

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

**Present:**

**Chair:** Cllr V Keitch

**Councillors:** D Belobaba P Burton, Cllr J Fowler, Cllr M James, Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd and Cllr R Swann

**In Attendance**

Officers Miss J Norris (Town Clerk)

County Councillor L Vjeh

1 member of the public attended the meeting

**Speaker 1 Corrina Dorros** about 4 weeks ago the speaker, who lives at the top of East Street, reported concerns about speeding to police. At peak commuter time the speeding is really bad and the PCSO has suggested re-starting speed watch and temporary monitoring strips across the road. The Sergeant can arrange speed gun training for volunteers.

The Mayor responded that this matter can be discussed at the South Somerset District Council Area West Committee tomorrow when a representative from Somerset County Council highways will be present. A former councillor has said they would be interested in helping with a speed watch group, the Mayor will talk to police and the speaker about getting speed watch set up again; another Councillor suggested that a Speed Indicator Device may also be a good deterrent.

**304. Apologies for Absence**

Apologies for absence were received from Councillors Fagan and Walker.

**305. 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 J Fowler	County Councillors report	309	Resident of Winterhay Lane	Personal	Spoke

**306. Minutes**

As a Point of Information – minute 297 - the South Somerset District Council Regulation Committee consideration of the planning application for land off Canal Way has been postponed until October at applicant's request.

**RESOLVED** to confirm the minutes of the meeting held on 15 August 2017 as correct record

b) The Office Action Plan relating to the Town Council Meetings.

Issues discussed during consideration of the action list included:

- Adoption of the telephone kiosk in the Market Square – the Agreement has been signed and will be posted to BT tomorrow after

- the signed minute is available as a copy needs to be sent with the legal agreement.
- Website enhancements - a concern was raised that the current website provider advertises as standard functionality items that the Town Council is being expected to pay for as enhancements
  - Broadband provision is patchy – - seems to be better if you live at the top of a hill mobile telephone reception is also a problem

**RESOLVED** to note the office action list

### **307. 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:

- There appears to be an incident report missing as there was a robbery at a house in Higher Beacon which happened before the date of the report
- The incident list seems to be getting longer
- There seems to be some overlap with previous month's report

### **308. Mayor's Announcements/Engagements**

a) The Mayor made announcements relevant to Town Council and Mayoral activities and engagements which included:

- 2 people attended the information evening for potential new councillors; The town clerk will be declaring the third vacancy shortly
- The Mayor has been working with Tesco and the Lions to set up the Friendship Club which was launched last week. Councillors were asked to spread the word about the Club's existence which is especially suitable for people who don't belong to other organisations and who would benefit from the company and free food

b) The Mayor attended engagements between 8 August 2017 and 12 September as detailed on the engagement list which had been circulated with the amendment that the Mayor had not been able to attend the Wellington CiviC Service due to her hospitalisation.

### **309. 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:

- Speed Indicator Device readings for Winterhay
- Drain cleaning was started outside the period of the report but not all the drains in Ilminster have been cleared
- Suggestions for small Improvement schemes need to be submitted to the County Councillor by the end of October stating the problem there is no need to identify a solution
- Fingerposts - Cllr Swann would be interested in any workshops as it is important to maintain these directional signs.

### **310. Reports from District Councillors**

Cllr Keitch reported as a District Councillor

- The land for the play area on the Herne Vale estate has now been conveyed to South Somerset District Council together with the section 106 money for play equipment and maintenance. The play area will be designed by officers at





South Somerst District Council working with local residents and the Town Council.

- Transformation – the newly appointed Director for Strategic Commissioning and Commercial Relations – Netta Meadows - is due to start next week
- Cllr Keitch has attended several housing events; there is a new government initiative titled Housing First which is working with very vulnerable people who need housing
- Cllr Keitch has been tasked to work with a group called Key For Life which works with young men leaving custody who are at risk of re-offending
- The Local Development Scheme Board scheduled for 20.09.17 will discuss Hort Bridge.
- Area West have grants available for the market towns for projects that will increase the footfall in the town; there needs to be more than 1 organisation involved in the project; the maximum grant is £4,000
- Cllr Keitch will be undertaking the University of Warwick Leadership Training course for Councillors during October / November.

### **311. Reports from Representatives on Outside Bodies**

Reports from Representatives on Outside Bodies were received.

- Greenfylde School - Cllr Swann.  
It is really good to see a clear focus on basics and reading for enjoyment. Good achieving the gold sports kite mark is a really good start to the academic year.
- Literary Festival – Cllr Fowler –  
Planning for the 2018 event is underway and the event will be of a slightly shorter duration; financially the event is now on basis; it is hoped that as the festival is becoming established it will be possible to attract better known people to participate

### **312. Strategic Plan – Status Report**

The quarterly status report was considered

Issues discussed during consideration of this agenda item included:

- The name of the Tony Rice Shed
  - The balance of workplan an non-workplan items
- RESOLVED** to note the Status Report

### **313. Wharf Lane Recreation Ground Toilets – Progress Report**

a) Information supplied by the Project Leader was considered

Issues discussed during consideration of this agenda item included:

- Concern that contractors leaving site very early each day
- Why are the contractors driving across the rec to the temporary toilets

b) The Variations Information was considered

Issues discussed during consideration of this agenda item included:

- Would like project leader to attend the Open Spaces Committee next week to answer questions from Councillors

### **314. Archie Gooch Pavilion - Snagging List Update**

Progress on completing the work on the Contract Administrator's snagging list was considered.



Issues discussed during consideration of this agenda item included:

- The process used for authorising the expenditure on the access road. The Town Clerk reported that as the cost of tarmacking the road exceeded the total snagging budget by approximately £50.00 the Mayor, Deputy Mayor, Chair of Open Spaces and Chair of Resources had been consulted prior to the order for the work being placed. Quotations for the remainder of the snagging works would be sought and presented to Council for consideration in due course.

### 315. Effectiveness of Internal Audit

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

Issues discussed during consideration of this agenda item included:

- That this review must be undertaken by Councillors  
**RESOLVED** that the Chair and Vice-Chair of the Resources Committee together with Cllr Belobaba undertake a review of the effectiveness of internal audit and report their findings to a future Town council meeting

### 316. Electoral Review Of South Somerset

The documents from the boundary commission for the electoral review of South Somerset were considered.

Issues discussed during consideration of this agenda item included:

- At present Ilminster is 1 ward with 2 representatives on the district council
- The current level of the variation figure as assessed by the Boundary Commission compared to their ideal level (number of electors represented by each councillor)

**RESOLVED** to delegate responsibility for formulating the Town Council's response to the consultation to the Planning, Highways and Transport Committee.

### 317. Publication Scheme

The Town Council's Publication Scheme was considered to ensure compliance with the Information Commissioner's requirements.

Issues discussed during consideration of this agenda item included:

- There is a Data Protection Bill currently progressing through parliament

**RESOLVED** that

- (i) The Town Council's Strategic Plan is included in the Class 3 documents
- (ii) That the Burial Search fees are updated to reflect current charges
- (iii) That the Publication Scheme is reviewed again in 3 years unless a change in legislation or best practice necessitates an earlier review

### 318. Neighbourhood Plan Update

- a) An update was received from the Neighbourhood Plan Steering Group which had met the previous week

The Deputy Mayor gave an overview of the meeting and the current activities of the Steering Group which included:

- Ilminster Forum are to be asked about the topics that will be included in the Business Survey they are conducting; the



Town Clerk provided an update that she had spoken a representative of the Forum and detailed planning for the survey was in hand but if there were any particular questions or topics that the Town Council would like included / wanted the Forum would try to help that happen; Councillors were asked to let the Town Clerk have any such questions or topics within the next week

- Housing Needs Survey – the decision to make a grant application to South Somerset District has been taken by the Planning, Highways and Transport Committee
- The inaugural meeting of the Development Group was being planned

Issues discussed during consideration of this agenda item included:

- The timing of the Business Survey and content

b) To consider the draft Terms of Reference for the Development Group

Issues discussed during consideration of this agenda item included:

**RESOLVED** that the Terms of Reference for Neighbourhood Plan Development Group be as attached to the minutes as Appendix 1

c) To nominate 3 Councillors to sit on the Development Group

**RESOLVED** that Councillors Belobaba, James and Shepherd be the nominated Councillors to sit on the Neighbourhood Plan Development Group

### 319. Authorisation of Payments and Notification of Virements

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

Issues discussed during consideration of this agenda item included:

- Moles in the cemetery
- Line 10408 – electricity for the toilets
- The cost of the temporary toilets

**RESOLVED** that the payments listed in eth schedule presented to Council totalling £20, 409.54 gross are approved

### 320. Clerk's Updates

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

Number	Date	Topic
9/17	14.08.17.	1. Toilet Block 2. Zip Wire and Gate Repair 3. A358 Supplementary Consultation

The meeting closed at 21:35hrs

