

# ILMINSTER TOWN COUNCIL

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Town Clerk: Mark Tredwin

13 June 2023

A meeting of the **Town Council** will be held on **Tuesday 20 June 2023** in the **Council Chamber, Council Offices, North Street, Ilminster, TA19 0DG** starting at **19:30 hrs.**

If members of the public have any questions on matters that are on the agenda, then, if possible, please notify the Council Office before the day of the meeting which item you would like to speak about.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

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

Yours sincerely

A handwritten signature in black ink, appearing to be 'Mark Tredwin', written over a horizontal line.

Mark Tredwin  
Town Clerk

## AGENDA

### 1. Public Forum

Fifteen minutes will be made available for public comment and response in relation to items on this agenda. Individuals will be permitted a maximum of three minutes each to address the committee.

### 2. Apologies for Absence

To receive apologies for absence from Councillors unable to attend the meeting.

### 3. Somerset Council Member's Reports

To receive the written reports from Ilminster's representative members.

### 4. Declarations of Interest

To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

*Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interest relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.*

### 5. Dispensations

To note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

### 6. Minutes – Town Council

To confirm the Minutes from the Full Council Meeting held on the **16 May 2023** as a correct record.

### 7. Minutes – Planning, Highways & Transport

To receive the Minutes of the meeting held on **6 June 2023** and **note** the committee's comments made on planning applications therein.

#### **23-0026-PHT          Speed Limits in Sea**

Members **RESOLVED** unanimously to support the formal reduction of the speed limit from the A358 to the Ilminster Town boundary.

**Proposer** Cllr Shearman **Seconded** Cllr Hamilton

#### **23-0027-PHT          Street Names**

Members **RESOLVED** unanimously to **RECOMMEND** to Full Council that officers work with Somerset Council on the pilot that will suggest street names to be put forward to both Ilminster Town Council and Somerset Council ahead of building taking place.

**Proposer** Cllr Shearman **Seconded** Cllr Hamilton

### 8. Minutes – Open Spaces

To receive the Minutes of the meeting held on **6 June 2023** and **note** the committee's comments made on planning applications therein.

Members **RESOLVED** unanimously to **RECOMMEND** to Full Council the proposed Terms of Reference for the Recreation Users Group and the Herne Hill Users Group.  
**Proposed** Cllr Osborne **Seconded** Cllr Shepherd

**9. Mayor/Deputy Mayor Reports**

To note the written reports.

**10. Police Report**

<https://www.police.uk/your-area/avon-somerset-constabulary/ilminster-and-windwhistle/> To receive a verbal report from the Police if available.

**11. Internal Auditor Report 2022/23**

To receive and note the internal auditors report.

**12. Fixed Asset Register**

a. To review and accept the purchase and disposals of fixed assets as of 31 March 2023.

b. To review and accept the Fixed Asset Register as of 31 March 2023.

**13. AGAR 2022/23**

a. To consider and resolve each of the annual AGAR Statements

b. To confirm the dates set for the exercise of public rights.

**14. Banking Mandates**

To confirm the current mandates for all accounts held by Town Council.

**15. Finance report**

a. To approve the payments made for April and May 2023.

b. To approve the completion of the bank reconciliations for April and May 2023.

**16. Grant Application from Ilminster Carnival Committee**

To consider a request from Ilminster Carnival Committee for £800 to support the first aid and safety provision for the event.

**17. Clerk's Update**

To update Members on matters already reported to council.

**18. Section 19 Flood Report**

To receive the Section 19 Flood Report relating to the flooding that took place on the 20<sup>th</sup> October 2021.

**19. Use of North Street Offices**

Members to consider a request from the Ilminster History Society to use North Street offices.

**20. S106 Agreement with Somerset Council for new play equipment and fencing at Winterhay**

a. To approve the play equipment and fencing for Winterhay play park.

b. To consider acceptance of the S106 Award Agreement Terms and Conditions.

- 21. Nominations for the Chair's Award for Service to the Community**  
To discuss and nominate one person or group to the Chair of Somerset

- 22. Staff Matters**  
To consider details of staffing information

**Should any members consider that any items should be discussed in Part B, Exempt Business the following will apply.**

*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 while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.*

- 23. Exempt Business**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

- 24. S106 Agreement with Somerset Council for new play equipment and fencing at Winterhay**
- a. To approve the play equipment and fencing for Winterhay play park.
  - b. To consider acceptance of the S106 Award Agreement Terms and Conditions.

- 25. Nominations for the Chair's Award for Service to the Community**  
To discuss and nominate one person to the Chair of Somerset

- 26. Staff Matters**  
To consider details of staffing information

**PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING AS OBSERVERS.** Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

**Members of the public exercising their right to speak during Public Question Time may be recorded. Copies of this document are available in large print on request.**