

Minutes of the **Town Council** meeting held at the Ilminster Bowling and Tennis Club, Shudrick Lane, Ilminster, TA19 0BN, on Tuesday 15 August 2017 at 19:30hrs

Present:

Chair: Cllr V Keitch

Councillors Cllr P Burton, Cllr J Fowler, Cllr M James, Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann and Cllr T Walker.

In Attendance

Officers Miss J Norris (Town Clerk) and Mrs D Speed (Deputy Town Clerk)

12 members of the public attended the meeting

Speaker 1 Ms J Purchase

The speaker said she had spoken at the previous meeting about North Street and wanted to know how many of the drains have now been cleared as it has been 2 weeks since the most recent flooding in Ilminster; there are 3 drains at the bottom of North Street that are full of debris

In Donyatt people who have been flooded have been given flood doors by the Environment Agency and drains have been sealed - is this going to happen in Ilminster?

The Mayor responded that the drop-in yesterday was attended by Officers from Somerset County Council and the Environment Agency obtained a lot of information from local people and there will be a full investigation. The Mayor added that the County Councillor and Portfolio Holder were present at the meeting and listening to what was being said. Any information that the Council gave to the Town Council would be passed on to the public as far as possible.

Mrs Pas presented a petition to Cllr Woodman the Somerset County Council Portfolio Holder for Highways and Transport who said he would make sure it was given to the right people the following day.

287 Apologies for Absence

Apologies for absence were received from Councillors Belobaba and Fagan.

288 Declarations of Interest

No Declarations of Interest were made regarding any items on the agenda.

289 Minutes

a) To confirm the minutes of the meeting held on 18 July 2017 as a correct record.

RESOLVED that subject to the spelling of Swan precinct being corrected in minute 275 the minutes of the meeting held on 18 July 2017 be confirmed as a correct record.

b) To consider the office Action Plan relating to the Town Council Meetings.

Issues discussed during consideration of this agenda item included:

- The new zip wire and repairs to the Wharf Lane rec gate have been completed today
- Detailed work on the skateboard module of the rec masterplan will be slotted into South Somerset District Council Play Officer's work

- The Mayor would like to set another meeting of the Accommodation Working Group

Chair's Initials

RESOLVED

- (i) To note the Office Action Plan
- (ii) To remove the sponsorship item from action plan but that it be re-investigated if any of the existing pertinent rules, regulations or legislation changes

290. Ilminster Flooding Issues

This agenda item provided the opportunity to discuss what had happened and what was planned following the flooding in Ilminster on 23 July 2017

The Somerset County Council Portfolio Holder for Highways and Transport – Cllr Woodman reported that:

- A drop-in session with representatives from the County Council and the Environment Agency was held 14 August which approximately 40 people had attended
- Issues raised by attendees at the drop-in session included
 - The intensity of the rainfall on 23 July
 - Drain Maintenance
 - The size of the catchment area - including surface water run off
 - Ability of the existing infrastructure to cope with the amount of water
 - Capacity of the culvert
 - Flooding downstream of the culvert where it becomes an open watercourse again

Cllr Woodman explained that Somerset County Council is the lead authority and will be undertaking a Section 19 investigation; this will be a proper and thorough investigation done this year and completed by Christmas. The cause of the flooding needs to be understood in order that an engineering solution can be identified. Drain cleaning will help alleviate the problem but not solve it but at the present time he did not have a timescale of when that would be done.

Councillors thanked Cllr Woodman for his attendance at the meeting and said it was much appreciated.

291. Police Report

The Police reported on matters relevant to policing in Ilminster, PC Stuart started by thanking the neighborhood police team for their efforts whilst he was absent on sick leave

PC Stuart re-iterated the list of crimes provided in his written report and explained that the assaults, harassment and public order offences was all linked and related to a neighbour dispute that resulted in 9 recorded crimes from 1 incident although no individual wished to pursue a complaint

The burglary, where tools were stolen, was at a house being renovated that was not well secured.

292. Mayor's Announcements/Engagements

a) The Mayor reminded Councillors of the Neighbourhood Plan Steering Group meeting to be held on Monday 21 August at 7.30pm in the Council Chamber - Cllr Shearman submitted his apologies for the meeting

Chair's Initials

b) The Mayor's engagements between 13 July 2017 and 8 August 2017 had been circulated prior to the meeting.

The Mayor told the meeting that she was also

- working with Cubs to organise a litter pick later in the year
- working with local Carnival Clubs who would like to build a carnival park and had identified a potential site just outside Ilminster

293. Report from the County Councillor for the Ilminster Division

The written report from the County Councillor had been circulated prior to the meeting. The County Councillor took the opportunity to highlight the following with reference to the recent flooding:

- the Section 19 Flooding Report was scheduled to be published before Christmas
- Ilminster drain clearance was on the highways programme for August
- At the drop-n session more people had attended than signed the attendance sheet
- Generally, people at the drop-in session had seemed positive and constructive

294. Reports from District Councillors

Cllr Keitch as a District Councillor gave an oral report that included:

- Attendance at a housing briefing which suggested various ways that it may be possible to build affordable homes
- Attendance at a Town & County Planning Association event in Exeter had provided lots of useful information
- Transformation -interviews taking place at present. Cllr Keitch was a member of the panel interviewing for the Strategic Director for Commissioning role; there was a high calibre of applicant and 5 people were interviewed - the name of the successful candidate had not yet been announced.
- Area West Committee – the August meeting will consider the application from Persimmon to be build homes off Canal Way in Ilminster. The meeting is being held in Chard because it needs to be at premises able to seat the Committee and the large number of members of the public expected to attend and it was not possible to use local schools because of the summer holiday.
Anyone who wants to go the meeting but does not have transport please contact the Mayor who will try to assist with travel arrangements. The planning application will not be heard until at least 6.15pm and the Persimmon application will be the third application to be considered.
Anyone wishing to speak will need to complete a form each person will be allowed 3 minutes but people will be asked not to repeat points raised by others
- As in the County Councillor's report the Boundary Commission is looking at South Somerset and South Somerset District Council have made a submission to the Boundary commission that the number of councillors should remain the same overall but with different ward allocations to even out the number of people represented in each ward

- Cllr Keitch is involved in the review of the Local Plan
- Cllr Keitch sits on the Audit and Licensing Committees

Chair's Initials

295. Resources Committee

The Chair of the Resources Committee presented the recommendations made by the Resources Committee meeting held on the 1 August 2017

RESOLVED

- (i) that the procedure for making electronic payments / internet banking as set out below is adopted
 1. A list of payments to be made by online banking, together with the associated invoices are signed by two members of the Council who are bank signatories and countersigned by the Clerk/RFO. The list of payments will be reported to the Town Council in the usual way.
 2. A batch payment, using the signed list is then prepared on internet banking by the Deputy Clerk. This is then authorised by the Clerk/RFO who checks the batch against the list making sure suppliers and amounts are correct.
 3. Salaries will be a separate batch payment prepared by the Deputy Clerk and authorised by the Clerk/RFO. The monthly salary amount and amount paid to HMRC is then included in the notification of payments and authorisation of virements report to the Town Council in the usual way.
 4. A sum for the amount of the total payments (in a given period) that can be instructed by the Clerk/RFO should be included in the bank mandate.
 5. To set up the original suppliers list each supplier will be contacted by e-mail or letter explaining that the Town Council is moving to making electronic payments and asking them to supply their bank details and remittance address. New suppliers will also be asked to supply these details. BACS details for all suppliers will be reviewed regularly and will only be changed if a hard copy request is received from the supplier which has been countersigned by the Clerk/RFO.
- (ii) that the Town Clerk is set a limit for approving batch payments to the cumulative value of batches being £50,000 processed within 3 days
- (iii) that Section 6 of the Town Council's Financial Regulations are amended to reflect (ii) and (ii) above by the insertion of a new Financial Regulation, Number 6.11 to read "Any internet banking payment batch made by the Town Clerk / Responsible Financial Officer is limited to £50,000 over a period of any 3 days"

296. Reports from Representatives on Outside Bodies

There were no reports from representatives on outside bodies

297. South Somerset District Council Area West Committee - Consideration of Planning Application 16/05500/OUT Land South West of Canal Way, Ilminster, Outline application for residential development for up to 400 houses

To meeting considered the appointment of the Chair of the Town Council's Planning, Highways and Transport Committee to attend the Area West Committee to be held on 16 August 2017 and speak on behalf of Ilminster Town Council regarding planning Application 16/05500/OUT, Land South West of Canal Way, Ilminster

Chair's Initials

RESOLVED that the Chair of the Town Council's Planning, Highways and Transport Committee be appointed to attend the Area West Committee to be held on 16 August 2017 and to speak on behalf of Ilminster Town Council regarding planning Application 16/05500/OUT, Land South West of Canal Way, Ilminster.

298. Adoption of Red Telephone Kiosk in The Square, Ilminster

- a) to approve entering into the agreement with British Telecommunications PLC
- b) to nominate 2 Councillors to sign the Agreement on behalf of Ilminster Town Council

RESOLVED

- (i) to enter into the agreement, as provided by with British Telecommunications PLC
- (ii) that the Mayor and the Chair of the Resources Committee be the signatories to the agreement with British Telecommunications PLC

299. Archie Gooch Pavilion Snagging List

The snagging list provided by the Contract Administrator and the funding of the work required was considered.

Issues discussed during consideration of this agenda item included:

- Cllrs Shepherd and Walker along with Town Clerk had attended the snagging visit made by the Contract Administrator
- Need to get the work done as final payment of the grant claims will not be made until all the work is completed
- The things listed on the snagging list as Council responsibilities are work that was part of the original contract with Layzell's
- The car park surface should be done to the standard in the original contract i.e. a hardcore base plus 3mm to dust dressing which has been compacted. The Contractor Administrator has suggested that the current problems with the surface are due to uneven and inadequate compaction
- If the Football Club want the car park tarmacked it is up to them to fund it
- The Mayor and the Chair of the Open Spaces Committee have met with the land agent regarding the possible purchase of the land; it was quite clear at the meeting that the landowners have no animosity towards the Council and are supportive of the Town Council's purchase offer
- Parking along the access roadway is a danger to other users – both vehicles and pedestrians

- Concerns that tarmacking only the access road could have a detrimental effect on the car park area and lead to an ongoing maintenance issue of the car park where water runs off the tarmac.
- A drain across the road where the tarmac road meets the car park may alleviate the problem of any surface water run off damaging the car park surface
- The opinion that “Repair broken screed in door threshold” on the snagging list is normal wear and tear and should not be included
- Were there any planning conditions relating to the road

Chair's Initials

The Town Clerk read the to the meeting the permission from the deed of grant that the Town Council has permission to pass and repass over the land and to maintain any approved access in good repair; the Town Clerk also read out Town Council minute 207 from the meeting on 21 March 2017 which stated that a quotation be accepted and a contractor offered the work “subject to permission being received from the landowner for the surfacing to be done”

The Town Clerk confirmed that the landowner’s permission for the surfacing had been requested and chased but no response had been forthcoming. When the planning application for the Archie Gooch Pavilion had been made the landowner’s agent had been informed

The Town Clerk summarised that the question Councillors need to consider was whether or not the need to maintain the access way overrode the need for the written approval to carry out the tarmacking work.

The Mayor then asked Councillors to take into account the possible risks associated with a decision either to surface or not to surface the access road and footpath; the Mayor then suggested the following risks:

- Legal action from the landowner
- Legal action from a user of the access
- Tenants closing the facility
- Tenants re-routing the access
- Tennant refusing to pay rent

RESOLVED –

- to seek an updated price from the original contractor
- to add a drain between the access road and car park to the tarmac price / requirement
- to seek 3 quotations for the snagging work (other than the access road and footpath) for which Ilminster Town Council is responsible
- that the Town Clerk is given delegated authority for the acceptance of quotations for the access road and other snagging works subject to an overall budget of £10,000
- that the expenditure in (iv) above be met from un-earmarked reserves

300. Archie Gooch Pavilion – Annual Landlord & Tennant Meeting

Nominations for Councillors to represent the Town Council at the first annual landlord and tenant meeting of the Archie Gooch Pavilion were considered.

RESOLVED

- (i) that the Mayor, Chair of the Open Spaces Committee and Chair of the Resources Committee be the nominees
- (ii) that 2 of the 3 Town Council nominees should be present at the meeting

301. Effectiveness of Internal Audit

The Town Council is required to consider the effectiveness of its internal audit arrangements so that any appropriate changes can be made.

This item was deferred

302. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation was presented for Council's approval.

Chair's Initials

RESOLVED that the payments listed in the schedule presented to Council totalling £18,341.67 gross are approved

303. Clerk's Updates

The following Clerk's Updates have been sent by email since the last Council agenda was published and no questions were raised about it at the meeting.

Number	Date	Topic
8/17	03.08.17.	<ul style="list-style-type: none">1. Councillor Vacancies2. South Somerset District Council Advertising protocol3. Material Planning Considerations4. Ilminster flooding5. 16/05500/OUT Land South West Of Canal Way, Ilminster

The meeting closed at 21:11hrs

Chair's Signature and Date