

Minutes of the **Town Council** meeting held in the Council Chamber. The Council Offices, North Street, Ilminster, on Tuesday, 21 February 2017 at 19:30hrs.

Present:

Chair: Cllr V Keitch

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

In Attendance

Officers Miss J Norris (Town Clerk)
PCSO John Martin

2 member of the public attended the meeting (Mr C Bonner & Mr I Anderton both from the Ilminster Christmas Lights Committee)

176 Apologies for Absence

Apologies for absence were received from Councillors Belobaba, Drayton and Sothern

177 Declarations of Interest

Councillors made Declarations of Interest as detailed in the table below

Name	Agenda Item	Minute No	Nature of Interest	Type of Interest	Action
Cllr R Swan	Agenda No 4 Ilminster Christmas Lights	179	On Christmas Lights Committee	Personal	Spoke and voted

178 Minutes

RESOLVED

- (i) to confirm the minutes of the meeting held on 17 January 2017 as a correct record
- (ii) to note the office Action Plan relating to the Town Council Meetings

Issues discussed regarding the office action plan included:

- Quality Award
- A letter has been sent to the Ilminster Education Foundation regarding the plans for the Cricket Pavilion.

Note: The Chair took the meeting out of formal session at 19:40hrs to enable the representatives from the Christmas Lights Committee to address the meeting.

Mr Bonner explained that the lights and associated equipment are stored in rented premises on Ditton Street which is a superb location as it is able to store the lights and enable maintenance work to be undertaken. The landlord wants to increase the rent as there has been no increase for 15 years and following negotiations has agreed to a monthly rental of £225.

Mr Anderton explained that it costs between £4,000 and £6,000 per year to put on the Christmas Lights display and, apart from the rent for the storage, is self-financing. The Christmas Lights Committee would like to put a structure in with a new lease that includes regular rental reviews but communication and negotiation with the landlord is difficult

Note: The Chair took the meeting back into formal session at 19:53hrs

179 Ilminster Christmas Lights

How the Town Council may assist regarding the increased cost of storing the Christmas Lights was considered.

Issues raised during consideration of this item included:

- The Christmas lights bring a lot of people into the town

RESOLVED that the Town Council meets the full cost of the storage rental at the cost of £225 per month

180 Mayor's Announcements/Engagements

- a) .The Mayor reminded everyone about the Drop-In at Greenfylde School on 8 March to see the proposed plans for a new school. The Mayor then told Councillors that the requisite number of people had written to South Somerset District Council requesting a by-election for the casual vacancy on the Town Council; in the event of more than 1 nomination being received there would be an election and Councillors were asked to indicate whether or not they would like poll cards to be issued if an election was held. It is not a legal requirement to issue poll cards Poll Cards and the decision is up to the Town Council who would be responsible for the printing and postage costs. The general consensus of opinion was that poll cards should be issued.
- b) Details of the Mayor's engagements between 10 January 2017 and 15 February 2017 had been circulated prior to the meeting
The Mayor said that during her visit to Daido the management had emphasised their commitment to remaining in Ilminster. The widely reported restructure affected 7 people all of whom had been offered jobs in Stuttgart; 4 had accepted the relocated jobs and 3 people were taking redundancy.

181 Police Report

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

PCSO John Martin highlighted that trending crime is changing, for example there are now numerous crimes associated with malicious communications using social media. From the police report, 5 of the 7 thefts from shops that were recorded were in fact the same person and the same place - so repeat offences

The local policing team have been undertaking liaison visits to Greenfylde First School and will also be going to Cygnets Pre-School

Issues raised during consideration of this item included:

- Loud music in a car in car park – this should be reported to the Police and details of the Car Registration Plate Number
- Cars parking on pavements are causing a nuisance and it is not just delivery vehicles – the police can advise but don't have power to take any action

- The hate crime listed on the report is still under investigation
- Closure of police stations and custody suites in South Somerset is very concerning for the town and the area in general.

182 Reports from District Councillors

Councillor Keitch reported that –

- The Chief Constable is scheduled to present a briefing for District Councillors next week, Cllr Keitch intends to raise concerns about the possible closure of Chard police station at that briefing session
- The transformation project is proceeding quickly; the senior staffing structure is complete; tender documents have been issued for a new computer system which will be essential for the successful implementation of the transformation agenda
- Income generation
- Cllr Keitch has attended Audit Committee training
- The District Council is currently in a healthy financial position but in 4 years time there will be no Government grants so forward planning and prudence is essential
- Cllr Keitch has been appointed to Somerset Rivers Authority Scrutiny
- Cllr Keitch has sat on several licensing sub committees
- Cllr Goodall is working very hard for the town but due to personal circumstances finds it difficult to attend Town Council meetings; she Chairs the Area West Committee and also has a portfolio of responsibilities as an Executive member

183 Report from the County Councillor for the Ilminster Division

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

Issues raised during consideration of this item included:

- Registering as an apprenticeship / work experience provider

184 Reports from Representatives on Outside Bodies

To receive reports from Representatives on Outside Bodies.

- A report had been received from Greenfylde Church of England First School
- Ilminster Entertainment Society (IES) – Cllrs Walker & Fowler –
The IES would like to purchase the Old Bakery next to the theatre. An Extraordinary General Meeting has agreed for a structural survey to be done; a building survey funded by the theatre has already been done. It was suggested that to help move the project forwards the IES should consider approaching the SSDC Area West with a grant funding request
- Youth Club –
The hall has a lot of hirings at present e.g. scouts and cubs; the car park is a good revenue earner. The Committee is looking to put the provision of the youth club services out to tender but there are a very limited number of service providers
- Ilminster Literary Festival –
39 events over 10 days are planned and it is hoped that the publicity brochure will be published at the beginning of April

185 Recommendations from the Resources Committee

The recommendations made by the Committee meeting held on the 7 February 2017 were presented for consideration.

A) Weekly Market Charges and Trading Hours

RESOLVED

- (I) That the cost of pitches with effect from 1st April 2017 be as follows

Stall size	Cost wef 01.04.17
3m x 3m	£10.00
3m x 4m	£12.00
6m x 3m	£15.00
9m x 3m	£20.00

- (II) That Market Condition 5.1 be amended to read as follows:
"Stallholders shall not cause nuisance by noise, obstruction etc. To residents and users of the highway when erecting and dismantling their stalls and during the Market.
Erection of stalls shall not commence before 6.30am and shall be removed by 5.00pm."
- (III) That "Kipper weeks" be operated from January to March 2017

B) Revenue Subsidy Grant to the Ile Youth Club.

RESOLVED that a Revenue Subsidy Grant of **£2,000** be made to the Ile Youth Club

C) Annual Review of Financial Regulations –

RESOLVED that no changes are made to the existing Financial Regulations (last amended by the Town Council 21.06.16)

186 Telephone System

The arrangements for office telephony provision were considered.

RESOLVED

- (i) To continue with the current telephone system until November 2018
(ii) To review the options for telephony provision in July / August 2018 ready to implement in November 2018

187 Recommendations from the Neighbourhood Planning Working Group

The recommendations arising from the meeting of the Neighbourhood Planning Working Group held on 20 February 2017 were considered.

RESOLVED

- (i) To reconfirm that this Council pursues a Neighbourhood Plan as per the resolution of 15 October 2015
(ii) That Councillor Walker be the sponsor of the Neighbourhood Plan
(iii) That the Councillor sponsoring the Neighbourhood Plan be chair of the Neighbourhood Plan Working Group
(iv) That a letter is sent to South Somerset District Council confirming that the Town Council wishes to make an application under the neighbourhood Planning 2012

- Regulations for the designation of the entire parish of Ilminster as the neighbourhood area for the Ilminster neighbourhood Plan
- (v) That the letter referred to in (iv) above be signed by The Mayor, the Chair of the Neighbourhood Plan Working group and the Town Clerk
 - (vi) That the Town council joins the Locality organisation for a fee of £100.00 that will enable us to pursue funding

188 Layout of the Public Toilets on Wharf Lane Recreation Ground

The recommendations of the Toilet Working Group regarding the layout of the toilets on the Wharf Lane Recreation Ground were considered.

Issues raised during consideration of this item included:

- Unisex toilets are not popular with everyone
- Have been concerns about the siting of the temporary toilets in that they are too far away from the children's play area

RESOLVED

- (I) that plans as attached at appendix 1 to these minutes are approved
- (II) That the remit of the Toilet Working Group is extended to include the project governance of the toilet rebuild / reinstatement

189 Annual Review of Standing Orders

The meeting considered if any changes were required to the existing Standing Orders.

RESOLVED that no change are made to the existing Standing Orders

190 Appointment of an Internal Auditor

The Town Council's current 3 year internal audit agreement is drawing to a close and a decision was required as to the next appointment of an internal auditor.

Issues raised during consideration of this item included:

- Part qualification of 1 of the respondents
- Concern over use of contractors
- Cheapest is not always best

RESOLVED that the quotation from respondent E for a is accepted 3 year agreement.

191 Draft Calendar of Meetings

The draft Calendar of Meetings for 2017/18 was considered.

Issues raised during consideration of this item included:

- Used to keep August clear of meetings

RESOLVED that the provisional Calendar of Meetings for 2017/18 as Appendix 2 to these minutes is agreed

192 Facilitation of a Public Meeting Regarding the Development of Land South West of Canal Way, Ilminster, by Persimmon Homes

The possibility of the Town Council facilitating a public meeting regarding the development by Persimmon Homes, of land south west of Canal Way, Ilminster, which is currently owned by Somerset County Council was considered.

Issues raised during consideration of this item included:

- The Planning, Highways and Transport Committee held on 14 February meeting went well
- Persimmon Homes should be invited to make a presentation at the proposed public meeting
- If at all possible, the proposed public meeting should be held before the South Somerset District Council Area West Committee meeting scheduled to discuss the planning application
- Somerset County Council should be invited to the proposed meeting
- It may not be appropriate for South Somerset District Council Planning Officers to attend the proposed public meeting as they will be making planning recommendations when the application is formally considered by the planning authority
- The 2 District Councillors for Ilminster have been invited to meet a senior person from Persimmon Homes as a pre decision meeting
- The expectation that the Town Council is represented at the Area West Committee when the planning application is considered
- Suggested venues for the proposed public meeting included Swanmead School and the Warehouse Theatre
- Donyatt Parish Council should be notified of the proposed public meeting and invited to attend

RESOLVED

- (i) that Ilminster Town Council facilitate a public meeting regarding the Persimmon Homes and Somerset County Council planning application to develop land south west of Canal Way, Ilminster
- (ii) That the 27 April 2017 be the provisional date for the proposed public meeting

193 Battle's Over - 11 November 2018

The Town Council's involvement in the "Battle's Over – A Nation's Tribute & WWI Beacons of Light" was considered.

Issues raised during consideration of this item included:

- May need to clear the path to the Beacon

RESOLVED that the Town Council should work with the Royal British Legion to participate in "Battle's Over – A Nation's Tribute & WWI Beacons of Light"

194 Archie Gooch Pavilion Update

A) the current available financial information regarding the building of the Pavilion and B) the surfacing of the access road were considered.

Issues raised during consideration of this item included:

- Ownership of land and obligations and responsibilities
- Surfacing the road was part of the original contract
- The Football Club were responsible for fundraising for the costs of the build
- The building is owned by the Town Council and it is leased to Ilminster sports Club Ltd
- The road and pavement will improve the Council's building
- Needs to be tidied and completed

RESOLVED

- (i)
- (ii) that subject to the approval of the land owners that quotations are sought for surfacing the pavement and road access
- (iii) that Ilminster Sports Club Limited are informed of the Town Council's actions to seek quotations

195 Project Plan

Progress on the project plan and whether any changes are necessary were considered.

Issues raised during consideration of this item included:

- Amenity land that may be part of the Persimmon planning application
- Canal banks – some work is in hand
- small pumps have been cleared

RESOLVED to note the Project Plan

196 Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation is attached for Council's approval.

RESOLVED that the payments listed in the schedule presented to Council totalling £47,149.20 gross are approved

197 Clerk's Updates

The following Clerk's Updates had been sent by email since the beginning of January 2017 and no questions were raised about them at the meeting

Number	Date	Topic
1/17	10.01.17	1. Staffing 2. Which Council Does What – info sheet
2/17	13.02.17	1. Staffing 2. Insurance 3. Policies 4. Badgers 5. Memorials in the Cemetery

The meeting closed at 22:00hrs

