYAL DEVON & EXETER NHS FT

My involvement continues, with a focus on exploring ways in which elected members such as myself can increase levels of engagement, to ensure that the local community have input into any decisions that affect them. I will be attending the Royal Devon Show on their behalf.

## **EDUCATION**

The problem of providing free school meals for infants from this September, has largely been overcome, with the strategy intended to resolve the issue being finalised this month; it is thought this will involve a combination of external providers and funds used to upgrade existing facilities.

## **CHILDREN'S CENTRES**

Cabinet decisions have now been finalised in relation to proposed changes to this service.

## **SOMERSET GOVERNORS' STRATEGY GROUP**

Interviews for the new Executive Officer have now taken place, although the outcome is not yet certain. There continues to be a need for additional representation by governors on this group; the normal commitment is not onerous and it provides an opportunity for local input.

## **WILLOW SCHOOLS CO-OPERATIVE TRUST**

I have nothing further to report here at present, with the next meeting due early in May.

## **SOMERSET in CARE COUNCIL**

I joined the group for their residential weekend and can confirm that the 'giant swing' is much scarier than abseiling! £200k of funding has been invested with a view to actively gaining apprenticeship places for Children Looked After, who are reaching the stage where they will be assisted in moving on to independent living. The group now regularly participates as members of SCC's Corporate Parent meetings.

## **SOMERSET SKILLS AND LEARNING**

I have nothing further to report on this at present, with the next meeting planned for early May.

## **SOMERSET RURAL YOUTH PROJECT**

The appointment of the new board chair has now been carried out, with David Taylor (Ex SCC) due to take up this unpaid position in June. Concerns over funding for this coming financial year have largely been resolved. Although unable to attend the last board meeting, due to other work commitments I submitted a number of questions/comments for consideration and will report on the response next month.

## **SCC SCRUTINY**

At this month's meeting the lack of achievement for Children Looked After was under consideration; in Somerset exclusion and absenteeism rates amongst this group are higher than the national average. Support funding has been increased to £1900 per child, which will no longer go straight to schools, as previously, but will be monitored by the newly appointed virtual head teacher who will continuously assess the impact.

There are now 9 members of the newly appointed Leaving Care Council, providing support and advice for those about to leave full time care.

In the news this week residents will have seen reports of the plan to pay foster carers a wage. A recruitment drive is underway to help improve placements and avoid the disruption that a lack of suitable permanent care can cause.

In the Corporate Monitoring Report for the quarter there has been a decline in performance in relation to working with partner organisations; it appears that this is due to ongoing negotiations over the formation of community libraries, which have yet to be finalised.

The Care Commissioning Group presented their two year plan, which forms part of a 5 year strategy with 4 key themes. Care in the community is to increase, along with a focus on projects to aid prevention of poor health. Plans for providing 7 day care across all health providers are underway. Health scores for the % of adults with depression and emergency



## Resources Committee Recommendation

The Resources Committee met on 29th April 2014, and made the following recommendation:

### Staffing of the Open Spaces Team

**RESOLVED to RECOMMEND that:**

- (i) That the Council offers the current Apprentice a permanent, full time contract as an Open Spaces Warden
- (ii) That the contract referred to in (i) above has a salary scale of Scale Points 8-10 (inclusive)
- (iii) That the starting salary offered in the contract referred to in (i) above is Scale Point 8 and increments will be awarded no more often than annually and subject to
  - (a) satisfactory appraisal, and (b) completion and achievement of agreed objectives and training
- (iv) That agency staff (obtained via the SSDC contract) are used as and when needed
- (v) That subject to an apprentice grant being available, an Open Spaces Apprentice is recruited

### Paid Expenditure Transactions

between 01/04/14 and 06/05/14

Start of year 01/04/14

Cheque	Paid date	Tn no	Gross	Vat	Net Cttee	Details	
9275	07/04/14	1863	£352.56	£0.00	£352.56	Wessex Water/BWBSL	Ilminster Cemetary - 01.04.14-31.03.15 758/1
9275	07/04/14	1864	£106.19	£0.00	£106.19	Wessex Water/BWBSL	Market Hse - 01.04.14-31.03.15 958/1
9276	07/04/14	1865	£174.00	£29.00	£145.00	Action For Market Towns	Annual membership 366
9278	07/04/14	1867	£141.30	£0.00	£141.30	SSDC	Non domestic rates 2014/15 - Market 1100
9279	07/04/14	1869	£90.00	£0.00	£90.00	ICCM	Annual membership 2014/15 366
9280	07/04/14	1870	£5,444.16	£0.00	£5,444.16	Zurich Municipal	Insurance Renewal 2014/15 354
9285	15/04/14	1871	£5.62	£0.94	£4.68	Bradford's Building Supplies	Nuts & Bolts 561/5
9289	15/04/14	1872	£150.00	£0.00	£150.00	Ilminster Christmas Lights	Storage rent - April 2014 374/2
9293	22/04/14	1875	£286.72	£47.79	£238.93	Glen Cleaning Co Ltd	Toilet Cleaning - April 2014 563/1
9294	29/04/14	1878	£1,150.00	£0.00	£1,150.00	Ilminster Education Found.	Rental of land 01.04.14-30.09.14 558/1
9295	29/04/14	1879	£1,519.09	£0.00	£1,519.09	Somerset County Council	Pension Contributions April 2014 mth 1 350/3
9298	29/04/14	1880	£162.24	£27.04	£135.20	Investec Asset Finance Plc	Lease - telephones 01.06.14-31.08.14 358/2
9299	29/04/14	1881	£7.12	£0.00	£7.12	Martin McColl	newspapers to 26.04.14 364/3
9300	29/04/14	1882	£180.00	£30.00	£150.00	Abba Cleansing Services	Septic tank - cemetery lodge 762/2
9301	29/04/14	1883	£379.42	£63.24	£316.18	Loxston Groundcare	Parts for servicing tractor 561/1
Acc - 9273	03/04/14	1838	£185.00	£0.00	£185.00	Knight, Mr Daniel	Repairs to shed door 595
Acc - 9281	08/04/14	1841	£218.40	£36.40	£182.00	Alba Trees	Various trees for Herne Hill 560/8
Acc - 9282	08/04/14	1847	£444.00	£74.00	£370.00	SSDC	Management Training Course - T Jones 351/2
Acc - 9284	15/04/14	1862	£9.00	£0.00	£9.00	Shelley, Mrs M	Expenses 350/4
Acc - 9286	15/04/14	1858	£432.00	£72.00	£360.00	Redbay Design Ltd	CAD Designs-Rec Review 2600
Acc - 9288	15/04/14	1854	£37.92	£6.32	£31.60	Larkmans Ta Spar Ilminster	Fuel to 31.03.14 559
Acc - 9290	22/04/14	1842	£137.66	£22.94	£114.72	ShirtAttack	4 x Royal Blue jackets, 4 x Logo, setup 389
Acc - 9291	22/04/14	1848	£109.14	£18.19	£90.95	Chess Ltd	Telephone Charges - March 2014 358/2
Acc - B/Chrgs	01/04/14	1849	£31.12	£0.00	£31.12	NatWest Bank Ltd	Bank Charges - March 2014 363
Acc - B/Chrgs	01/04/14	1850	£10.68	£0.00	£10.68	NatWest Bank Ltd	Autopay Chrgs - March 2014 363
Acc- 9283	08/04/14	1853	£217.00	£157.00	£60.00	National Windsreens	Excess for tractor windsreen 561/1
Acc 9296	29/04/14	1851	£2,500.00	£0.00	£2,500.00	Ile Youth Centre	Revenue Subsidy Grant 356/2
Acc 9297	29/04/14	1861	£167.40	£0.00	£167.40	Jones, Mr Tony	Expenses 350/4
Acc-9287	15/04/14	1846	£83.95	£13.99	£69.96	Ilminster Warehouse	Paint, brushes, woodstain, padlock 561/5
baes	10/04/14	1876	£48.00	£8.00	£40.00	Elder & Froy	Management Fees - April 2014 762/1
D/D 28.04.14	28/04/14	1877	£59.08	£9.85	£49.23	Orange Payment Processing	Mobile Phone charges April 2014 558/4
N/A	01/04/14	1868	£0.00	£0.00	£0.00	SSDC	Non domestic rates 2014/15 - Cemetary 758/2
Sbaes mth 1	21/04/14	1873	£6,288.84	£0.00	£6,288.84	Salaries	Salaries - April 2014 350/1
Sbaes mth 1	21/04/14	1874	£1,355.58	£0.00	£1,355.58	HMRC (Tax & NI)	Tax & NI Contributions April 2014 350/2
Void cheque	07/04/14	1866	£0.00	£0.00	£0.00	SSDC	VOID cheque 1100
<b>Total</b>			<b>£22,483.19</b>	<b>£616.70</b>	<b>£21,866.49</b>		

Signed.....

.....Signed

.....Date

**Paid Expenditure Transactions**

between 28/03/14 and 31/03/14

Start of year 01/04/13

Cheque	Paid date	Tn no	Gross	Vat	Net Cttee	Details	
9258	28/03/14	1817	£88.85	£14.81	£74.04	F&P Chess Ltd	Telephone charges - Feb14 358/2
9265	31/03/14	1826	£7.12	£0.00	£7.12	F&P Martin McColl	Newspapers 23.03.14-29.03.14 364/3
9266	31/03/14	1827	£156.00	£26.00	£130.00	OS Abba Cleansing Services	To empty the septic tank for the toilet block at Wharf Lane Recreation Ground, Canal Way 595
9267	31/03/14	1828	£169.20	£28.20	£141.00	F&P Go-Displays.Co.Uk	6 panel display boards, 3 headers, 3 graphics 389
9268	31/03/14	1829	£110.88	£18.48	£92.40	F&P Newsquest	Public Notice regarding Byelaws 378
9269	31/03/14	1830	£131.77	£20.38	£111.39	Petty Cash Refund	Stationery, postage, keys, keyboard, etc 364/2
9270	31/03/14	1831	£50.76	£8.46	£42.30	OS Loxston Groundcare	Mule Fuel cap 561/2
9270	31/03/14	1832	£48.46	£8.08	£40.38	OS Loxston Groundcare	2 x belts for stiga 561/2
9271	31/03/14	1837	£202.20	£33.70	£168.50	OS Ashtrees	Various trees for Herne Hill 560/8
9272	31/03/14	1834	£286.72	£47.79	£238.93	OS Glen Cleaning Co Ltd	Toilet Cleaning - March 2014 563/1
9274	31/03/14	1836	£40.98	£6.83	£34.15	OS Ilminster Home Hardware	Lock case & lock for toilet store 563/4
b/chrgs	28/03/14	1812	£32.52	£0.00	£32.52	F&P NatWest Bank Ltd	Bank charges - Feb 2014 363
8852	31/03/14	1859	-£15.00	-£2.50	-£12.50	OS Weavo (Fencing) Products	Out of date cheque8852 (contra) 561/12
d/d 140328	28/03/14	1811	£58.31	£9.72	£48.59	OS Orange Payment Processing	Mobile charges - March 2014 558/4

**Total** £1,368.77 £219.95 £1,148.82

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

**Ilminster Town Council Project Plan**

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
<b>A – Cemetery</b>							
1	13	20/10/09	Lower cemetery wall	<p>Long term plan to be developed for the maintenance of the lower wall</p> <p>Visual inspection of wall running north north west (adjacent to access lane of neighbouring property) and cost of repair work obtained 15.10.13. To be considered by the Open Spaces Committee on 5 November 2013</p> <p>Contractor has visited site and report will be made to April O.S Committee regarding costs and timetabling.</p> <p>Order has been issued for the work 02.05.14</p>	Open Spaces to be advised of relevant parts of covenant.	April 2014	Goodall
2	7		Lower cemetery wall	<p>Reduction of pressure on cemetery lower wall.</p> <p>Nov 2012 - professional advice sought</p> <p>04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with the work based on the process obtained.</p> <p>03.09.13 Wall and railings dismantled, temporary fence in place.</p> <p>15.10.13 Quotations for replacement wall considered by Council 10.09.13.</p>	Agreement with neighbours.	Sept 2013	Goodall

**Ilminster Town Council Project Plan**

<b>No</b>	<b>Priority</b>	<b>Date Raised</b>	<b>Subject</b>	<b>Action</b>	<b>Milestones</b>	<b>Review/Action Date</b>	<b>Sponsor</b>
				Site meeting held on 1 October, order has been placed for railings and delivery / erection will be 6-8 weeks ie end of November / beginning of December 2013 Railings erected w/c 06/01/14. Graduation of ground to take place when weather improves. Discussed with contractor 02.05.14, ground still too wet to undertake work.			
<b>B – Recreation Areas</b>							
3	10	7/6/11	Additional land for recreational space.	Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met 30.05.13 03.09.13 Land adjacent to Britten's Field not available from SCC. Open Spaces Review Group meeting 3 <sup>rd</sup> and 4 <sup>th</sup> September to interview potential Landscape Architects/designers and formulate recommendation to go to Council on 10.09.13. 15.10.13. Landscape designer has been appointed, will discuss initial thoughts with Open Spaces review Group on 15.10.13. Public Consultation booked for 7 November at Swanmead school to take place over late afternoon and early evening 08.01.14 Principles for masterplan agreed by Council.	Discussion with SSDC to continue	Dec 2013	Goodall

**Iminster Town Council Project Plan**

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
4	8	7/5/11	Hammerhead land	Acquire the Hammerhead land with the intention of converting it into a park area. Reviewed in Nov 2012 – Councillors requested item remains on action plan 03.12.13 Town Clerk to write a formal letter to Mr Charles Clark to assist Councillor Shepherd. Town Clerk sent letter 20/01/14			Shepherd
5	15	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. 03.09.13 Work has started on a new document for Herne Hill to be two parts, a reference section about the various species to be written by the advisory group experts and management section which is being compiled by the Senior Open Spaces Warden and Deputy Clerk. First draft should be available November. Draft plan considered at O.S Committee 22.04.14	SWT to be contacted reference assistance in producing a management plan. Advisory Group met 12.03.13 Next meeting scheduled for 04/03/14	December 2013	Goodall
6	16	05/04/11 04/09/12	Bye Laws – omission to be rectified	Amendment to be made and Byelaws re-sent.  Byelaws submitted to relevant Government Department for approval Nov 2012 –		Dec 2013	Miller

**Ilminster Town Council Project Plan**

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
				<p>20 Dec 2012 DCLG confirmed receipt and that their legal team is checking the ITC submission</p> <p>Chased - Week commencing 11.03.13, and again 03/06/13 &amp; 10/06/13.</p> <p>Assistance requested from MP David Laws – awaiting a response</p> <p>15.10.13. DCLG could not find original application so duplicate sent. Response received from DCLG 7.10.13 suggesting some amendments to wording</p> <p>The changes to the bye-laws have been sent to DCLG.</p> <p>Received an acknowledgement. Waiting for a reply.</p> <p>On Council agenda for adoption 25.02.14.</p> <p>Byelaws advertised 19.03.14</p> <p>Town Clerk written to DCLG to confirm Byelaws 29.04.14</p>			
7	4	6/9/11	Canal Banks	<p>To bring canal back to full working order.</p> <p>23.08.13 Chair of Open Spaces and Town Clerk met with SSDC Open Spaces Officer to discuss the possibility of obtaining S106 monies towards enhancement of the south end of the Canal.</p>	<p>Cllr Swann to advise on further steps if any</p>	Review Oct 2014	Swann
<b>C – Vision</b>							
8	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	SSDC hosting information evenings on Neighbourhood	December 2013	Goodall

**Ilminster Town Council Project Plan**

<b>No</b>	<b>Priority</b>	<b>Date Raised</b>	<b>Subject</b>	<b>Action</b>	<b>Milestones</b>	<b>Review/Action Date</b>	<b>Sponsor</b>
9	22	05/01/10 Revisited 29/06/10	Silver Street Car Park	can easily morph into a Neighbourhood Plan. 03.09.13 The Master Plan for the Recreation Ground and Britten's Field (scheduled for approval December 2013) will be a key part of strategic planning. Investigate the feasibility of the creation of a car park to the rear of the building on the south side of Silver Street.	Plans in November 2012 – Town Clerk attended 27.11.12  In abeyance until SSDC 2006 – 2026 Local Plan approved or rejected. (Comment by Cllr Miller)	Dependent on Action 10	Austin
<b>D - Office</b>							
<b>E- Personnel (Wardens and Office Staff)</b>							
<b>F- Highways/Pavements Paths</b>							
10		08.04.14	Drain Clearance and Gullies	Liaison with Somerset County Council and local residents.			Shearman
<b>G – Miscellaneous</b>							
11	21	19/05/09	Adoption of Lower Meadow, Canal Way Development	District Councillor Carol Goodall provided an update on SSDC adoption policy at the Open Spaces Committee on 13.08.13 (Minute OS 44 refers)	No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Cttee has liaised with SSDC – who will not adopt until developer has brought the roads, public spaces and footpaths up to the approved standard. No	



**Ilminster Town Council Project Plan**

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
						timescale is known for this work. At Council Meeting on 22.10.13 Cllr Goodall reported the developer has agreed to maintain grass and hedge rows twice a year.	