

ILMINSTER TOWN COUNCIL

Council Offices
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Town Clerk: Joy Norris

17th April 2013

A meeting of the **OPEN SPACES COMMITTEE** will take place on **23rd April 2013** on the rising of The Council meeting in the Council Chamber, Council Offices, North Street, Ilminster.

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

The Agenda for the meeting is given below. Please contact the Town Council Office if you would like a copy of any of the reports.

Joy Norris
Town Clerk

OPEN SPACES 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 interest.
3. **Minutes.**
 - a) To confirm the minutes of the meeting held on 5th March 2013 as a correct record.
 - b) To consider the action list relating to the Open Spaces committee.
4. **Wardens Report.**
To receive the report from the Senior Open Spaces Warden about recent warden activities in Ilminster.
5. **Use of Recreation Ground**
 - a) To consider Kate Beaumont's request to use the recreation ground for a 'Boot Camp' style fitness class.

Iminster Town Council

- b) To consider the request from the British Veterinary Nursing Coordinator to hold a Fun Dog Show at the recreation ground.
- 6. **Layout plan for the Funfair**
To approve the proposed layout for the Funfair on Britzens Field in June.
- 7. **Maintenance work on the Cricket Pavilion.**
To consider a request from Iminster Cricket Club for the Council to fund paint and guttering to enable refurbishment of the exterior of the Cricket Pavilion.
- 8. **Market Town Investment Group**
To update on the Market Town Investment Group
- 9. **Planting of the land known as 'The Triangle'.**
To consider the Town Council undertaking the maintenance of the planters on the land known as 'The Triangle'.
- 10. **Iminster Angling Club – Carp in the canal**
To consider Iminster Angling Association's request to introduce approximately 200 small carp to the canal
- 11. **Judges for the Scarecrow Competition**
To appoint judges for the scarecrow competition.
- 12. **Water Supply at the Cemetery**
To consider providing an additional water tap within the Cemetery.
- 13. **Cemetery Lodge Tenancy Agreement**
To consider the recommendation to renew the Cemetery Lodge agreement.
- 14. **Removal of Cemetery Wall**
The Town Clerk will provide an update of discussions with the Council's Insurers regarding the Cemetery wall.
- 15. **Ground works at the recreation ground**
 - a) To consider quotations received for land drainage work to the area between the football ground and The Mead.
 - b) To consider quotations for work to be carried out to the fairground entrance of the recreation ground.

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A meeting of the **PLANNING COMMITTEE and FINANCE COMMITTEE** is to be held on **Tuesday 28 August 2012 at 7.30pm** in the Council Chamber, Council Offices, North Street, Ilminster to transact the business outlined below.

Julia Thorne
Town Clerk

Date

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

PLANNING AGENDA

- 1 Minutes of the Previous Meeting**
To confirm the minutes of the Planning Committee meeting held on 10 July 2012.
- 2 Apologies for Absence**
- 3 Declarations of Interest**
- 4 Matters Arising from the Minutes**
- 5 Planning Applications**
12/02552/FUL and 12/02553/LBC, 12/02633/FUL, 12/02790/S73, 12/02897/FUL, 12/03070/FUL
All plans are available to view at South Somerset District website or in the office.
- 6 Planning Decisions**
12/01607/FUL, 12/01615/FUL, 12/01722/FUL, 12/02358/FUL, 12/02173/FUL, 12/02298/R3C, 12/02482/FUL
- 7 Planning Appeal**
12/00197/FUL
- 8 East Street parking**
- 9 Car Parking**

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FINANCE and POLICY AGENDA

1. Minutes of the Previous Meeting

To confirm the minutes if the Finance and Policy Committee meeting held on 29 May 2012.

2. Apologies for Absence

3. Declarations of Interest

4. Matters Arising from the Minutes

5. Timetable for agreeing 2013 Council Tax

6. Town Clerks report and correspondence

(a) Ilminster Carnival Committee request for funding

(b) Ilminster bus stop meeting schedule September 10th, 9am

In camera

7. External support for projects

8. Cemetery Wall correspondence

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PLANNING AGENDA

1 Minutes of the Previous Meeting

To confirm the minutes of the Planning Committee meeting held on 10 July 2012.

2 Apologies for Absence

3 Declarations of Interest

4 Matters Arising from the Minutes

5 Planning Applications

- (a) 12/02552/FUL and 12/02553/LBC**, Part demolition of wall to create off road parking and the installation of gates. 33 West Street Ilminster TA19 9AB
 - (b) 12/02633/FUL**, Installation of timber cladding on front elevation and upgrade of 5 No. Trolley bays. Tesco Store Shudrick Lane Ilminster TA19 0BN
 - (c) 12/02790/S73**, Application to vary condition 07(2) (finished floor levels) of planning permission 10/01377/FUL. Land adjacent to 1 Green Lane Ilminster
 - (d) 12/02897/FUL**, Demolition of existing 3 No. Dwelling houses, the erection of 3 No. Replacement dwellinghouses and alterations and conversion of redundant agricultural barn to residential. Knott Oak Townsend Ilminster TA19 0JA
 - (e) 12/03070/FUL**, erection of two storey side extension, 19 Higher Beacon, Ilminster
- All plans are available to view at South Somerset District website or in the office.

6 Planning Decisions

- (a) 12/01607/FUL**, Alteration and the erection of a first floor extension to create one pair of semi detached dwellinghouses and parking.

GRANT PERMISSION FOR THE FOLLOWING REASON(S):

01. The proposal, by reason of its size, scale and materials, respects the character of the area and causes no unacceptable harm to residential amenity or highway safety, in accordance with the aims and objectives of policies STR1 and 49 of the Somerset and Exmoor National Joint Structure Plan, saved policies ST5 and ST6 of the South Somerset Local Plan 2006 and the provisions of chapters 6 and 7 of the National Planning Policy Framework.

SUBJECT TO THE FOLLOWING CONDITION(S):

01. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To accord with the provisions of section 91(1) of the Town and Country Planning Act 1990.

02. The development hereby permitted shall not be carried out otherwise than in complete accordance with the following approved plan: 'SSHP2', received 26th April 2012.

Reason: For the avoidance of doubt as to the development authorised and in the interests of proper planning.

03. The development hereby permitted shall not be commenced until particulars of materials (including the provision of samples) to be used for the external walls

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(b) 12/01615/FUL, Erection of a terrace of 3 No. Dwellinghouses with rooms in roof, Land adjacent 35A East Street Ilminster

GRANT PERMISSION FOR THE FOLLOWING REASON(S):

01. The proposal is for a quality housing development of appropriate density, design and materials, which will result in no loss of residential amenity for occupiers of neighbouring dwellings and will enhance the character and appearance of the conservation area. Furthermore, the town centre location means that onsite parking is not considered necessary. The proposal is therefore in accordance with the aims and objectives of policies ST5, ST6, EH1 and EH5 the South Somerset Local Plan 2006.

SUBJECT TO THE FOLLOWING CONDITION(S):

01. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To accord with the provisions of section 91(1) of the Town and Country Planning Act 1990.

02. The development hereby permitted shall be carried out in accordance with the following approved plans: Elevations/Floor Plans/Roof Plan(1:100), Block Plan (1:200) and site location (1:1250) received 23/4/2012; and Block Plan (1:500) and West Elevation (1:100) received 17 May 2012.

Reason: For the avoidance of doubt and in the interests of proper planning.

03. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking and re-enacting that Order with or without modification), no additional windows, including dormer windows, or other openings (including doors) shall be formed in the building, or other external alteration made without the prior express grant of planning permission.

Reason: In the interests of the visual and residential amenities of the area in accordance with Policy ST6 of the South Somerset Local Plan 2006.

04. Before the development hereby permitted shall be commenced precise details of the external materials of construction, including samples and of the walling, roof and window details, shall be submitted to and approved in writing by the Local Planning Authority. Such details once carried out shall not be altered without the prior written consent of the Local Planning Authority. Any samples shall be provided for inspection by an officer of the Authority, who will provide written confirmation as to the acceptability of the sample.

Reason: To ensure the satisfactory appearance of the development, in accordance with Policy ST6 of the South Somerset Local Plan 2006.

05. Before any of the development hereby permitted is commenced, details of the internal ground floor levels of the buildings to be erected on the site shall be submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be implemented in accordance with the approved levels.

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Reason: In the interests of the visual and residential amenities of the area in accordance with Policy ST6 of the South Somerset Local Plan 2006.

06. Before the development hereby approved commences, schemes showing the means of construction of all proposed retaining walls and the means of disposal of surface water drainage for the whole site shall be submitted to and approved by the Local Planning Authority. Such approved systems shall be completed prior to the occupation of any approved dwelling and following their installation be permanently retained and properly maintained thereafter.

Reason: To ensure the satisfactory appearance and construction of the development in accordance with Policy ST6 of the South Somerset Local Plan 2006.

07. No removal of vegetation that may be used by nesting birds (trees, shrubs, hedges, bramble, ivy or other climbing plants) nor works to or demolition of buildings or structures that may be used by nesting birds, shall be carried out between 1st March and 31st August inclusive in any year, unless previously checked by a competent person for the presence of nesting birds. If nests are encountered, the nests and eggs or birds, must not be disturbed until all young have left the nest.

Reason: To avoid disturbance to nesting birds thereby ensuring compliance with the Wildlife and Countryside Act 1981, as amended by the CROW Act 2000, and in accordance with Policy EC8 of the adopted South Somerset Local Plan.

- (c) **12/01722/FUL**, Demolition of existing building and erection of 2 No dwellinghouses, Part of the Old Bakery, Ditton Street, Iminster

GRANT PERMISSION FOR THE FOLLOWING REASON:

01. The proposal, by reason of its size, scale and materials, respects the character of the area and causes no demonstrable harm to residential amenity in accordance with the aims and objectives of policy ST5 of the South Somerset Local Plan 2006.

SUBJECT TO THE FOLLOWING CONDITIONS:

01. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To accord with the provisions of section 91(1) of the Town and Country Planning Act 1990.

02. The development hereby permitted shall not be commenced until particulars of the materials (including the provision of samples where appropriate) to be used for external walls and roofs have been submitted to and approved in writing by the Local Planning Authority.

Reason: To safeguard the character and appearance of the area and to accord with policies ST5 and ST6 of the South Somerset Local Plan 2006.

03. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking and re-enacting that Order with or without modification), there shall be no extensions (including dormer windows) to these buildings without the prior express grant of planning permission.

Reason: To safeguard the character and appearance of the area and to accord with policies ST5 and ST6 of the South Somerset Local Plan 2006.

04. Before the development hereby permitted is commenced details of the material

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and external finish to be used for all windows, doors, boarding and openings (including meter cupboards) shall be approved in writing by the Local Planning Authority. Such approved details, once carried out shall not be altered without the prior written consent of the Local Planning Authority.

Reason: To safeguard the character and appearance of the area and to accord with policies ST5 and ST6 of the South Somerset Local Plan 2006.

05. The development hereby permitted shall not be commenced until there has been submitted to and approved in writing by the Local Planning Authority a scheme of landscaping, which shall include indications of all existing trees and hedgerows on the land, and details of any to be retained, together with measures for their protection in the course of the development, as well as details of any changes proposed in existing ground levels; all planting, seeding, turfing or earth moulding comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the occupation of the building or the completion of the development, whichever is the sooner; and any trees or plants which within a period of five years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.

Reason: To safeguard the character and appearance of the area and to accord with policies ST5 and ST6 of the South Somerset Local Plan 2006.

06. No construction deliveries or construction work shall take place outside of the hours of 8am-6pm Monday to Friday, 8am-1pm on Saturdays. No construction deliveries or construction work shall take place on a Sunday or Public/Bank Holidays.

Reason: To protect residential amenity to accord with Policy ST6 of the South Somerset Local Plan.

07. No development shall take place until an assessment of the nature and extent of contamination has been submitted to and approved in writing by the Local Planning Authority. This assessment must be undertaken by a competent person, and shall assess any contamination on the site, whether or not it originates on the site.

Moreover, it must include:

(i) a survey of the extent, scale and nature of contamination;

(ii) an assessment of the potential risks to:

- human health,
- property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes,
- adjoining land,
- groundwaters and surface waters,
- ecological systems,
- archaeological sites and ancient monuments;

Reason: To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried

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out safely without unacceptable risks to workers, neighbours and other offsite receptors.

08. No development shall take place until a detailed remediation scheme to bring the site to a condition suitable for the intended use by removing unacceptable risks to human health, buildings and other property and the natural and historical environment has been submitted to and approved in writing by the Local Planning Authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, an appraisal of remedial options, and proposal of the preferred option(s), and a timetable of works and site management procedures. The scheme must ensure that the site will not qualify as contaminated land under Part 2A of the Environmental Protection Act 1990 in relation to the intended use of the land after remediation.

Reason: To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors.

09. Implementation of Approved Remediation Scheme

The remediation scheme shall be implemented in accordance with the approved timetable of works. Within 2 months of the completion of measures identified in the approved remediation scheme, a validation report (that demonstrates the effectiveness of the remediation carried out) must be submitted to the Local Planning Authority.

Reason: To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors.

10. Reporting of Unexpected Contamination

In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported in writing within 7 days to the Local Planning Authority and once the Local Planning Authority has identified the part of the site affected by the unexpected contamination development must be halted on that part of the site.

Reason: To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors.

11. An assessment must be undertaken in accordance with the requirements of condition 7, and where remediation is necessary a remediation scheme, together with a timetable for its implementation, must be submitted to and approved in writing by the Local Planning Authority in accordance with the requirements of condition 8.

Ilminster Town Council

The measures in the approved remediation scheme must then be implemented in accordance with the approved timetable. Following completion of measures identified in the approved remediation scheme a validation report must be submitted to and approved in writing by the Local Planning Authority in accordance with condition 9.

Reason: To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors.

12. Before the development hereby approved is occupied, a fully sheltered lockable cycle parking facility shall be provided within the site in accordance with details that shall have been submitted to and approved in writing by the Local Planning Authority. The approved scheme following its installation shall thereafter be permanently retained and maintained.

Reason: There is no parking included in the application proposal, secure cycle parking will provide future occupiers with an alternative means of transport in accordance with Policy ST5 of the South Somerset Local Plan 2006.

13. The development hereby permitted shall be carried out in accordance with the following approved plans: Site Plan (1:1250), Drawing No.'s 811/206 and 811/205 received 4 May 2012; Drawing No. 811/201A Rev A received 8 May 2012; Drawing No. 811/203 received 16 May 2012; and Drawing No. 811/202 dated February 2012.

Reason: For the avoidance of doubt and in the interests of proper planning.

Informatives:

01. Ilminster Town Council request that during demolition and rebuilding disruption to the public highway should be kept to a minimum due to the siting of the development, on a one-way street. Also deliveries and removal of material should be carried out with due consideration to neighbours

(d) 12/02358/FUL, demolish rear lean-to and erection of single storey extension, Park View, Long Close, Ilminster

GRANT PERMISSION FOR THE FOLLOWING REASON:

01. The proposal, by reason of size, scale, materials and design does not adversely affect the residential or visual amenity in accordance with the aims and objectives of saved policies ST5 and ST6 of the South Somerset Local Plan (adopted April 2006), saved policy STR1 of the Somerset and Exmoor National Park Joint Structure Plan (adopted 2000) and NPPF Chapter 7: Requiring Good Design.

SUBJECT TO THE FOLLOWING CONDITIONS:

01. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To accord with the provisions of section 91(1) of the Town and Country Planning Act 1990.

02. The development hereby permitted shall be carried out in accordance with the

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following approved plans:

Drawing no. 3416/02 received 20 June 2012

Reason: For the avoidance of doubt and in the interests of proper planning.

03. The external surfaces of the development hereby permitted shall be of materials as indicated in the application form and no other materials shall be used without the written consent of the Local Planning Authority.

Reason: In the interests of visual amenity and to accord with saved Policy ST6 of the South Somerset Local Plan (Adopted April 2006).

- (e) **12/02173/FUL**, the erection of a single storey front entrance porch, 7 The Incline Ilminster

GRANT PERMISSION FOR THE FOLLOWING REASON(S):

01. The proposal, by reason of its siting, design, scale and materials, will cause no adverse impact to residential or visual amenity in accordance with the aims and objectives of Policies ST5 and ST6 of the South Somerset Local Plan (2006) and Policy STR1 of the Somerset and Exmoor National Park Joint Structure Plan (2000).

SUBJECT TO THE FOLLOWING CONDITION(S):

01. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To accord with the provisions of section 91(1) of the Town and Country Planning Act 1990.

02. The development hereby permitted shall be carried out in accordance with the following approved plans:

Dwg no. S/2321/2.4 received 1st June 2012

Dwg no. S/2321/301 received 1st June 2012

Reason: For the avoidance of doubt and in the interests of proper planning.

03. The materials to be used in the construction of the external surfaces of the development hereby permitted shall match those used in the existing building unless otherwise agreed in writing with the Local Planning Authority.

Reason: In the interests of visual amenity and in accordance with Policy ST6 of the South Somerset Local Plan (2006).

- (f) **12/02298/R3C** see attached decision

- (g) **12/02482/FUL** the upgrading of existing antennae, addition of 1 No. 300mm dish, the addition of 1 No. 600mm dish, the upgrading of 2 No. Existing cabinets and the addition of 1 No. Further cabinet together with associated ancillary works.

GRANT PERMISSION FOR THE FOLLOWING REASON:

01. The proposal is considered not to have a detrimental impact upon visual amenity or landscape character and is therefore considered acceptable and in accordance with Policies ST5, ST6, EC3 and EU8 of the South Somerset Local Plan (2006) and guidance within the NPPF.

SUBJECT TO THE FOLLOWING CONDITIONS:

Ilminster Town Council

01. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To accord with the provisions of section 91(1) of the Town and Country Planning Act 1990.

02. The development hereby permitted shall be carried out in accordance with the following approved plans: Drawing No.'s 01 Rev A, 02 Rev C, 03 Rev C and 04 Rev A received 25 June 2012.

Reason: For the avoidance of doubt and in the interests of proper planning.

7 Planning appeal 12/00197/FUL

See attached decision

8 East Street parking

See attached emails and letters

9 Car Parking

Dear Ms Thorne

Assessment of Public Car Parks in South Somerset

I am currently assessing public car parks in South Somerset in terms of the appropriate capacity to meet existing and future demand. This work forms part of a selective review of the car parking strategy and a primary aim is to ensure that public parking provision enhances the vitality and viability of our market towns and rural centres. This selective review is confined to public car parks controlled by SSDC and those controlled by other organisations where they are significant to Town Centres.

I am able to assess current demand for public off-street car parking from the information recorded on our Pay & Display machines. From this it is possible to project the likely demand over the next 5 years to 2017 using traffic and housing growth projections and then endeavour to match capacity to meet that demand.

However I would very much value the Town council's input, especially in light of the local in depth knowledge in respect of specific sites. Please note that this is not intended to be in anyway onerous on the part of the Town Council, it is merely an opportunity to comment at an early stage on the review. An example of the type of 'on-the-ground' information could be any impacts on off-street car parking provision that may have arisen from the recent introduction of Civil Parking Enforcement (CPE). Whilst CPE is very much within Somerset County Council's control (as the Highway Authority), we will need to account for any impact that it has on our public car parks.

If possible I would appreciate your observations by Friday 14th September. This is to allow for any survey work to be undertaken on dates when there is less likely to be a

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distortion from the norm, the analysis of that work and to meet the Council's agreed deadline of December 2012 for the completion of the review.

It would also be helpful if you could provide any evidence that backs up your comments. This could be any survey work that either you or others have recently undertaken, or information relating to particular days of the week or times of the day that may have an impact on car parking demand in your locality. Similarly please indicate if you are aware of any changes likely to come forward during the next 5 years that you feel would have an effect on car parking in your area.

The outcome of your responses will help inform the Council of where to focus our attentions including further survey work and I will be in touch with you in due course on the progress of the review and seek further input from you and your positive engagement in this process.

I look forward to hearing from you by 14th September and in the meantime thank you in anticipation.

Yours Sincerely
Nigel Collins
Transport Strategy Officer

FINANCE and POLICY AGENDA

1. Minutes of the Previous Meeting

To confirm the minutes if the Finance and Policy Committee meeting held on 29 May 2012.

2. Apologies for Absence

3. Declarations of Interest

4. Matters Arising from the Minutes

5. Timetable for agreeing 2013 Council Tax

6. Town Clerks report and correspondence

(a) Ilminster Carnival Committee request for funding. Letter attached.

(b) Ilminster bus stop meeting schedule September 10th, 9am

In camera

(c) External support for projects

(d) Cemetery Wall correspondence

Confidential letter attached.

Ilminster Town Council

To: All members of Ilminster Town Council

Dear Councillor

You are summoned to attend a meeting of the **ILMINSTER TOWN COUNCIL**

To be held on **Tuesday 8 September 2009** at **8.00pm** at Council Offices, North Street, Ilminster to transact the business outline below.

Stephen Fisher
Town Clerk

Date

Opening Prayer

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

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- 5 Police Report**
- 6 Report from Somerset County Councillor**
- 7 Reports from District Councillors**
- 8 Minutes of Planning Committee Meeting**
To receive Minutes of Planning Committees held on 28 July 2009.
- 9 Chamber of Commerce Meeting**
Report of the meeting held on 23 July 2009
- 10 Market Towns Investment Group**
- 11 Ilminster Sports Initiative**
- 12 Mayors Communications**
- 13 Reports from Representatives on Outside Bodies**
- 14 Authorisation of Accounts**
- 15 Action Plan**
- 16 Town Clerk's Report and Correspondence**

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17 Members questions

18 Next Cycle of Meetings

15 September – Open Spaces

22 September – Finance and Policy

29 September – Planning

6 October – Council

Town Council Surgery

3 October – Cllr Miller

19 Cemetery Wall Tender

In Camera

20 Sports Club

In Camera

Iminster Town Council

To: All members of Iminster Town Council

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3 October – Cllr Miller

19 Cemetery Wall Tender

In Camera

20 Sports Club

In Camera

A **COUNCIL MEETING** of **ILMINSTER TOWN COUNCIL** is due to be held on **Tuesday 31 July 2012** at 7.30pm in the Council Chamber, Council Offices, North Street, Ilminster to transact the business outline below.

Julia Thorne
Town Clerk

Date 25.7.12

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council. Minutes will not be produced but questions will be recorded and a written response given by the Town Clerk or the responsible Chair of Committee if required.

COUNCIL AGENDA

Preliminary Matters

- 1 Minutes from the Previous Meeting**
- 2 Apologies for Absence**
- 3 Declarations of Interest**

Items for Discussion

- 4 Mayor's Announcements/Engagements**
- 5 Matters Arising from the Minutes**
- 6 Police Report**
- 7 Report from County Councillor**
- 8 Open Spaces Committee Meeting**
- 9 Planning Committee Meeting**
- 10 Reports from Sub Committees**
- 11 Reports from Representatives on Outside Bodies**
- 12 Website**
- 13 Code of Conduct**
- 14 Appointment of Internal Auditor**
- 15 Receipt of Audit for 2011/2012**
- 16 Recreation Ground**
- 17 Cemetery wall**
- 18 Authorisation of payments**
- 19 Action Plan**
- 20 Town Clerk's Report and Correspondence**
- 21 Meeting Dates**
- 22 Resolution**
- 23 Confidential Item – Staffing Committee**

A **COUNCIL MEETING** of **ILMINSTER TOWN COUNCIL** is due to be held on **Tuesday 31 July 2012** at 7.30pm in the Council Chamber, Council Offices, North Street, Ilminster to transact the business outline below.

Julia Thorne
Town Clerk

Date 25.7.12

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council. Minutes will not be produced but questions will be recorded and a written response given by the Town Clerk or the responsible Chair of Committee if required.

COUNCIL AGENDA

Preliminary Matters

- 1 **Minutes from the Previous Meeting**
- 2 **Apologies for Absence**
- 3 **Declarations of Interest**

Items for Discussion

- 4 **Mayor's Announcements/Engagements**
- 5 **Matters Arising from the Minutes**
- 6 **Police Report**
- 7 **Report from County Councillor**
- 8 **Open Spaces Committee Meeting**
- 9 **Planning Committee Meeting**
- 10 **Reports from Sub Committees**
- 11 **Reports from Representatives on Outside Bodies**
- 12 **Website**
- 13 **Code of Conduct**
- 14 **Appointment of Internal Auditor**
- 15 **Receipt of Audit for 2011/2012**
- 16 **Recreation Ground**
- 17 **Cemetery wall**
- 18 **Authorisation of payments**
- 19 **Action Plan**
- 20 **Town Clerk's Report and Correspondence**
- 21 **Meeting Dates**
- 22 **Resolution**
- 23 **Confidential Item – Staffing Committee**

Ilminster Town Council

A meeting of the **TOWN COUNCIL** is to be held on Tuesday 4th December 2012, on the rising of the Planning Committee, in the Council Chamber, Council Offices, North Street, Ilminster to transact the business outlined below.

Joy Norris
Town Clerk

Date

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council. Minutes will not be produced but questions will be recorded and a written response given by the Town Clerk or the responsible Chair of Committee if required.

COUNCIL AGENDA

Preliminary Matters

- 1 **Minutes from the Previous Meeting**
- 2 **Apologies for Absence**
- 3 **Declarations of Interest**

Items for Discussion

- 4 **Mayor's Announcements/Engagements**
- 5 **Matters Arising from the Minutes**
- 6 **Police Report**
- 7 **Report from County Councillor**
- 8 **Report from District Councillor**
- 9 **Planning Committee Meeting**
- 10 **Finance & Policy Committee Meeting**
- 11 **Open Spaces Committee Meeting**
- 12 **Reports from Representatives on Outside Bodies**
- 13 **Authorisation of payments**
- 14 **Action Plan**
- 15 **Christmas Carols**
- 16 **Town Clerk's Report and Correspondence**
- 17 **Meeting Dates**

Iminster Town Council

To: All Members of Iminster Town Council

Dear Councillor

You are summoned to attend a meeting of **ILMINSTER TOWN COUNCIL** to be held on **Tuesday 4th December 2012**, on the rising of the Planning Committee, in the Council Chamber, Council Offices, North Street, Iminster to transact the business outlined below.

Please note: Prior to the start of the formal Council meeting, there will be a presentation by Val Keitch from the Community Justice Panel.

Joy Norris
Town Clerk

Date

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council. Minutes will not be produced but questions will be recorded and a written response given by the Town Clerk or the responsible Chair of Committee if required.

AGENDA

Preliminary Matters

- 1. Minutes from the Previous Meeting**
- 2. Apologies for Absence**
- 3. Declarations of Interest**

Items for Discussion

- 4. Mayor's Announcements/Engagements**
- 5. Matters Arising from the Minutes**
- 6. Police Report**
- 7. Report from County Councillor**
- 8. Report from District Councillor**
- 9. Planning Committee Meeting**
- 10. Finance & Policy Committee Meeting**
- 11. Open Spaces Committee Meeting**
- 12. Reports from Representatives on Outside Bodies**
- 13. Authorisation of payments**
- 14. Action Plan**
- 15. Christmas Carols**
- 16. Town Clerk's Report and Correspondence**
- 17. Meeting Dates**

Iminster Town Council

COUNCIL AGENDA

Preliminary Matters

1. Minutes of the previous Meeting

To approve the minutes from the meeting held on 16th October 2012 as a correct record, (attached)

2. Apologies for Absence

- A) To receive apologies for absence from Councillors unable to attend the meeting.
- B) To consider and approve the reason(s) for any Councillor(s) being persistently absent from meetings of the Council or its Committees.

3. Declarations of Interest

- A) To receive any declarations of interest from Members and Officers in respect of matters for consideration at this meeting, together with the appropriate statement on the nature of any such declared interests.
- B) Dispensations - to receive any (written) requests for dispensations in accordance with Standing Order 7(e)

Items for Discussion

4. Mayor's Announcements/Engagements

The Mayor attended the following events between 16th October 2012 and 4th December 2012

- **Friday 19th October 2012**
Opening of Hardware Store,
Lions Charter Night at the Shrubbery Hotel
- **Monday 22nd October 2012**
Presentation for Overall Winner of Miniature Garden Competition, at Greenfylde School
- **Tuesday 23rd October 2012**
Charity Indian Night at Liza Tandoori Restaurant, Chard
- **Thursday 25th October 2012**
Yeovil, Sherborne & District Samaritans, Annual General Meeting, at St Mary's Hall, Holy Trinity Community Centre, Yeovil
- **Friday 26th October 2012**
Presentation for Overall Winner of Decorate a Trainer Competition, at Swanmead School
- **Tuesday 30th October 2012**
South Somerset Gold Awards 2012 Octagon Theatre, Yeovil
Opening of E & S Computers (Software Store), Ditton Street
- **Thursday 8th November 2012**
Wadham School Production "Grease"
- **Wednesday 14th November 2012**
RNAS Yeovilton Cocktail Party at the Wardroom, HMS Heron
- **Sunday 18th November 2012**
Mayor of Chard Town Council, Cathie Morrison's Civic Function, Civic Service at St Mary's Church

Iminster Town Council

5. Matters Arising from the Minutes

6. Police Report

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. The amount of reported incidents for the same time last year are almost identical, the slight fall is in dwelling burglary (home related theft) and criminal damage. Domestic incidents are once again our highest reported Police events, the monetary strains and pressures of work always add to this statistic in the run up to Christmas.

The recent flooding has been a drain on resources assisting partner agencies and stranded members of the public, reminding people that ROAD CLOSED signs are there for a reason whether they are Highways in red or Police in blue they are to be heeded. People who ignore these not only endanger themselves but also the emergency services that are sent to their rescue.

We have been very lucky in Iminster compared to other towns and villages, local Police and staff have stayed on for many extra hours for little or no financial gain, just to help the vulnerable and needy in our society, where they are needed the most. The bigger Police family is constantly adapting and changing to assist those who really need it, we do not yet know what the new Commissioner has in store, but we will be ready to move forward as a team through any change.

There are some incidents of damage to motor vehicles in the past 4 weeks, one of which resulted in a theft from that vehicle, as the sat-nav and money left on display were clearly too much to resist. We constantly remind people of the dangers of leaving valuable on display, so much so the theme for this month is vulnerable vehicles across the district.

Parking – what can I say – we live /work in a town that was designed for horse and carts not buses, lorries and multiple vehicles space is at a premium and keeping traffic moving is our aim, the civil enforcement officers seem to be on top of the parking in the town.

The recent robust policing of the Rec and neighboring areas has seen a reduction in Anti-social behavior and calls relating to it over the last two months, long may it continue, the grounds men's help and assistance is always appreciated, The Red Cross car park is being used less by our local car enthusiasts who seem to prefer the far end of Canal Way, which in turn brings its own litter problem, it is questioned whether a bin in that area may alleviate the problem.

7. Report from County Councillor - To follow

8. Report from District Councillor - To follow

9. Planning Committee Meeting

There were no recommendations from the Planning Committee Meeting held on 6 November 2012

Iminster Town Council

10. Finance & Policy Committee Meeting

The Finance & Policy Committee met on 13 November 2012 and made the following recommendations:

- ❖ **Minute 6 – Committee Documentation**
RESOLVED to RECOMMEND that committee documentation be approved at full Council
- ❖ **Minute 8 – Staff Policies**
RESOLVED to RECOMMEND that the Council approve and adopt
 - (i) The Employee Handbook
 - (ii) The Employee Code of Conduct
 - (iii) Protocol On Member/Officer Relations
- ❖ **Minute 9 – Website**
RESOLVED to RECOMMEND that:
 - (i) Approval in principal be given to procuring a new website with a maximum budget of £2,000
 - (ii)- Discussions continue with Somerset Web services as the preferred supplier to establish that they can offer a product that meets the Council's requirements.

11. Open Spaces Committee Meeting

The Open Spaces Committee met on 23 October 2012 and made the following recommendations:

- ❖ **Minute 7 – Recreation Ground**
RESOLVED to RECOMMEND that Mr Herbert be refunded in full the deposit of £400.
- ❖ **Minute 9 – Shed Security**
RESOLVED to RECOMMEND the purchase of dusk till dawn lighting, at a cost of £520 + VAT
RESOLVED to RECOMMEND the delegated authority is given to the Town Clerk to take appropriate measures for securing the wardens equipment store and expenditure incurred to be within the financial limits given in the Standing Orders.
- ❖ **Minute 11 - Toilets**
RESOLVED to RECOMMEND that delegated authority is given to the Town Clerk to purchase galvanised guttering for the toilet block at a cost not exceeding £600 +VAT.
- ❖ **Minute 12 – Winterhay Fence**
RESOLVED to RECOMMEND that subject to the ownership of the fence being confirmed in writing, as to belonging to Iminster Town Council, the Town Clerk is given delegated authority to order the supply and erection of the fencing for a cost not exceeding £650.00 + VAT.
- ❖ **Minute 13 Item C- Cemetery Wall**
RESOLVED to RECOMMEND that subject to legal advice suggesting an alternative course of action
 - i) The existing railings are removed (and stored for possible future use)
 - ii) That the existing wall is removed where appropriate and made safe
 - iii) That during the course of i) & ii) above a pictorial record is kept and expert opinion is sought as to the causes of the wall disintegration – with the neighboring land owner or representative of the neighboring land owner present (the latter being at the neighboring landowners cost) if they so desire

Iminster Town Council

- iv) That the boundary of Iminster Town Council land is marked by posts and a temporary fence
- v) That a record is kept by the Town Council of all the costs incurred for undertaking i), ii) and iii) above so that any appropriate recharges can be made.

NOTE: Since the Open Spaces Committee, the Town Clerk has obtained legal advice and will update the Council at the meeting.

❖ ***Minute 13 Item 8 d – Apprenticeship in Horticulture***

RESOLVED to RECOMMEND that an apprenticeship is offered to the current volunteer for 37 hours per week for 18 months starting in January 2013.

12. Recommendations from the REC Review Group

The Rec Review Group will be meeting on 28 November 2012. Usually this working group would report to the Open Spaces Committee but in order to avoid undue delays on this occasion any recommendations will be made straight to Council

13. Reports from Representatives on Outside Bodies

No reports have been received

14. Authorisation of payments (attached)

15. Action Plan (to follow)

16. Christmas Carols

17. Town Clerk's Report and Correspondence

- A) Flooding – in view of the recent flooding events the Council is asked to consider whether it wishes to make representations to any relevant organisations
- B) South Somerset District Council, Iminster Community Office opening hours
- C) South Somerset District Council – Proposed Submission Local Plan 2006 – 2028, The outcome of the consultations will be reported to and considered by Full Council on Thursday 13th December 2012, at 7.30pm in the Council Chamber, The Council Offices, Brympton Way, Yeovil BA20 2HT.

18. Meeting Dates

11 December 2012	Open Spaces
18 December 2012	Finance & Policy
8 January 2013	Council (Budget & Precept setting)
22 January 2013	Open Spaces

Ilminster Town Council

COUNCIL MEETING of ILMINSTER TOWN COUNCIL

Tuesday 31 July 2012 at 7.30pm in the Council Chamber, Council Offices, North Street, Ilminster to transact the business outline below.

Public Question Time

COUNCIL AGENDA

Preliminary Matters

- 1. To approve as a correct record the minutes from the previous meeting held on 26 June 2012, attached**
- 2. Apologies for Absence**
- 3. Declarations of Interest**

Items for Discussion

4. Mayor's Announcements/Engagements

Mayor's events – 26th June 2012 – 31st July 2012

Thursday 28th June 2012	Wadham School – Open day
Friday 29th June 2012	Victim Support, Hatch Beauchamp – Somerset Summer Raffle
Saturday 30th June 2012	Scouts - Annual District Camp
Tuesday 10th July 2012	Citizens Advice Bureau, Yeovil – Finger buffet lunch
Thursday 12th July 2012	Swanmead - Celebration of Achievements Evening
Friday 13th July 2012	Wadham @40 - Gala Dinner
Saturday 14th July 2012	Ilminster Swimming Club - Awards Night Horton Cross, Nursing home - Fete
Monday 16th July 2012	St Bartholomew Church – Presentation Evening
Tuesday 17th July 2012	Greenfylde School, Miniature Garden Competition – Judging

5. Matters Arising from the Minutes

6. Police Report

Ilminster Beat Report for July 2012 from Sgt Andy Stuart

Since the last police report we at Ilminster station have been kept up to our usual work in the Town and in the surrounding villages. The recent weather has had a huge impact on resources assisting other services whilst they deal with the localised flooding in the area particularly Donyatt and Ilford areas. No one was injured in the ever rising water however many vehicles were left abandoned in the floods and one was broken into and some fishing items stolen.

The series of catalytic converter thefts seems to have abated since the arrest of two local males and a third male from out of the area, however there is an ongoing series of motor thefts not related directly to the Ilminster area but nevertheless it is a drain on resources. Outlying villages such as Winsham and Clapton have been affected but the main problem of concern is Crewkerne where 4x4's have been stolen and have been used in local crime, then often recovered nearby.

Local Officers have changed their shifts to combat this and one male has been arrested while another two are actively being sought, they are not from the Ilminster area, but it does impact on us as it is nearby.

Iminster Town Council

Parking – what can I say – now the Civil Enforcement Officers are in place it has a dramatic effect on the town freeing Police staff up to deal with more important matters in the Town. There was a shop window broken in the Town centre following England's departure from the Euro's

There were no witnesses and we don't know if it is related to the football.

It remains however an isolated incident in what has been a fairly settled period for Iminster.

The children and some bigger kids are looking forward to the imminent arrival of the new skate ramp and hopefully some nice weather to go with it, anti-social behaviour is down on last year for the same time, this may be due to the poor weather or better Police knowledge of the area.

Update from time of original report: A 4 x 4 was stolen recently from the New Road area, and a smaller car was burnt out next to where it was stolen from. The burnt car was stolen from Crewkerne, driven to Iminster where they then stole the 4 x 4 and burnt the other. The 4 x 4 was later recovered in Crewkerne, with a large amount of stolen items still in it. These are in the process of being returned to their rightful owners. Local Officers have assisted at Crewkerne due to the sheer volume of thefts and burglaries in the area, and have assisted with finding 4 recently stolen vehicles. Suspects have been identified, one arrested, with at least one outstanding. These persons have no doubt been responsible for some of the thefts / burglaries in our area as well.

7. Report from County Councillor (with agenda)

8. Open Spaces Committee Meeting

Minute 5 Wardens report

To agree the following recommendation from the Open Spaces Committee Meeting held on 10 July 2012.

It was RESOLVED that both a new bin and bench should be purchased and installed where the old furniture on the Orchard Vale had been.

9. Planning Committee Meeting

There were no recommendations from the Planning Committee Meeting held on 10 July 2012

10. Reports from Sub Committees

11. Reports from Representatives on Outside Bodies

Iminster Forum Report for June and July 2012 from Cllr Lawson

Photographic Competition

The Iminster forum are running a photographic competition for their annual calendar. Members of the public can enter photos of Iminster (and the surrounding area) with the 12 best being featured in the calendar, and the best being featured on the front. Prizes range from £50 to copies of the calendar. Terms & conditions can be found on the forum website.

Market Report

The Forum market have decided to drop their fees in order to encourage stall holders in lieu of the recent bad weather. This lower fee will stay in place for the duration of the year.

Marketing Iminster

Website & Brochure are in development.

Library Garden

Several volunteers are now maintaining the garden, plant donations continue. Plans for an official opening are being discussed.

Litter

Volunteer litter picks continue with cumulative total of bags increasing weekly.

12. Website

Iminster Town Council

Councillors have been emailed with details regarding the situation with the current website provider and that they are happy to be paid for each month we use them. They also host our email and domain name too so when the Council decides to change its website provider it will also affect the emails too. We have been in discussions with two other towns about websites and they are interested in the possibility of negotiating a good deal with a new website provider to look after all 3 websites. Meetings with three website providers have been arranged for 6/7th August to discuss this option and obtain quotes.

13. Code of Conduct

a) To adopt a new Code

Hopefully you will all have managed to have a read through all the papers relating to this including the two suggested models from District/County and NALC. Since sending these out the District Council has adopted its new Code of Conduct on 19th July with some minor changes which I will be happy to run through with you now. Amendments the Full Council agreed on was not for the time being not to register spouse's/partners interests and not to publish the members register of Interests on the website. Briefing from Democratic Services Members received today. Which Code would members wish to adopt?

b) To decide procedure for dispensation to allow members to participate and vote on a matter which councillors have a discloseable pecuniary interest. Are members happy to go along with the Monitoring Officer's recommendation as outlined in my report.

c) To amend standing orders

Due to changes under the Localism Act 2011 revisions need to be made to standing orders. You should all have a copy of the suggestion by SALC to bring these in line with the new legislation. (Read through)

d) To decide changes to the Register of Interest form

You have a copy of the suggested form from SSDC and it has suggested that the Town Councils send a copy of its new Code of Conduct and SSDC will then design and send out an appropriate Register of Interest Form for Town Councillors.

14. Appointment of Internal Auditor

To agree on the appointment of an Internal Auditor

15. Receipt of Audit for 2011/2012

To report that the External Auditor was satisfied with the annual return and that it was in accordance with proper practices and there were no areas of concern.

The notice of conclusion of Audit has been placed on the notice board.

16. Recreation Ground

Cllr Goodall to update

17. Cemetery wall

Cllr Goodall to report

18. Authorisation of payments (attached)

To agree

19. Action Plan (attached)

20. Town Clerk's Report and Correspondence

a) Localising Support for Council Tax - To choose a representative to attend the consultation workshop.

The government is replacing the "Council Tax Benefit Scheme" with a local "Council Tax Reduction Scheme". Currently the billing authorities such as South Somerset District Council

Iminster Town Council

administer the scheme on behalf of the Department of Work and Pensions (DWP). This will change from 1st April 2013 when the authority becomes responsible for the scheme. This will be funded in part through the Government grant mechanism at approximately 90% of the cost of benefits paid currently to claimants. South Somerset must consult with other precepting authorities and the public regarding the design of a new scheme. It is running a workshop on Monday 10th September 2012 at 2.30pm at the Council Chamber in Brympton Way and is asking if one representative from the Town Council can attend.

- b) Request to use the Recreation grounds to fund raise from Cllr Sainsbury who wishes to use the area to organise a team marathon run on a one mile course on either the Recreation Ground or Britten's Field in September possibly on the 8th.
- c) Letter of thanks from Children's Hospice Southwest for money raised from the jubilee head shaving event.
- d) Wincanton Town Council letter (attached)
- e) Citizens Award – To note that nominations are now being sought for this. A press release has been sent out to the local media.
- f) Council Chamber booking request from the Liberal Democrats – To decide if the Council is happy to let the chamber to the Liberal Democrats on the evening of Thursday 9th August.
- g) To report vandalism to mobile Cricket Nets less than 24 hours after they have received new ones. Estimated damage in region of £50-£75. Police have been notified.

21. Meeting Dates

- 4 September – Council meeting
- 18 September – Open Spaces to include Herne Hill Committee meeting
- 2 October – Finance & Policy Committee meeting
- 16 October – Council meeting

22. Resolution

To resolve: That in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw as laid out in the Public Bodies (Admission to Meetings) Act 1960

23. Confidential item

- a) Staffing Committee report - Chair to update
To agree resolutions on the minutes and to agree on the adverts

Iminster Town Council

To: All members of Iminster Town Council

Dear Councillor

You are summoned to attend a meeting of the **COUNCIL MEETING of ILMINSTER TOWN COUNCIL**

To be held on **Tuesday 31 July 2012** at 7.30pm in the Council Chamber, Council Offices, North Street, Iminster to transact the business outline below.

Julia Thorne
Town Clerk

Date

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council. Minutes will not be produced but questions will be recorded and a written response given by the Town Clerk or the responsible Chair of Committee if required.

COUNCIL AGENDA

Preliminary Matters

- 1 Minutes from the Previous Meeting**
- 2 Apologies for Absence**
- 3 Declarations of Interest**

Items for Discussion

- 4 Mayor's Announcements/Engagements**
- 5 Matters Arising from the Minutes**
- 6 Police Report**
- 7 Report from County Councillor**
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- 12 Website**
- 13 Code of Conduct**
- 14 Appointment of Internal Auditor**
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Ilminster Town Council

- 18 Authorisation of payments**
- 19 Action Plan**
- 20 Town Clerk's Report and Correspondence**
- 21 Meeting Dates**
- 22 Resolution**
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COUNCIL AGENDA

Preliminary Matters

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Iminster Town Council

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Marketing Iminster

Website & Brochure are in development.

Library Garden

Several volunteers are now maintaining the garden, plant donations continue. Plans for an official opening are being discussed.

Iminster Town Council

Litter

Volunteer litter picks continue with cumulative total of bags increasing weekly.

12. Website

Clerk to update

13. Code of Conduct

- a) To adopt a new Code
- b) To decide procedure for dispensation
- c) To amend standing orders
- d) To decide changes to the Register of Interest form

14. Appointment of Internal Auditor

To agree on the appointment of an Internal Auditor

15. Receipt of Audit for 2011/2012

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Cllr Goodall to update

17. Cemetery wall

Cllr Goodall to report

18. Authorisation of payments (attached)

To agree

19. Action Plan (attached)

20. Town Clerk's Report and Correspondence

- a) Localising Support for Council Tax - To choose a representative to attend the consultation workshop.
The government is replacing the "Council Tax Benefit Scheme" with a local "Council Tax Reduction Scheme". Currently the billing authorities such as South Somerset District Council administer the scheme on behalf of the Department of Work and Pensions (DWP). This will change from 1st April 2013 when the authority becomes responsible for the scheme. This will be funded in part through the Government grant mechanism at approximately 90% of the cost of benefits paid currently to claimants. South Somerset must consult with other precepting authorities and the public regarding the design of a new scheme. It is running a workshop on Monday 10th September 2012 at 2.30pm at the Council Chamber in Brympton Way and is asking if one representative from the Town Council can attend.
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- f) Council Chamber booking request from the Liberal Democrats – To decide if the Council is happy to let the chamber to the Liberal Democrats on the evening of Thursday 9th August.

Iminster Town Council

21. Meeting Dates

4 September – Council meeting

18 September – Open Spaces to include Herne Hill Committee meeting

2 October – Finance & Policy Committee meeting

16 October – Council meeting

22. Resolution

To resolve: That in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw as laid out in the Public Bodies (Admission to Meetings) Act 1960

23. Confidential item

a) Staffing Committee report - Chair to update

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **FINANCE & POLICY COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 14 December 2010 at 7.30 p.m.

Present

Chairman: Cllr D Miller

Vice Chairman: Cllr P Whaites

Councillors: Cllr R Beardon, Cllr E Beattie, Cllr C Cameron, Cllr G Childs, Cllr M M Excell, Cllr M Henly, Cllr A Kennedy, Cllr P Whaites and Cllr L Vjeh.

Officers: Mr S Fisher, Mrs R Hope

1 Apologies for absence

Apologies for absence were received from Cllr Davis, Shepherd and Turner.

2 Declarations of Interest

None

3 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Finance and Policy Committee meeting held on 19 January 2010 be approved and signed as a correct record.

4 Matters Arising from the Minutes

Minute 6 – SSDC – Elected Mayor

The Clerk informed the Committee that the public consultation had preferred the elected leader model, he had yet to be informed of the decision reached by SSDC.

5 Ilminster Sports Initiative

(a) Updating Report

The Mayor reported that whilst the Steering Committee had updated some of the financial information in the Sports Initiative Business Plan, it had not been possible to provide answers to all the questions raised by Councillors. Accordingly he felt it better to wait until a full report could be provided and apologized for the delay.

In accepting the situation, members observed that early information, particularly on progress towards generating capital funding, would be helpful in monitoring progress of the Project. However they agreed that the priority was for accurate information.

(b) Survey

It was reported that Ilminster Forum were intending to survey residents in the town as an update of the questionnaire which had underpinned the production of a Community Plan some years ago. They had asked informally whether the Town

ILMINSTER TOWN COUNCIL

Council would wish to include a section relating to the development of a Sports Centre which could be used to support applications for grant aid from funding bodies.

Members felt that the Town Council should be approached formally about the format of the questionnaire and given the opportunity to comment on a draft before it was circulated. The Clerk was asked to write accordingly to Ilminster Forum.

6 SSDC MUGA proposals

The Chair reported that he, the Deputy Mayor, Clerk and Open Spaces Warden had met with Adrian Moore, SSDC Play and Youth Facilities Officer to discuss the offer of a grant of up to £35000 on a matched funding basis to provide a MUGA in Ilminster. The resources which derived from central government were being offered to a number of towns and parishes and could be spent only on a MUGA.

The group had explored different sites on the Recreation Ground including the area round the existing Skate Park and the Tennis Court complex. The District Council would ideally seek floodlighting to maximise use and costs would vary between around £80,000 for a brand new facility to £55000 where existing tarmac surfaces could be incorporated.

Members felt that, in principle, the grant offer should be accepted, bearing in mind that there would need to be detailed discussions about location, management and maintenance of the facility. In addition it was felt that the provision of a new or repaired Skate Park should be considered as part of a holistic approach to play facilities for young people on the Recreation Ground. The resources to support the provision should be taken from the Council's ring fenced Land Account.

Upon a proposal from the Chair, seconded by Cllr Excell, it was **RESOLVED** to **RECOMMEND** that, in principle a sum of up to £50000 be allocated from the Land Account to match fund a grant from SSDC for the provision of a MUGA on the Recreation Ground subject to further detailed study of suitable site and a demonstration that the project would offer good value for money and contribute to sport and leisure facilities for the community.

7 Budgets

The chair reminded members that it was intended to agree the Town Council budget and precept for 2011/2012 at the Council meeting on 11 January 2011. The decision had been delayed to give maximum time for the Council to assess the implications of service reductions by both County and District Councils and the contents of Government legislation relating to Local Authority procedures.

The Clerk reported that the Localism Bill had been put before Parliament on 13 December and contained a number of clauses which would impinge on parish and town councils. He outlined several of the relevant features although details would

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change as the bill followed the normal parliamentary procedures and the effects would not be felt until the Bill gaining Royal Ascent probably in Autumn 2011.

Whilst some of the cuts being implemented by County and District Council were known, the overall detail was still unclear which would make it difficult to assess where individual services would disappear. District Council officers had indicated that they were unlikely to be in a position to give details until May/June 2011.

It was intended therefore to prepare a continuation budget for 2011/2012 which could form the basis of discussion on 11 January.

8 Distribution of Minutes to the Press

The Clerk reported that the minutes would be sent to the press with the comment that they had not been verified by Council and therefore liable to amendment. In due course the minutes would be posted on the website when it was in place.

9 Personnel Committee Deferred

10 Town Clerk's Report and Correspondence

The Clerk reported that

(a) South Somerset Citizens Advice Bureau was celebrating its 50th year of service to the community. Councillors were invited to join the celebration on 17 January between 5 and 7pm at Yeovil Baptist Church.

(b) The Team Somerset 500 Club had produced 'The Somerset Gold Cookbook' to raise funds, copies could be ordered.

(c) The Clerk asked the Committee if Cllr Swann could be appointed as a cheque signatory to May 2011.

It was RESOLVED to RECOMMEND that Cllr Swann should become a cheque signatory to May 2011.

(d) The Civic Carol Service was to be held in the Minster on Sunday 19 December at 6pm.

11 Members Questions

(a) Cllr Childs thanked Cllr Cameron for her efforts in raising funds for the Youth Club during the Christmas Tree Festival

(b) Cllr Beardon congratulated Cllr Vijeh on the success of the Carol Marathon.

12 Cemetery Wall Tender

The Clerk reported that following discussion at the Open Spaces Committee on 30 November of the four tenders received for undertaking work to the northern boundary wall of the Town Cemetery, he had secured further information from one of

ILMINSTER TOWN COUNCIL

the applicants relating to references, and insurance cover. The Chair, The Chair of the Open Spaces Committee and Clerk had also viewed examples of similar work.

Upon a proposal by Cllr Excell, seconded by Cllr Cameron, it was RESOLVED to RECOMMEND that the tender of Mr P Harrison to undertake rebuilding and repointing of a section of the northern boundary wall to the Cemetery be accepted.

The Clerk would prepare the appropriate document relating to the contract.

The meeting closed at 8.45pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **FINANCE & POLICY COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 13th November 2012 at 7:30 p.m.

Present

Chairman: Cllr D Miller

Councillors: Cllr P Burton, Cllr C Goodall, Cllr A Shearman, Cllr J Southern, Cllr R Swann, and Cllr E J Taylor

In Attendance:

Miss M Clayton (Senior Administrator), Mrs M Shelley (Deputy Town Clerk)
Miss J Norris (Town Clerk)

Members of the Public

Two members of the public attended the meeting.

1. Minutes of the Previous Meeting

RESOLVED that the minutes of the Finance and Policy Committee meeting held on 2nd October 2012 be approved and signed as a correct record subject to the following amendments

- Item 6 – Queens Jubilee
Changes to the list of outstanding payments. The "Bar- Cricket Club" should be amended to "awaiting payment" not "awaiting invoice".
- Item 6 - Queen's Jubilee
Delete "Bar- Cricket Club" from the resolved to recommend. (ii)
- Item 6 – Queen's Jubilee
Lesson Learnt – should read that "Cllr Taylor stated that for any future events the Town Council were playing to run, they need to ensure there are clear and transparent written agreements with organisations on the splitting of revenue from activities linked to the event rather than gentleman's agreements".

2. Apologies for absence

Apologies for absence were received from Councillors Austin, Lawson, Pallister, Sainsbury, Shepherd, Vijeh and Whaites.

3. Declarations of Interest

No declarations of interest were made in respect of any item on the agenda

4. Matters arising from the Minutes

As discussed in item 1

5. Budgets

The Chair informed the committee that the budgeted figures have been based on a potential 2% increase of the Precept for 2013/14.

Cllr Miller started discussions in the following order:

Renewals and Reserves 2013/14 figures - Discussions included the following:

- In regards to Vehicles and Attachments – The Chair explained that the

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Open Spaces committee would have to carry out deeper investigations as to what they have and what they need

- Deputy Clerk explained that items under protective clothing did not include items that are replaced frequently.
- Councillors agreed that dredging of the canal would be very expensive , but proposed to rename this budget heading as maintenance of the canal, and decrease the funds to £3,500
- Councillors discussed the need to increase the funds for the cemetery wall. Councillor Goodall explained that if major work was need, the Council would look for funding from additional sources.
- Other minor adjustments were made to the Renewals and Reserves 2013/14 figures and these amended figures will be taken to the next Finance and Policy meeting.

Budget 2013/14 figures - Discussions included the following:

- The budget of £500 for the Mayor expenses includes an allowance for the Civic evening and entertainment expenses and should be kept at this amount
- The Town Clerk advised Councillors that the budget for members expenses is there for them to claim back any monies they have spent out of their own funds.
- The Town Clerk informed the committee that she had requested the budget for Community Engagements as this is a valuable part of the Council's duty to get involved with the community e.g. Easter egg hunts, newsletter, etc and activities like these have been well received in the community. It was agreed to increase the budget to £2,000.
- A 4% increase had been allotted for sports club fees.
- Concerns were raised over the budget allowance for machinery expenditure being too low. It was agreed to increase this amount to £5,000
- The budget for tools has been overspent this year due to replacement of old item and personal items being used. Most tools have now been replaced. It was agreed to increase the budget to £500.
- Grants need to be looked at in further detail and put as a separate item on the next Finance and Policy agenda. The Town Clerk is at present looking at our grant policy and will report back at the next meeting. Councillor Goodall has been approached regarding a grant for £20,000 for the Youth Club. The committee agreed that the Youth Club need to apply in writing if they want the Council to discuss their request.

With the above amendments it was agreed that these budgets should go forward to the next Finance and Policy meeting with the presumption that they would be accepted when setting the Council Tax.

Reserves 2012/13 Forecast - Discussions of the reserves forecast were in the context of informing the Council of the possible expenditure; they included the following:

- The amount for £100,000 for land acquisition is a figure put together at the Recreation Review of what they might need.

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- The expenditure figure for the skate park includes the money the Council are holding back until the snagging has been completed.
- Ilminster Sports Initiative needs to be kept until it is required.

Budget 2013/14 – Discussions included the following:

- An amount for the cemetery maintenance needs to be added and was agreed to be set at £500.

6. Committee Documentation

Councillors have read and approved the documentation.

RESOLVED to RECOMMEND that the committee documentation be approved at full Council

7. Funding request for Ilminster Community Pool at Greenfylde

A letter has been received from Brendan Moran Vice Chair of FrOGS, requesting a grant for the purchase of replacement floats and armbands for the Ilminster community pool as their supply has become badly damaged by mould.

RESOLVED that a grant of £300 be given to FrOGS for the replacement of floats and armbands for the community pool.

8. Staff Policies

The documentation drafted by the Town Clerk had been circulated with the agenda.

RESOLVED to RECOMMEND that the Council approve and adopt

- (i) The Employee Handbook
- (ii) The Employee Code of Conduct
- (iii) Protocol On Member/Officer Relations

9. Website

The Town Clerk informed the committee that she had been looking at the Council's current website. It is very basic and cumbersome. A new version is available which provides additional functionality but the current supplier would require a payment in excess of £500 to make the new version available.

The Town Clerk has met with a new supplier, Somerset Webservices and negotiated a substantial discount. Councillors Taylor and Lawson also saw the new website and agree that it is user friendly and information can be updated without additional costs.

RESOLVED to RECOMMEND that

- (i) Approval in principle be given to procuring a new website with a maximum budget of £2,000
- (ii) Discussions continue with Somerset Webservices as the preferred supplier to establish that they can offer a product that meets the Council's requirements.

10. Town Clerk's Report and Correspondence

Nothing to report

The meeting closed at 9:22 pm

Chair's Signature & Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **FINANCE & POLICY COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 28 August 2012 at 8.45pm

Present

Chairman: Cllr D Miller

Councillors: Cllr S Austin, Cllr P Burton, Cllr C Goodall, Cllr J Pallister, Cllr S Sainsbury, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann, Cllr E J Taylor and Cllr Whaites

Officers: Mrs M Shelley, Mrs R Hope,

1. Apologies for absence

Apologies for absence were received from Cllr's Lawson and Vijeh.

2. Declarations of Interest

Cllr Shepherd declared an interest in item 7, Carnival Committee grant request.

3. Minutes of the Previous Meeting

It was RESOLVED that the minutes of the Finance and Policy Committee meeting held on 29 May be approved and signed as a correct record.

5. Matters arising from the Minutes

Item 11 Queens Diamond Jubilee

Cllr Taylor reported that the final accounts would be brought to the next Finance and Policy meeting.

6. Timetable for agreeing 2013 Council Tax

Cllr Miller proposed the following timetable for agreeing 2013 Council tax.

(a) Formulation of budget at the Open Spaces Committee meeting on October 23rd, Finance and Policy meetings on 13 November and 18 December.

(b) Setting of Council Tax for 2013 at the Council meeting on 8 January 2013

The committee agreed to this proposal.

7. Town Clerk's Report and Correspondence

(a) Ilminster Carnival Committee grant request

The Committee were in receipt of a letter requesting funding for the Carnival Committee. Due to changes in legislation they were now required to retrain those involved in putting out signs for road closures. The training for each individual would cost £198.00.

Cllr Taylor reported that the Jubilee committee were hoping to give a donation to the Carnival Committee in recognition of their support for the Jubilee event.

It was RESOLVED to RECOMMEND that a grant of £198 should be given to the Carnival Committee for the training of one person.

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Following further discussion, it was RESOLVED to RECOMMEND that a further grant of £198 should be given to the Carnival Committee for the training of a second person.

The Deputy Clerk reported that

- (a) There was to be a meeting on Riec sur Belon Way regarding the bus stop issues. This was scheduled for September 10th at 9am. Councillors were welcome to attend.
- (b) Code of Conduct training was available for Councillors October 4th 2.30pm at Somerton and October 9th 7.30pm at Edington
- (c) Due to issues with the skate park the invoice would not be paid in full. It had been agreed to withhold 10% of the costs until the remedial work had taken place. Cllr Goodall commented that it was anticipated that this would be during term time.

In camera

8. External support for projects

Cllr Goodall reported that through her role as Chair of Open Spaces she had become aware of the need for professional help on various projects the Town Council was undertaking. Cllr Goodall wished to recommend that the Council considers using the property and projects officer currently working on a part time basis for Crewkerne Town Council.

Following discussion it was RESLOVED to RECOMMEND that the property and projects officer should be employed for an initial period ten hours. The situation would then be reviewed.

9. Cemetery Wall correspondence

Cllr Miller asked if the Committee wished to make any alterations to the letter before them. There were no alterations to be made, the Committee asked Cllr Goodall as Chair of Open Spaces to be the signatory on the letter.

The meeting closed at 9.25 pm

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Signed

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **FINANCE & POLICY COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 29 May 2012 at 8.00 pm

Present

Chairman: Cllr D Miller

Councillors: Cllr S Austin, C Goodall, Cllr A Lawson, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann, Cllr E J Taylor, Cllr L Vjeh

Officers: Mrs M Shelley, Mrs R Hope,

1. **Apologies for absence**
Apologies for absence were received from Cllr's Burton, Sainsbury, Sothern and Whaites.
2. **Declarations of Interest**
None
3. **Appointment of Vice Chair**
Upon a proposal by Cllr Miller, seconded by Cllr Lawson it was RESOLVED that Cllr Taylor be appointed Vice Chair of the Finance and Policy Committee for the year to May 2013.
4. **Minutes of the Previous Meeting**
It was RESOLVED that the minutes of the Finance and Policy Committee meeting held on 17 April be approved and signed as a correct record.
5. **Matters arising from the Minutes**
None
6. **Website**
Cllr Lawson reported that the matter was currently in abeyance and that no further discussion had taken place. The Committee asked that the Clerk email all Councillors regarding the status of our current agreement with Vision ICT. If the council was not committed to Vision ICT for a further period, Cllr Lawson was asked to pursue the previous proposal and obtain quotes from other website providers.
7. **Personnel Committee**
Cllr Miller asked that at the next Council meeting an agenda item should be the appointment of an Appeals Committee in relation to the Personnel Committee. It suggested that it should consist of three members. This was agreed.
8. **Cemetery Wall**
Cllr Miller reported that a letter had been sent to the neighbours adjacent to the cemetery wall, alerting them to the damage being done to the wall by the tree roots, as

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yet no response had been received. The Mayor, Cllr Swann and Open Spaces Chair, Cllr Goodall agreed to visit the neighbours with a copy of the letter.

9. Cemetery Lodge

The Committee asked that the Clerk should update the Councillors on the progress made in changing the Letting Agents.

The Deputy Clerk informed the Committee that the tenants had requested that their lease should be for a year. Following a proposal from Cllr Taylor, seconded by Cllr Lawson this was agreed.

Cllr Shearman asked if any movement had been noted in the crack in the wall. Cllr Miller commented that he had seen no sign of change in the ties.

10. Addressing the Full Council

Following discussion it was agreed that the current practice of standing when addressing the meeting and addressing fellow members as Councillor should remain in place.

11. Queens Diamond Jubilee

Cllr Taylor reported that nearly five hundred programmes had been sold, a further print run was due on Thursday. There had been good publicity in the Chard and Ilminster and the facebook page was increasingly active. Tickets were still available for a 'Night of Nostalgia' at the Shrubbery. Could as many Councillors as possible attend the Open Air Civic Service and support the Mayor? Thirty stalls were expected at the 'Big Lunch' that included twenty five local community groups. During the event an information point would be in operation and could Councillors please offer to man this area to allow members of the Committee a lunch break. Litter picks would take place on Sunday and Monday with the committee, Ilminster Forum and volunteers from Tesco. At 7pm on the Monday night there is to be a pub quiz at the Bowling Club, 7.30pm a children's treasure hunt, 9pm in the Market House, pizza and singers before walking up to the lighting of the Beacon. The Deputy Open Spaces Warden once the Beacon had been primed would be on site all day.

Due to illness the Red Cross had had to withdraw from supporting the event, St Johns Ambulance would let Cllr Taylor know following their meeting if they could support the event.

12. Market House bookings

Councillors discussed the current booking form that is given to those organisations wishing to use the Market House. Cllr Shepherd commented that some organisations found the purchase of public liability insurance expensive. The Committee agreed that this should remain as currently stipulated. It was also agreed that Item 7 of the booking should read 'The preparation, provision or sale of food for consumption in the Market House is allowed only with the specific permission of the Town Council', and Item 8

ILMINSTER TOWN COUNCIL

should read 'The user is responsible for any damage to the Market House and for the cost of cleaning up afterwards.

13. Ilminster Experience Banner

The Deputy Clerk reported that the costings for each banner was as follows, for the banner and pole £55, Christmas tree supporting bracket £25 and in the first year £25 for a sinking fund for insurance or unexpected costs due to damage, but Cllr Pallister advised that it might be possible to save on the supporting bracket.

It was agreed to spend up to £105 on the purchase of a banner. The background to the banner should be royal blue with the emblem being an Olympic torch and the year 2012. Ilminster Experience were to be asked to help with the design.

14. Town Guide App for South Somerset

Cllr Taylor reported that the District Council was funding an app for Market Towns there was to be no charge for this in the first year. She commented that there might be some cost in the collecting of data but most of the information could be obtained from Ilminster Forum and the Marketing Ilminster Group. The Committee agreed that ilminster should be part of the app for the first year.

15. Town Clerk's Report and Correspondence

The Deputy Clerk reported that

- (a) She had received a letter of notification that Town and Country Hardware were due to close. Cllr Taylor asked that a letter of thanks for their long service to the community should be sent from the Council.
- (b) She had received an email from Samson Office Supplies thanking the Town Council for their part in the organisation of the Olympic Torch.
- (c) Grant Thornton were due to be appointed as external auditors for all small bodies in Somerset.
- (d) Ile Valley Children's Centre were asking for permission to use the Recreation Ground for an activity session. Councillors agreed in principle to the request but asked for more specific details.
- (e) The Youth Club were asking for permission to put up signs for the Jubilee treasure hunt, on the Market House and the Recreation Ground. Councillors agreed to the request suggesting that the clue at the Market House should be put on the notice board

Cllr Goodall reported on the Ilminster Twining Association, 20th Anniversary visit to Riec sur Belon, presenting Councillors with an anniversary plate she had been given.

The meeting closed at 9.13 pm

ILMINSTER TOWN COUNCIL

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Signed

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 1 December, 2009 at 7.30 p.m.

Present

Chairman: Cllr P Whaites

Councillors: Cllr E Beattie, Cllr C Cameron, Cllr MM Excell, Cllr D Miller, Cllr S Shepherd and Cllr R Swann.

Officers: Mr S Fisher, Mrs R Hope, Mr E Kemp

1 Apologies for absence

Apologies for absence were received from Cllrs Beardon, Childs, Davis, Henly and Vijeh.

2 Declarations of Interest

None

3 Minutes of the Previous Meeting

It was RESOLVED that the minutes of the Open Spaces Committee meeting held on 20 October 2009 be approved and signed as a correct record.

4 Matters Arising from the Minutes

Minute 9 - Trees

The Clerk reported that the Chamber of Commerce had arranged to plant trees at Swanmead School to replace those which were vandalised but had failed to invite the Town Council to the ceremony.

Minute 10 – Cemetery Lodge

The Clerk reported that the damaged window at the Cemetery Lodge had been replaced at a cost of £385. During the works it became clear that the window board was rotten and required replacement. The Clerk was authorised to seek quotes and have a new board installed.

Minute 12 – Dog Control Orders

The Clerk reported on a Dog Control Order Conference held on 19 November which he, Cllr Beardon and Cllr Miller had attended.

As from April 2010, it was the intention of SSDC to implement Dog Control Orders on all land within their boundaries which was open to the air and to which the public had access.

Orders related to dog fouling, dogs on leads and, of particular interest to the Council, banned dogs from play areas whether fenced or not and from sports pitches when a match was in progress.

Fixed penalty notices could be issued to offenders and the scheme would be enforced by appropriately trained staff.

The Committee agreed that when the orders became law, it would be prudent for the Town Council to erect notices on its play areas and sports pitches reminding users of the new situation.

ILMINSTER TOWN COUNCIL

5 Parish Paths Coordinator

The Chair welcomed Mr Mike Holtom, Parish Paths Coordinator who presented his report and answered questions

The District Council undertake clearance of rights of way with cutting taking place between once and four times a year depending on frequency of use. Volunteers clear stiles and gates and remove fallen debris throughout the year.

It was hoped that a spare rambler gate could replace a stile on the Beacon – Winterhay path to improve accessibility. It was agreed that the Open Spaces Wardens could be used to transport and assist in the installation of the rambler gate.

The permissive path between Shudrick Lane and Knott Oak was now established and well used. The surface of Old Road from High Street up to the steps leading to Blackdown View had suffered badly in the rains and was now virtually washed out. The path was heavily used and the Clerk was asked to establish the responsibility chain for repairs and attempt to find a solution.

Way marking at Greenway Farm was to be improved to remind walkers to use the diversion and not cross the farmyard.

Cllr Excell reported that the new permissive path and the diversion were both giving problems to the farmer. The gate where the new diversion met the main road was being left open with the result that on two occasions recently, cattle had escaped causing potential problems for drivers and actual damage to gardens of neighbouring residents. Attempts to provide stop gap measures to secure the gate were being ignored. In addition, walkers were seeking to deviate from the new permissive path either by cutting alternative routes through hedges or diverting through planted fields.

It was agreed that the Clerk should seek to have the offending gate either replaced with a kissing gate or installed with a spring to ensure automatic closure.

The Chair thanked Mr Holtom for his report and the work that he and other volunteers were undertaking on behalf of the community.

6 Warden's Report

The Senior Open Spaces Warden reported that the new Kawasaki Mule had arrived.

A large limb of a weeping willow close to the Canal had come down and been cleared. One third of Cleeves Close had been cut and raked; leaf clearing had been particularly heavy this season.

Marked trees were being felled on Herne Hill.

The basket ball back boards had been cleaned but were in need of replacement in the near future.

Members noted that this was Mr Kemp's final Open Spaces Committee Meeting before his retirement in January and wished to pay tribute to his dedication, sound advice and co-operation over a long period.

ILMINSTER TOWN COUNCIL

7 Canal Bank

The Committee were aware that the Canal Bank was eroding. Apart from the detrimental effect on the Canal, it was apparent that the neighbouring footpath was continually flooding and there was the potential danger of walkers stepping into the Canal. Before a permanent solution was explored, it was agreed that the Clerk should seek professional advice and also speak to the Angling Club about stages for fishing if the bank was to be reinforced. The matter would be brought back to a future meeting.

8 Planting Strategies

(a) Roundabouts

Members revisited the possibility of planting roundabouts at either end of Riec Sur Belon Way to make the entry to town more attractive. It was agreed that the Clerk explore the necessary permissions with the Highway Authority and the possibility of securing sponsorship for a planting programme.

(b) Triangle

It was reported that whilst the Town Council's Open Spaces Wardens had cleared the planting area on 29 September, no action on a planting programme had transpired from the Chamber of Commerce. The Clerk was asked to contact the President to establish the intentions of the Chamber.

(c) Tree Planting

It was agreed that the annual tree planting by the Mayor take place on Saturday 5 December at 10.00am in Brittens Field.

9 Sports Clubs

The Clerk reported that he had contacted all Clubs using the Recreation Ground to regularise their rental payment. Whilst an agreement had been reached with the Youth Football Club, there had been no response from either Football and Cricket Clubs. The Sports Club were seeking to arrange a meeting with the Football and Cricket Clubs to discuss the issue.

The Clerk was asked to pursue the matter with a view to achieving a satisfactory conclusion by the end of December.

10 Litter bins

The Clerk reported that the five new litter bins were due to be installed and that he wished to confirm the sites chosen which would need to be acceptable to SSDC for ease of emptying. It was noted that the Church Walk replacement and Canal Way additions were already agreed. Members agreed that the two along the path beside Shudrick Stream should be placed where the roads in the adjoining estate met the path, choosing those furthest east and west on the site. On the footpath between Frog Lane and the Tesco Car Park, it was felt that a point midway down would be most appropriate.

11 Town Clerk's Report and Correspondence

None

ILMINSTER TOWN COUNCIL

12 Members Questions

None

13 In Camera

(a) Cemetery Wall

The Clerk reported that in view of the inclement weather, it was unlikely that work would start until the New Year. He outlined the legal advice given by the District Council's solicitor on the proposed strategy and reported that the trees adjoining the wall had now been topped by the neighbours.

(b) Senior Open Spaces Warden

The Chair reported on the process for short listing, interviewing and appointing to the post of Senior Open Spaces Warden which had been undertaken by the Mayor, himself and the Clerk on 25 November 2009.

The group had appointed Mr Anthony Jones who would start on 1 January 2010 subject to satisfactory documentation

The meeting closed at 9.00pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Iminster on Tuesday, 7 July, 2009 at 7.30 p.m.

Present

Chairman: Cllr P Whaites

Vice-Chairman: Cllr G Childs

Councillors: Cllr E Beattie, Cllr M Davis, Cllr MM Excell, Cllr M Henly, Cllr D Miller and Cllr S Shepherd.

Officers: Mr S Fisher, Mrs R L Hope

1 Apologies for absence

Apologies for absence were received from Cllrs Beardon, Cameron, Turner, Vijeh and Yeoell.

2 Declarations of Interest

None

3 Minutes of the Previous Meeting

It was RESOLVED that the minutes of the Open Spaces Committee meeting held on 2 June 2009 be approved and signed as a correct record.

4 Matters Arising from the Minutes

None

5 Warden's Report

On behalf of the Open Spaces Warden the Clerk reported that the rosebay willow herb had been cut back on Cleeves Close. The tennis posts and nets had been replaced, the posts were now chained to the ground and had been stencil marked. Arrangements had been made to cover watering and grass cutting during the absence of both Wardens.

6 Iminster in Bloom

(a) Iminster Garden Competition

It was reported that the judging for Garden Competition would take place on 17 July by Mr Sydney Painter with Cllrs Excell and Whaites.

(b) Iminster School Competition

The competition for children at Greenfylde School had been completed with judging and presentation of awards taking place on 29th June.

(c) Iminster Scarecrow Competition

Judging for the Scarecrow competition had taken place on Monday 8 June, with the photographs of the entries being used on a map of the town listing their positions during the Iminster Experience weekend.

ILMINSTER TOWN COUNCIL

Cllr Miller commented that the date for judging should be advertised on the entry form and suggested that the scarecrows entering the competition could be brought to the Recreation Ground on the Saturday of Ilminster Experience. He also suggested that the competition should be themed with maximum and minimum heights for the scarecrows.

7 Herne Hill

Following a review of the walkabout of Cleeves Close in April that discussed the cutting regime, the Committee agreed that the three year cycle should remain and that this decision should be reported to Herne Hill Management Committee in the autumn.

Cllr Childs asked if consideration could also be given to more trees being allowed to grow on Cleeves Close and the wet patch on Brittens Field left unmown to increase diversity. The Herne Hill Management Committee would be asked for their view as well as on the need to control the hedge on the northern boundary.

The Clerk reported that the Open Spaces Warden would like to reinstate the land drain at the south east corner of the hill the Committee agreed it should be repaired.

8 Market House

The Clerk reported that he was due to meet with the Conservation Officer to discuss repairing the Market House. He had also taken note of comments in the report following completion of the repair the previous year. He said that in addition to repainting the ceiling and guttering, the floor inside the Market House needed repointing and some of the stones that had cracked may need replacing; stones with striations could also be repaired. He asked if consideration could be given to enclosing the water tap to prevent unauthorised use.

The Committee agreed that the Clerk continue to investigate the issues.

9 Seats/bins

The Clerk reported that he was due to meet with Cllr Turner and the SSDC Streetscene Officer the following week. Following discussion the Committee asked the Clerk to inquire whether SSDC would provide a seat for Canal Way and Shudrick stream footpath, and whether they would repair the surface of the footpath.

10 Action Plan

Action 13 – Recreation Ground entrance

Cllr Shepherd asked why the entrance to the Recreation ground had not yet been completed. The Clerk replied that he was waiting for Highways to install a bus shelter, once he knew the location he would arrange for a new entrance to be made.

Action 14 – Cemetery parking

Cllr Miller asked if any reply had been received from Highways.

11 Town Clerk's Report and Correspondence

(a) The Clerk reported that he had received a request from Ilminster Experience to use the Recreation Ground for the Classic & Historic Vehicle Show next year. Members agreed, subject to constraints on autojumble and other sales.

ILMINSTER TOWN COUNCIL

- (b) The Clerk reported that he was due to send a letter out informing the Councillors of the summer meeting with the Chamber of Commerce 23 July 7pm at The Shrubbery Hotel.
- (c) The Clerk informed the Committee that the roof on the toilet block was leaking and that repairs would cost £500.
- (d) The Clerk reported that the Councillors had been invited to a Taser Launch on Monday 13 July 2pm at Taunton Police Station.

12 Members Questions

- (a) Cllr Henly asked if it would be possible to redebate the issue of the crossing at The Triangle following an accident. The Clerk commented that Highways were intending to do a safety audit of the crossing.
- (b) Cllr Childs asked if SSDC could clean the seat on The Mead
- (c) Cllr Excell asked about cleaning of the Market House at the weekends.
- (d) Cllr Whaites informed the Committee that the Parish Paths co-ordinator would give a guided walk along the new permissive footpath from Shudrick Lane to Knott Oak and onto Pretwood Hill on July 22nd beginning at 6.30pm in the Shudrick Lane car park.

13 In Camera

(a) Cemetery

The Clerk reported that a complaint had been received from Manning and Knight, Sculptors and Monumental Masons about a memorial application relating to a grave space in the Town Cemetery. The complainant had asked that the matter be raised with the Council.

The Committee looked at photographs of the site and were informed that the complaint related to a change in decision not to allow a further headstone on a grave space which already had a headstone in place and refusal to allow a flat stone memorial which was in accord with regulations. There was further concern that Council staff were pressing replacement of existing flat stones in the grave by grass which had ultimately resulted in a decision on the part of the bereaved family to withdraw their request for a memorial.

The Clerk explained that there was initial confusion over whether to allow a further headstone for which he took responsibility. Thereafter it had been suggested that a tablet memorial on the grave space would be acceptable but that since replacement of existing slabs was not straightforward, grassing the area might offer a more pleasing visual aspect. There had been no pressure for this action if it was not what the family wanted.

In his reply to the complaint, the Clerk emphasised his desire to meet the wishes of the family provided they were consistent with Cemetery regulations; he had offered a site meeting to pursue that objective.

The Committee considered that the matter has been dealt with properly, emphasising their desire to reach a satisfactory conclusion if possible along the lines suggested by the Clerk in his response.

(b) Cemetery Walls

ILMINSTER TOWN COUNCIL

The Clerk reported that he had not yet reached an agreement with the neighbours to the north of the Cemetery about repairs to the collapsed boundary wall.

He had received a letter from the neighbours dated 2nd July agreeing to the removal of a number of conifers on their side of the boundary but placing conditions on the method of felling, action on the felled trees and the timing of the work. The re-building of the wall was required to be to a minimum of 5 feet and it was also agreed to afford access along the neighbours lane with provisos about damage being put right. Points had also been raised about repairs to the western boundary wall.

The Committee took the view that it could not accede to the conditions being imposed on the removal of trees which belonged to the neighbours and whose root system would appear to have been a major cause of the collapse of the wall. The offer to undertake felling had been made as a gesture of good faith but was in no way an obligation and should now be withdrawn.

It was agreed that the Clerk should confirm the legal right of the Council to cut roots which were trespassing into Council land and then to proceed with the repair of the wall using whatever means necessary to prevent further root incursion. Members recognised that it was likely that access to the neighbouring land would not be possible and the wall would accordingly have to be built from the Cemetery side.

In relation to height, the Clerk was asked to establish whether the Council could now consider the covenant requiring a 5 feet wall to be expired and accordingly build to 3 feet.

The meeting closed at 9.30pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 20 October, 2009 at 7.30 p.m.

Present

Chairman: Cllr P Whaites

Vice-Chairman: Cllr G Childs

Councillors: Cllr R Beardon, Cllr C Cameron, Cllr M Davis, Cllr MM Excell, Cllr M Henly, Cllr D Miller, Cllr S Shepherd, Cllr R Swann and Cllr L Yeoell.

Officers: Mr S Fisher, Mrs R Hope, Mr E Kemp

1 Apologies for absence

Apologies for absence were received from Cllrs Beattie, Kennedy, Turner and Vijeh.

2 Declarations of Interest

Cllr Shepherd declared a personal and prejudicial interest in Item 9 Recreation Ground in view of his position as President of Ilminster Cricket Club.

3 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Open Spaces Committee meeting held on 15 September 2009 be approved and signed as a correct record.

4 Matters Arising from the Minutes

Minute 4 – Seats/bins

The Clerk reported that the new litter/dog bins had now arrived and were due to be installed at various locations in the town in the next few days.

Minute 5 – Kawasaki Mule

The Clerk reported that 26 October was the deadline for the tenders. This would be an agenda item at the Finance and Policy Committee meeting on 3 November.

Minute 11- Sports Club

The Committee asked the Clerk to discuss with the Sports Club the payment of their rent on a more regular and timely basis, possibly by standing order.

Minute 12 – Triangle

Cllr Excell reported that the area had been tied up by the Wardens with some plants left in situ until replanting could take place.

5 Warden's Report

The Warden reported that there were no problems with the Fair due to the dry conditions.

The goal posts at Winterhay Lane had been repainted and returned.

The spring planting of the Town signs was due to begin on Monday.

ILMINSTER TOWN COUNCIL

A twelve foot barrier had been placed along the canal path to where the bank was eroding to protect passers-by.

During the year twenty five benches had been repainted or stained.

Cllr Excell asked if a discussion could take place at the next Open Spaces meeting regarding the canal bank, path and angler stages.

Cllr Miller asked what was the policy for cutting the Cemetery and the Churchyard during the winter.

Cllr Childs asked if the basket ball back boards could be repainted.

6 Market House

(a) Update of renovation work.

The Clerk reported that the paintwork was complete apart from the ceiling which would be finished after the Market House had been cleaned. The pointing of the stonework was almost complete and a small part of the floor had also been pointed.

(b) Conditions of use

The Clerk asked if he could remove the condition regarding the centre seat of the Market House when it was hired as it was proving difficult to police.

The Committee agreed to this proposal.

7 Herne Hill

(a) Herne Hill Committee meeting

The Committee received a copy of the minutes of the Herne Hill Management Committee held on 13 October 2009.

(b) Leaflets

Discussion of Herne Hill leaflets was deferred.

8 Recreation Ground

Cllr Shepherd declared a personal and prejudicial interest in the item as President of Ilminster Cricket Club and left the room for the debate.

The Chair suspended the meeting to allow Cllr Shepherd to outline the proposals of the Ilminster Cricket Club for a concert on 4 September 2010 on the Recreation Ground to celebrate its 150th Anniversary.

The proposal was for a concert running on the area of the Recreation Ground used by the Cricket Club which would then be secured with a charge for entry. The event would operate during the evening and those attending invited to bring their own tables, chairs and refreshments. There would be appropriate stewarding and licenses sought.

The Committee agreed to support the proposal in principle subject to receipt of further details surrounding the event.

There was concern that the event should have no financial or other implications for the Council and that guarantees should be sought that any damage to and subsequent cleaning of the site would be the responsibility of the Club.

ILMINSTER TOWN COUNCIL

9 Trees

The Committee agreed to sponsor a tree at a cost of £75 as part of the Chamber of Commerce project to replace the vandalised trees at Swanmead School. The Mayor would plant the tree on the Council's behalf.

10 Cemetery Lodge

The Clerk reported that a window at the rear of the Lodge needed replacing.

The Committee resolved that a replacement window should be purchased at a cost of up to £400.

11 Roundabouts

Deferred.

12 Dog Control Orders

The Clerk reminded the committee of the SSDC Dog Control Order Conference on 19 November in Chard. The committee supported the initiative. Cllrs Beardon, Miller and the Clerk were due to attend the Conference.

13 Budgets 2010-2011

The Clerk presented the draft budget for the Open Spaces Committee for 2010/2011

There was some concern at the inclusion of £5000 for street furniture in the estimates when an allocation for an equivalent amount in 2009/2010 had not yet been spent. Members felt it would be appropriate to ring fence any underspend in that category in 2009/2010 for use in future years.

A proposal by Cllr Childs seconded by Cllr Henly to remove totally the £5000 allocation for street furniture in the 2010/2011 estimates was defeated.

A proposal by Cllr Beardon seconded by Cllr Cameron to adjust the allocation for street furniture in the 2010/2011 estimates to £2500 was carried.

It was RESOLVED to RECOMMEND that the budget as revised be adopted by the Council.

14 Action Plan

Action plans were received.

Cllr Miller asked if 'waits decision on ISI' could be added to item 15.

15 Town Clerk's Report and Correspondence

The Clerk reported

(a) He had received a letter from the Judge of Ilminster in Bloom thanking the Council for his gift.

(b) He had received confirmation of the LDF briefing meeting on 16 November and a cluster workshop on 26 November at which only two representatives could attend. He had been asked to delay any separate meeting with the Town Council until these cluster meetings had

ILMINSTER TOWN COUNCIL

been completed. The Committee asked the Clerk to pursue a date with SSDC Officers so that all members could be properly briefed on the proposals.

16 Members Questions

- (a) Cllr Childs asked if Strawberry Bank could be tidied up and the hours of opening for the Tesco garage appeared to be longer than those given permission for which was disrupting neighbours.

17 In Camera

Cemetery Wall

The Clerk reported that he, the Chair and a representative of Sibleys, the contractors had met with one of the owners of the neighbouring property on 8 October to discuss arrangements for re-building the Cemetery wall. There were as yet no clear indications as to whether the contractor would be allowed access to the site via the lane on the neighbours land to remove spoil and cement. The neighbour would also not allow any foundations to spread beyond the boundary line.

It was noted that the Clerk was seeking legal advice to confirm that the action being taken in relation to the height of the wall required by the covenant on the land and the action on digging foundations that would inevitably cut the roots of trees close to the wall was appropriate.

He further reported that they had examined the boundary wall at the bottom of the Cemetery. The retaining lower section was in need of repair which was likely to be costly but he was intending to explore ways of meeting the terms of the covenant before reporting back.

The meeting closed at 10.00pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 20 October, 2009 at 7.30 p.m.

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The meeting closed at 10.00pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 21 April, 2009 at 7.30 p.m.

Present

Chairman: Cllr M M Excell

Vice-Chairman: Cllr P Whaites

Councillors: Cllr R Beardon, Cllr E Beattie, Cllr G Childs, Cllr M Davis, Cllr D Miller, Cllr S Shepherd, Cllr K Turner and Cllr L Vijeh.

Officers: Mr S Fisher, Mrs R L Hope, Mr E Kemp

1 Apologies for absence

Apologies for absence were received from Cllrs Cameron, Goodall, Kennedy and Yeoell.

2 Declarations of Interest

None

3 Minutes of the Previous Meeting

It was RESOLVED that the minutes of the Open Spaces Committee meeting held on 17 March 2009 be approved and signed as a correct record.

4 Matters Arising from the Minutes

Minute 7 – Herne Hill Management Committee

The Clerk reminded the Councillors that they had an opportunity to walk Herne Hill the following evening

Minute 9 (a) – Cemetery Walls

The Clerk reminded the Councillors of the conveyance document relating to that piece of land which required the wall to be maintained at a minimum height of five feet. He informed the committee that his covenant was apparently not in the deeds of the property next door. He therefore proposed that he should see if the neighbours would agree to the wall being one metre in height

5 Warden's Report

The Warden reported that the Horse Chestnut tree on Winterhay recreation ground had been removed, the timber had been collected by the local residents and the smaller branches had been shredded.

He also reported that over Easter there had been camping and a fire on Herne Hill. The Clerk reported that the Police had been made aware and that he proposed erecting a notice detailing the bye-laws for the area.

ILMINSTER TOWN COUNCIL

6 Ilminster in Bloom

(a) Ilminster Garden Competition

It was confirmed that the Ilminster Garden Competition would be offered in 2009 on the same basis as in previous years.

The Chair informed the committee that a new Judge had been appointed and that judging would take place on 17 July. It was agreed that the Chair and Clerk would agree the dates for advertising the competition. Members wished to stress that the competition was open to amateur gardeners.

(b) Ilminster School Competition

The Clerk reported that he was due to contact the Head of Greenfylde School later in the week. It was agreed that the Head and their own Gardening Club should suggest a suitable competition, judging would take place at the end of June/beginning of July. A presentation would be made at the school assembly.

(c) Ilminster Scarecrow Competition

It was agreed that Cllrs Childs, Miller and Whaites should judge the competition in the week beginning 8 June. The results would be posted during the Ilminster Experience weekend with a map so the entries could be viewed by local people and ventures.

7 Allotments

The Clerk reported that with the help of Chris Wilson of Dillington Estates they had been able to identify a piece of land within the estate for Bell Close Allotment Society to use. The Allotment Society would be responsible for the management of the site.

8 Frog Lane/Tesco Footpath

The Clerk reported on an email he had received from Natural England confirming that the clearance of scrub to the east of the Frog Lane/Tesco footpath did not require a licence. Members agreed to monitor the situation.

9 Machinery

The Clerk reported that one of the trimmers which was now 8 years old needed replacing when it next broke down.

The Committee agreed to purchase a new trimmer at a cost of around £600

10 Herne Hill Leaflets

The Clerk reported that the supply of Herne Hill leaflets which were very popular was low. He asked the committee if they would like to suggest any amendments before re-printing was considered. The Committee agreed that the Clerk in consultation with the Open Spaces Warden should up date the content and research re-printing costs, using the original printer if possible.

ILMINSTER TOWN COUNCIL

11 Action Plan

1. Renovation of Market House

Cllr Shepherd expressed his concern that the current arrangement for power in the Market House was not appropriate for bands that may wish to perform. Cllr Turner also expressed concerns over Health and Safety issues.

The Committee agreed that the Clerk should obtain costings for upgrading the supply along with a safety check and proceed up to a value of £750.

15. Ilminster in Bloom

The chair reported that she had made a presentation to the last meeting of the Chamber of Commerce.

12 Town Clerk's Report and Correspondence

- (a) The Clerk confirmed that there had been no formal request for an election to fill the vacancy on the Council. The vacancy would therefore be filled by co-option and he would seek guidance on appropriate arrangements at the Finance and Policy meeting next week.
- (b) The Clerk reported that there was some concern over the sale of items at the Vintage Car Rally that was part of the Ilminster Experience. He was to contact the organiser for clarification.
- (c) The Clerk asked the Committee that should the Cricket Club be running the Cricket Festival this year would they be happy with the usual arrangements and that the Disabled Group that walked each year had asked to use the Brittens Field again. The Committee agreed with both arrangements.
- (d) The Clerk reported two road closures. (i) B3170 Honiton Road, Corfe and Otterford for 7 days from 14 May 2009 and (ii) A30 Windwhistle, chillington and Cudworth for 2 nights from 11 May 2009.
- (e) The Clerk commented that two Planning Applications required consideration before the next scheduled Planning Committee and asked if a short meeting could take place before Finance and Policy Committee on 28 April. This was agreed.

13 Members Questions

- (a) Cllr Vijeh asked if the committee was aware that she had been asked by the Chamber of Commerce to visit the town as a mystery shopper. She was due to present her report at the next Chamber of Commerce meeting.
- (b) Cllr Turner (i) asked if the proposed road closure for Ditton Street could be discussed at the next Finance and Policy committee and (ii) reported that following an incident of a dog biting a child on the Recreation Ground the matter had been forwarded to the Police.
- (c) Cllr Shepherd asked when his letter relating to the Ilminster Sports Initiative was going to be discussed.
- (d) Cllr Whaites asked if the Councillors were aware that (i) the road surface on Long Close was breaking up, (ii) a drain on the cul de sac was blocked, (iii) there was a lot of dog fouling between West Crescent and Herne Hill, (iv) following the accident on Canal Way could we have speed cameras installed and (v) and he wished to thank the Wardens for their hard work on Herne Hill.
- (e) Cllr Childs asked if it was SSDC that cut the bottom of Listers Hill bank

ILMINSTER TOWN COUNCIL

- (f) Cllr Miller asked if Councillors were aware that in areas where SIDs had been installed the average speed had increased by one mile per hour.

The meeting closed at 8.5pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Tuesday, 21 April, 2009 at 7.30 p.m.

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- (a) The Clerk confirmed that there had been no formal request for an election to fill the vacancy on the Council. The vacancy would therefore be filled by co-option and he would seek guidance on appropriate arrangements at the Finance and Policy meeting next week.
- (b) The Clerk reported that there was some concern over the sale of items at the Vintage Car Rally that was part of the Ilminster Experience. He was to contact the organiser for clarification.
- (c) The Clerk asked the Committee that should the Cricket Club be running the Cricket Festival this year would they be happy with the usual arrangements and that the Disabled Group that walked each year had asked to use the Brittens Field again. The Committee agreed with both arrangements.
- (d) The Clerk reported two road closures. (i) B3170 Honiton Road, Corfe and Otterford for 7 days from 14 May 2009 and (ii) A30 Windwhistle, chillington and Cudworth for 2 nights from 11 May 2009.
- (e) The Clerk commented that two Planning Applications required consideration before the next scheduled Planning Committee and asked if a short meeting could take place before Finance and Policy Committee on 28 April. This was agreed.

13 Members Questions

- (a) Cllr Vijeh asked if the committee was aware that she had been asked by the Chamber of Commerce to visit the town as a mystery shopper. She was due to present her report at the next Chamber of Commerce meeting.
- (b) Cllr Turner (i) asked if the proposed road closure for Ditton Street could be discussed at the next Finance and Policy committee and (ii) reported that following an incident of a dog biting a child on the Recreation Ground the matter had been forwarded to the Police.
- (c) Cllr Shepherd asked when his letter relating to the Ilminster Sports Initiative was going to be discussed.
- (d) Cllr Whaites asked if the Councillors were aware that (i) the road surface on Long Close was breaking up, (ii) a drain on the cul de sac was blocked, (iii) there was a lot of dog fouling between West Crescent and Herne Hill, (iv) following the accident on Canal Way could we have speed cameras installed and (v) and he wished to thank the Wardens for their hard work on Herne Hill.
- (e) Cllr Childs asked if it was SSDC that cut the bottom of Listers Hill bank

ILMINSTER TOWN COUNCIL

- (f) Cllr Miller asked if Councillors were aware that in areas where SIDs had been installed the average speed had increased by one mile per hour.

The meeting closed at 8.5pm

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Signature

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Date