

## ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **TOWN COUNCIL** held in the Council Chamber, North Street Ilminster on Tuesday 10<sup>th</sup> September 2013 at 19:30hrs

### Present

**Chairman:** Cllr E Taylor

**Councillors:** Cllr P Burton, Cllr C Goodall, Cllr A Lawson, Cllr V Keitch, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr S Storey and Cllr L Vjeh.

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

**Members of the Public:** 10 members of the public attended.

### 37. Apologies for absence

Apologies of absence were received from Cllr Austin, Cllr Turner and Cllr Swann.

### 38. Declarations of Interest

| Name   | Agenda No | Topic                | Type of Interest | Nature of Interest                              |
|--|-----------|----------------------|------------------|---|
| Cllr S Shepherd  | 7         | Landscape designer   | Personal         | Rep on Cricket Club<br>Abstained - Did not vote |
| Cllr D Miller &<br>Cllr P Burton<br>(Chair & Vice-Chair) | 9         | Governance Documents | Personal         | Abstained - Did not vote                        |

### 39. Minutes

#### RESOLVED

(a) that the minutes of the meetings held on 30<sup>th</sup> July 2013 be confirmed as a correct record.

(b) that the minutes of the meetings held on 15<sup>th</sup> August 2013 be confirmed as a correct record subject to the second bullet point of minute 36 being amended to read "The report from the authorised dealer suggests that the cause of the incident was an electrical fault"

(c) To note the Action Plan relating to the Town Council Meetings.

Issues discussed regarding the action plan included:

- **Byelaws** – The Clerk reported that the Department for Communities and Local Government (DCLG) have contacted the Town Council Office but DCLG have no trace of our original application, a copy has been sent (09.09.13) and we are now awaiting a response.

### 40. Mayor's Announcements/Engagements

A report on Mayoral activities and engagements and recent Town Council achievements and activities was circulated with the agenda.

### 41. Christmas Decoration of the Market House

The Council considered a request from Ilminster Christmas Lights Committee for permission to add led lighting to the Market House. Councillor Pallister reported on the proposed works.

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**RESOLVED** that: Christmas Lights Committee be given permission to add led lighting to the Market House subject to adequate Insurance and that a full risk assessment is carried out prior to works.

### 42. North West Cemetery Wall Quotations

The Council were asked to consider the quotations received for erecting a replacement boundary wall in the North West corner of the Cemetery and to decide to whom the contract be awarded.

**RESOLVED** that:

- a) That the Town Council's preferred option is for railings to be erected
- b) That the Contract to erect railings be awarded to Paul Hadderton Groundwork.
- c) That a sample of the proposed railing is obtained and a meeting held with the Cemetery neighbours to discuss the proposed work.

### 43. Appointment of Landscape Architect/Designer

The Council considered the recommendation from the Open Spaces Review Group

**RESOLVED** that Red Bay Design are appointed to assist the Open Spaces Review Group with the development of a Master Plan for the Recreation Ground and Britten's Field.

**Administrators Note:** Being the Cricket Club representative on the Open Spaces Review Group Cllr Shepherd abstained from voting.

### 44. Party on the Park 2014

The Council considered a request from Ilminster Party on the Park to hold an event on the Recreation Ground on Sunday 24th August 2014.

Issues discussed during consideration of this item included:

- The event will be run by a stand-alone volunteer committee
- The Town Council will not be asked to make any financial contribution to the event
- If the Town Council agrees to use of the Recreation Ground with no hire fee, the Council will be acknowledged as a partner in any publicity material

**RESOLVED** that Ilminster Party on the Park are given permission in principle to hold an event on the Wharf Lane, Recreation Ground on Sunday 24th August 2014.

### 45. Ilminster Town Council Governance Documents

(Committee Terms of Reference, Financial Regulations, Scheme of Delegation, and Councillor Role Profiles)

Councillors had indicated they wished to review the decision making process with a view to improving the timeliness of decisions and having greater clarity over the roles and responsibilities of Committees and Councillors. A suite of new governance documents had been drafted to try and meet these aspirations and were presented to the meeting for consideration and approval.

**RESOLVED**

- (i) That the Committee Terms of References as appended to the Minutes is adopted and implemented with immediate effect

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| Chair's<br>Initials |
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- (ii) That the Scheme of Delegation as appended to Minutes is adopted and implemented with immediate effect
- (iii) That Financial Regulations are amended to reflect (i) and (ii) above vis sections 2 & 3
- (iv) That the Councillor Role profiles are adopted for guidance and information purposes.
- (v) That the Town Council policies are amended to reflect the new Governance documents approved in (i) – (iii) above
- (vi) That the current Chair and Vice-Chair of the Finance & Policy Committee be the Chair and Vice-Chair respectively of the Resources Committee.

### 46. **Email Committee Papers**

The Council were asked to consider and approve the service of Council and Committee Agenda's and accompanying documents by email.

Issues discussed during consideration of this agenda item included:

- The naming of any attachments to the email agenda must make it clear what the document is
- It may be necessary to send multiple emails with attachments for the same meeting, in order to make the email size manageable
- Where multiple emails are sent they will be numbered sequentially and include the total e.g. 1 of 4
- Councillors may still request to receive a paper copy of agendas and reports – a list of Councillors requiring paper copies will be maintained in the office

**RESOLVED** that, with immediate effect, the Council will serve the summons to attend Council and Committee meetings by electronic means.

### 47. **Police Report**

There were no reports received from the Ilminster Beat Officer.

### 48. **Reports from County Councillors**

County Councillor Linda Vijeh submitted a written report which was circulated with the agenda.

As a result of the report the following issues were discussed:

- Vegetation and overgrown hedges around the town, especially along Canal Way and New Road requiring maintenance. Cllr Vijeh reported that the County Council have been made aware of this
- That hedge on New Road may be Dillington Estates responsibility.
- The possibility that in the 1980's the County Council and Town Council made an agreement for maintenance of the hedge bounding Canal Way and the Recreation Ground

### 49. **Report from District Councillor**

District Councillor Goodall provided an oral report. The key points of which were

- A new Planning Guidance Website has recently been set-up
- The developer of the Land at Canal Way has submitted a revised planning application which includes an increased number of dwellings.

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### 50. Open Spaces Committee

The Chair of the Open Spaces Committee presented the recommendations made by the Committee meeting held on 13th August 2013.

In order to enable members of the public to speak, the Chair suspended the meeting.

A member of the public queried the proposed work regarding the Open Spaces in Ilminster, especially the Recreation ground and Britten's Field. The Mayor informed members of the public that no decisions had been made on future layouts or the provision of equipment. The first stage of the open Spaces Review had collected information and suggestions from people who use or work in and around the open spaces. The next stage, as discussed earlier in the meeting, was the appointment of a Landscape Designer to assist in the development of a master plan which will include layouts for play and sports provision. The Mayor assured the public there would be public consultation based on the Landscape Designer's suggestions.

The Chair resumed the meeting.

- **Provision for seats and bins**

**RESOLVED** that:

- (i) 4 dog bins are purchased at a cost of £420
- (ii) 6 bins are purchased at a cost of £2317.02
- (iii) 6 benches and one set of slats are purchased at a cost of £2000
- (iv) that the funding of (i) – (iii) above is taken from the renewals budget provision

- **Herne Hill Advisory Group**

**RESOLVED** that the wood chippings on the bottom path at Herne Hill are removed by a digger at a cost not exceeding £450 and that the expenditure for this work will be allocated to budget heading 561/8.

- **Parking Restrictions in West Street**

**RESOLVED** that the Town Council supports the recommendation to lift the parking restriction from the 6 bays in West Street.

- **Water Supply at the Cemetery**

**RESOLVED** that the Town Council accepts the quotation to install a water supply at the cemetery, using route one, at a cost of £350 and the expenditure for this work will be set against Renewals and Provisions for cemetery paths.

### 51. Finance & Policy Committee

The Chair of the Finance and Policy Committee provided an oral update on relevant matters and present recommendations made by the Committee meeting held on the 27th August 2013.

- **Grant Application – Ilminster Entertainment Society**

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**RESOLVED** that a grant of £500 be awarded to the Ilminster Entertainment Society for funding towards the costs of redecorating and refurbishing the foyer of the Warehouse Theatre.

- **Revenue Subsidy Grant Application**

**RESOLVED** that:

- a) Ilminster Youth Club is awarded an amount of £2,500 this year towards the running costs of the club and a commitment of an amount not less than £2000 will be made for the year 2014/15.
- b) The £2,500 this year will be taken out of the grant fund and the amount for next year will be agreed when the budget is set for 2014/15.
- c) A service level agreement will be set up between the Town Council and the Youth Club if they are to receive this funding.

- **Mayor's Chain**

**RESOLVED** that the mayoral chain of office is engraved with the names of the previous mayors at a cost not exceeding £350.

**52. Planning Committee**

The Planning Committee met on the 20th August 2013 and there were no recommendations for the Council to consider.

**53. Reports from Representatives on Outside Bodies**

Reports were received from the following representatives on Outside Bodies.

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

**Christmas lights Committee** – Cllr Pallister informed the Council of the Committee's Annual General Meeting which discussed the need for item 5 on the Council agenda for 10<sup>th</sup> September.

**Youth Club** – Cllr Burton reported on the Youths Clubs activities and the matters discussed at a recent meeting he had attended with Cllr Shearman. Recent activities included Youth Club Car park maintenance and improvement, the development and improvement of hall facilities, and the advertisement for committee members. The Youth Club is seeking funding and has submitted three separate grants to local charities. A lot of activities were run over the summer time and the Youth Club hopes to be involved in this year's Victorian Evening.

**Alzheimer's Society, Dementia Befriending** – Cllr Sothern reported on a meeting she attended as a representative and informed the Council that the organisation was currently seeking volunteers to be involved in the new befriending Service for people living with dementia in Chard, Crewkerne and Ilminster, Cllr Sothern asked for a copy of the advert be advertised on the Town Council's Notice Board.

**54. Authorisation of payments**

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 £14,976.19 and £6,512.36 be approved.

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**55. Project Plan**

The Council considered the progress on the project plan.  
The Town Clerk advised that a meeting had taken place the previous week with the Skatepark contractor to discuss the outstanding snagging issues

**56. Clerk's Updates**

The Clerk's Updates which had been sent by email since the last Council meeting were brought to the attention of Councillors.

The meeting closed at 10:04 hrs.

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| Chair's Signature & Date |
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