

ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **TOWN COUNCIL** held in the Council Chamber, North Street Ilminster on Tuesday 22nd October 2013 at 19:30hrs

Present

Chairman: Cllr L Vjeh

Councillors: Cllr C Goodall, Cllr Higgins, Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr S Shepherd, Cllr J Sothern, Cllr S Storey and Cllr Swann.

In Attendance: Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk)

Members of the Public: 1 member of the public attended.

57. Apologies for absence

Apologies of absence were received from Cllr's Burton, Keitch, Shearman and Taylor.

58. Declarations of Interest

No declarations of Interest were made.

59. Minutes

RESOLVED that:

- a) the minutes of the meeting held on **10th September 2013** be confirmed as a correct record.
- b) the minutes of the meeting held on **12th September 2013** be confirmed as a correct record.
- c) The office Action Plan relating to the Town Council Meetings be noted.

60. Mayor's Announcements/Engagements

a) There were no announcements relevant to Town Council or Mayoral activities and engagements.

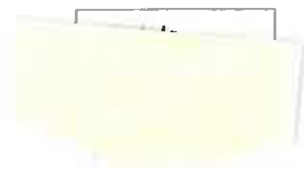
b) The following Mayoral engagements between 10th September 2013 and 22nd October 2013 were reported:

- "Battle of Britain" Memorial Service at The Minster – 15th September
- The Opening of Ilminster WellBeing – 21st September 2013
- Children's Carnival - 28 September 2013
- Performance of "Calendar Girls" with the Mayor of Chard – 4th October 2013
- Ilminster Carnival – 5th October 2013
- Ilminster & District Twinning Association with guests from Riec sur Belon at the Windwhistle Golf Club – 6th October 2013
- Marshall Herbert's Funfair "Freedom of the Fair", Chard – 10th October 2013
- Chard Town Council Carnival – 12th October 2013
- Deputy Mayor attended Ilminster Entertainment Society (IES) Celebration of the newly refurbished Premises – 18th October 2013

61. Police Report

There were no reports received from the Ilminster Beat Officer.

The Town Clerk was asked to enquire whether a report could be submitted or an officer could attend future meetings.



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- 62. Report from the County Councillor for the Ilminster Division**
County Councillor Linda Vijeh submitted a written report which was circulated with the agenda but the following point, regarding parking was highlighted.
Cllr Vijeh informed the Council, following complaints concerning parking in the town especially at Breowan Way, she has been in contact with Colin Fletcher at Somerset County Highways who is investigating the matter and is discussing possible actions to resolve the issue.
The Town Clerk reported that a letter had been received from South Somerset District Council, notifying of the South Somerset Parking Strategy Review which is asking for the Town Council to consider working with them, to actively explore and act in a supporting role in finding additional off-street parking. The Clerk reported this will be considered at the next Planning Highways and Transport Committee on the 29 October 2013.
- 63. Report from District Councillor**
South Somerset District Councillor Goodall provided an oral report, with particular reference to the Local Plan, which is currently being presented to the Project Management Board to look at changes. There would be a Public Consultation January which will include affected town and parish councils.
Councillor Goodall explained how to access the most recent Local Plan information on the eSSDC Website.
- 64. External Audit Report**
The Council considered the report from the external auditors and whether any actions were required. The Council noted the report.
- 65. Appointment of an Internal Auditor**
The Council were asked to consider the quotations received from 4 organisations for providing an internal audit service to the Town Council.
- In September 2013 five invitation to submit quotation had been issued
 - The Clerk summarised the responses received and tabled a comparison rather than the cost per hour.
 - Difference between the responses is the estimated time.
 - Important to have good relationship and trust between the Council and the Internal Auditor.
- RESOLVED** that:
- (i) a Panel be formed comprising the Mayor, Deputy Mayor, Chair and Vice-Chair of Resources.
 - (ii) That the Panel be given delegated authority to appoint the Internal Auditor.
- 66. Adoption and Implementation of a Sponsorship Policy**
The Open Spaces Committee at its meeting on 23 July 2013 recommended that the Council considers adopting and implementing a sponsorship policy; a draft policy was circulated at the meeting and presented for the Council's consideration.
RESOLVED that the Council adopt and implement the sponsorship policy as presented.
- 67. Reports from Representatives on Outside Bodies**
Reports were received from the following representatives on Outside Bodies.

Chair's Initials

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Chamber of Commerce - A written report was submitted by Cllr Goodall and circulated with the agenda.

Somerset Association of Local Councils A written report was submitted by Cllr Miller and circulated with the agenda.

Arts Centre – A written report was submitted by Cllr Sothern and circulated with the agenda.

Dementia Awareness A written report was submitted by Cllr Sothern and was circulated with the agenda.

Christmas Lights Committee - Cllr Pallister reported that the proposed Christmas lights on the Market House will not be happening in 2013.

68. Authorisation of Payments and Notification of Virements

(A) 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 £22,423.21 be approved.

69. Project Plan

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

Issues discussed during consideration of this item included:

- Item 13 Parking
- Item 14 – Adoption of Lower Meadow/Canal Way development - Cllr Goodall reported the developer has agreed to maintain grass and hedge rows twice a year.

RESOLVED that:

- (i) To delete item 13 Station Road Parking as the matter has been dealt with
- (ii) That the Town Clerk writes to the District Council expressing concern about a) the standard of maintenance of the communal and areas which has not been adopted on existing Persimmon developments in Ilminster and b) Persimmon's apparent disregard for planning procedures with regard to the proposed new development off Canal Way.

70. Clerk's Updates

The following Clerk's Updates have been sent by email since the last Council agenda was published.

Number	Date
19/13	18 September 2013
20/13	27 September 2013
21/13	4 October 2013

The meeting closed at 20:38 hrs.

Clerk's Signature & Date

3 Dec 2013