

Agenda No 3a

Minutes of the **Town Council** meeting held in the Council Chamber. The Council Offices, North Street, Ilminster, on Tuesday 12 December 2017 at 19:30hrs.

Present:

Chair: Cllr V Keitch

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

In Attendance

Officers Miss J Norris (Town Clerk)

1 member of the public attended the meeting

Before the meeting started the Mayor presented a book token to Martha Godfrey, a pupil of Swamead School, who had designed one of the Christmas Cards chosen as the Mayor's Christmas Card.

356 Apologies for Absence

Apologies for absence were received from Cllrs Belobaba, Dewick and Shepherd.

357 Declarations of Interest

No Declarations of interest were made regarding any items of the agenda.

358 Minutes

a) The minutes of the meeting held on 21 November 2017 were considered.

RESOLVED to confirm the minutes of the meeting held on 21 November 2017 as a correct record.

b) The minutes of the meeting held on 5 December 2017 were considered.

RESOLVED to confirm the minutes of the meeting held on 5 December 2017 as a correct record.

c) The Office Action Plan relating to the Town Council Meetings was considered.

Issues discussed during consideration of the action plan included:

- Cllr Mackillop agreed to be on the Cemetery Working Group
- Application packs for the Councillor vacancy to be filled by co-option have been prepared and are downloadable from the Town Council's website
- The Conservation Officer's advice regarding signage is awaited.
- An arrangement will be made for the Accommodation Working group to meet early in 2018.

RESOLVED to note the office action plan

359 Mayor's Announcements/Engagements

a) The Mayor made announcements relevant to Town Council and Mayoral activities and engagements, the key points included:

- A reminder about the Town and Country Carol Service to be held in the Minster on Sunday 17 December at 6.00pm; this year as the Young Farmers will be actively involved.
- A reminder about the social evening planned for 12 January 2018, the cost is £12.00 per head and places can be booked through the Town council office.
- Reminder about the fundraising event for the Mayor's Charity Fundraising event - the Sunset Café Stompers at the Warehouse Theatre on 18 February 2018.
- The Town Council have been awarded the Foundation Award from the National Association of Local Councils and was particularly praised for its publication and presentation of financial information and the way in which it engages with the community.

b) The Mayor had attended engagements between 14 November 2017 and 6 December 2017 as detailed on the engagement list which had been circulated but the following changes were advised:

- The Mayor had been unable to attend the Mayor of Yeovil's ball held at Westlands
- The mayor, together with Mr Clinton Bonner had switched on the lights at the Christmas Tree Festival in the Minster.

360 Police Report

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster.

Issues discussed during consideration of this agenda item included:

- Appreciation for police vigilance was voiced - whilst a classic car was being towed to a garage for a respray the police stopped the driver to check everything was in order as there has been a recent spate of classic car thefts.

361 Report from the County Councillor for the Ilminster Division

The report from the County Councillor had been circulated prior to the meeting.

Issues discussed during consideration of this agenda item included:

- The flood investigation report should be published, as promised, before Christmas
- There is no further news on the plans for Chard Hospital
- The future of Ilminster Library – the link on the County Councillor's report will give updates
- There seems to be a lot of road works in and around the town at the moment

362 Reports from District Councillors

Cllr Keitch, as a District Councillor, gave an oral report, the key points included:

- Westlands – the re-opened facility seems to be doing well with a wide range of acts and activities included in the programme.
- Boundary Commission –the Boundary Commissions response to various proposals for the Ilminster Ward are expected in January 2018.

- Somerset Business Rate Pool - an application has been made for Somerset to be a pilot for 1 year for business rate retention – any Councillor requiring more detailed information should contact Cllr Keitch.
- A press release has been issued reminding people to cook food properly and also to check the hygiene ratings when eating out
- Christmas Tree recycling will be facilitated throughout the District, the collection point for Ilminster will be the Archie Gooch Pavilion.
- SSDC offices will be closed between Christmas and the New Year – there will be emergency cover which can be accessed by using the 01935 462462 telephone number.
- A group of Councillors are looking at locality working – how locality and area working can operate in the future

363 The Designation of Herne Hill as a Local Nature Reserve

Consideration was given to endorsing the Open Spaces Committee resolution to apply for the designation of Herne Hill as a Local Nature Reserve.

RESOLVED to endorse the Open Spaces Committee resolution to apply for the designation of Herne Hill as a Local Nature Reserve.

364 Wharf Lane Play Area

Approval of the sketch design as the project concept and layout for the Wharf Lane Play Area was considered.

Issues discussed during consideration of this agenda item included:

- May be better to extend the existing sloped access in order to reduce the gradient rather than put in new z shaped access.
- Costings will need to be obtained before any work is ordered.

RESOLVED to accept the sketch plan as attached to these minutes as Appendix A as a working document for the purposes of compiling a phased implementation plan and obtaining costings.

365 Disbanding the Toilet Working group

Consideration was given to disbanding the Toilet Working Group as the refurbishment and modernisation of the Wharf Lane toilets is complete.

RESOLVED that the Toilet Working Group is disbanded with immediate effect and any outstanding matters should be dealt with via the Accommodation Working Group.

366 Strategic Plan 2017/18-2019/20 – Status Report

The quarterly Strategic Plan Status Report was considered. Issues discussed during consideration of this agenda item included:

- Weekly Market – the reducing number of stall holders is an ongoing concern
- Dog Policy – this has been dealt with by the Open Spaces Committee
- Neighbourhood Plan – does involve a substantial amount of community engagement although it is reported upon in the Ilminster Environment theme – as the purpose of the Neighbourhood Plan is about enhancing the environment rather than undertaking community engagement.

RESOLVED to note the report and make no changes to the risk assessments contained within the report

367 Strategic Plan 2018/19 – 2020/21

Consideration was given to the draft Town Council 3 year Strategic Plan for 2018/19 – 2020/21 which was based upon the discussions at the Councillors' budget 7 strategic plan workshop.

Issues discussed during consideration of this agenda item included:

- A303 trunk road – no options have been made public as yet for the Yeovil to Ilminster section of the A303. There has been consultation about re-routing the A358 but this is due to be re-visited and the subject of further consultation in early 2018.
- "Identified for improvement" is a more accurate position statement regarding the A303 and A358 rather than "scheduled for improvement" as no indication of a timescale has been given by Highways England.
- How the Town Council could be involved in the provision of public transport
- The impact of large international business on employment opportunities for Ilminster residents
- The role of a Community Land Trust in the provision of affordable housing
- Cemetery - no decisions have been taken and research is still needed into both future need and the feasibility of a new facility, the latter to include land availability and acquisitions and development costs.
- Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis – it is possible for an attribute to be listed in more than one of the sections

RESOLVED to approve and adopt the 2018/19 – 2020/21 Strategic Plan as attached to these minutes as Appendix B which incorporates the following changes:

- (i) Add "risk adverse" to weaknesses in the SWOT analysis
- (ii) In the context section amend the wording regarding the A303 and A358 to reflect that the need for improvement has been identified
- (iii) Add the word "and" in the project topic list regarding the cemetery so that it reads "Cemetery – researching future need, the availability of suitable land **and** the feasibility of developing a new cemetery....."

368 Review of the South Somerset Local Plan (2006-2028) Issues and Options Consultation

The Town Council's response to the consultation, taking into account the discussions at the Planning, Highways and Transport Committee held on 5 December 2017 was considered.

RESOLVED that any comments from Councillors should be sent to the Town Clerk by 15 December who will meld them into one document -to be considered by the Planning, Highways and Transport Committee on 9 January 2018.

369 Town Council Complaints Policy & Procedure

The Town Council's Complaints Policy & Procedure was reviewed, and consideration was given as to whether or not any changes were required. Issues discussed during consideration of this agenda item included:

- Councillors being told about complaints
- The definition of a complaint

RESOLVED

- (i) That an additional step should be added to the procedure that if something comes in to the Town Council which is defined by both the Town Clerk and the Mayor as being a complaint the broad details will be sent to all Councillors
- (ii) That with the addition of (i) above, the complaints procedure is approved and adopted
- (iii) That the complaints procedure is reviewed in 3 years unless a change in legislation or best practice necessitates an earlier review

370 Town Council Recording of Council Meetings Policy

The Town Council's Recording of Council Meetings Policy was reviewed, and consideration was given as to whether or not any changes were required. Issues discussed during consideration of this agenda item included:

- Section 2.3 states that a person can say they do not wish to be recorded
- Individual privacy should be respected
- It is important to be cautious regarding filming if children are involved
- The Chair of any meeting should be involved in discussions about the use of flash photography or additional lighting.

RESOLVED

- (i) That section 2.12 should be amended to include the meeting Chair being involved in discussions about the use of flash photography or additional lighting.
- (ii) That with the addition of (i) above, the Recording of Council Meetings Policy is approved and adopted
- (iii) That the Recording of Council Meetings Policy is reviewed in 3 years unless a change in legislation or best practice necessitates an earlier review

371 Authorisation of Payments and Notification of Virements

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

- Travel expenses

RESOLVED that the payments listed in the schedule presented to Council totalling £35,439.89 gross are approved

372 Clerk's Updates

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

Number	Date	Topic
14/17	20.11.17	<ol style="list-style-type: none">1. Staff Training2. Toilets3. Ilminster Community Plan 2016-20264. Bus Services in Ilminster

The meeting closed at 21:42hrs