

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

**Present:**

**Chair:** Cllr V Keitch

**Councillors:** J Dewick, J Fowler, M James, A Shearman, S Shepherd, R Swann and T Walker

**In Attendance**

Officers Miss J Norris (Town Clerk)

County Councillor L Vijeh

2 members of the public attended the meeting

**340. Apologies for Absence**

Apologies for absence were received from Councillors Belobaba, Burton, Fagan and McKillop

**341. Declarations of Interest**

No declarations of interest were made regarding any of the items on the agenda.

**342. Minutes**

**a) Minutes of the meeting held on 17 October 2017**

**RESOLVED** to confirm the minutes of the meeting held on 17 October 2017 as correct record subject to changing minute 331 to read

***“RESOLVED***

*(i) to accept Cllr Belobaba’s offer to stand down as a Town Councillor representative on the group*

*(ii) that Cllr Walker be one of the Town Council’s representatives on the Neighbourhood Development Group (in lieu of Cllr Belobaba)”*

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

Issues discussed during consideration of the action list included:

- Defibrillator – publicity and signage are still to be arranged
- Play areas at Wharf Lane & West Crescent
- Ilminster broadband

**RESOLVED** to note the office action list.

**343. Mayor’s Announcements/Engagements**

a) The Mayor welcomed Cllr Dewick to her first full Council meeting. At the meeting with Schools last week there were lots of children who asked interesting questions.

b) The Mayor had attended engagements between 11 October 2017 and 14 November 2017 as detailed on the engagement list which had been circulated. The Mayor expanded upon the information which had been previously circulated:

- Gardens was an evening concert at Hestercombe Gardens hosted by the Mayor of Taunton
- The Harvest Supper at Wells had been preceded by a civic service
- Theatre Yeovil was the Gold Star awards
- Warehouse Theatre - was a flower arranging demonstration to raise money for the Ilminster Christmas lights

#### **344. Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster and a written report had been circulated prior to the meeting.

Issues discussed during consideration of this agenda item included:

- There is a plan of action to deal with the anti-social behaviour issues in the vicinity of Tesco
- It would be interesting to know how long ago the historic sexual offence took place?
- There seems to be an increase in the number of domestic abuse cases being reported.

#### **345. Report from the County Councillor for the Ilminster Division**

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

At the meeting Councillor Vijeh reported:

- No response had been received so far to her questions about a permanent replacement service for Nippy Bus
- 5 December Cllr Vijeh is intending to attend a broadband update briefing session
- There are a number of issues regarding adult social services in Ilminster which are giving the Councillor cause for concern
- There is a schools admission appeal in progress where officials seem to have an expectation that a child can walk along the A358 to reach school
- The Councillor continues to raise on-going issues of drain clearance in Ilminster

Issues discussed during consideration of this agenda item included:

- Ashill Academy - transfer of assets
- Sale of county council owned farms

#### **346. Reports from District Councillors**

Councillor Keitch as a District Councillor provided an oral report; key points included:

- Regulation Committee has given outline planning permission for the land south of Canal Way; the reserved matters will require a detailed plan and at that point more representations can be made
- The South Somerset District Council Community Office in North Street, Ilminster will close in February 2018. The declining footfall and accessibility issues were considered as part of the decision-making process. SSDC will be looking at providing a facility where wi fi is enabled so there will still be a service to the people of Ilminster but it will be delivered differently.
- The closure of the Community office will inevitably call into question the future of the current Town Council Offices
- New food safety guidance has been issued in the last couple of weeks which reminds people to check the food safety ratings of places when they go out to eat over Christmas
- Sadly Ian Clarke, the District Council's solicitor and the Monitoring officer for the Town and Parish Councils' in South Somerset died at the weekend.

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

This agenda item provides Councillors who are representatives on outside bodies an opportunity to report on the organisations' activities. Written reports had been received and circulated from:

- Ilminster Literary Festival
- Greenfylde School

**348. Appointment to Committees and Outside Bodies**

Consideration was given to filling the vacancies on Council Committees and representatives on Outside Bodies that have arisen as a result of vacant councillor positions.

**RESOLVED**

- (i) That Councillor Shearman is appointed to serve on the Grievance, Capability and Disciplinary Committee with Councillor James as a reserve member
- (ii) That Councillor Swann is appointed to the Appeals Committee with Councillor Dewick as a reserve member
- (iii) Cemetery Working Group – to ask Councillor Mackillop if he is prepared to join the Cemetery Working Group
- (iv) That an item is put on a future Town Council agenda to formally disband the Toilet Working Group as the replacement /modernisation of the Wharf Lane Rec toilets is virtually complete
- (v) That Councillor Dewick assists with the Local Council Award Scheme
- (vi) That Councillor Shearman is appointed to serve on the Licence Conditions Negotiations Group
- (vii) That Councillor Fowler is the second representative to Somerset Association of Local Councils
- (viii) That Councillors Swann is the nominated deputy should either Councillor James or Walker be unable to represent the Town council at the Chamber of Commerce.

**349. Appointment of Authoriser for Bank Transactions**

The appointment of a replacement for Cllr Kinder as signatory and online banking authoriser to the Town Council's bank accounts was considered.

**RESOLVED** that Councillors James and Walker be added to the list of authorised bank signatories.

**350. Councillor Co-Option Process**

The Council currently has 1 vacancy which may be filled by co-option and the Council discussed the process and provisional timetable.

Issues discussed during consideration of this agenda item included:

- The need to declare the final vacancy

**RESOLVED**

- (i) that the co-option procedure has 2 elements – a written application and a presentation at a Town Council meeting
- (ii) that the Town Council meeting to consider the applications and receive the presentations will be 23 January 2018 starting at 7.30pm

**351. Authorisation of Payments and Notification of Virements**

The Schedule of Payments for authorisation was presented for Council's approval. Issues discussed during consideration of the Transactions List included:

- Transaction numbers 1015 (to Phil Durman) and 1317 (to A A Pike) appear to be for the same thing
- The amount paid for a puncture repair seems excessive
- A lot of stamps seem to have been used

**RESOLVED**

- (i) That transaction numbers 1015 and 1317 are removed from the list and more detailed information is supplied to Councillors
- (ii) that the remaining transactions listed in the schedule presented to Council totalling £55,250.61 gross are approved

**352. 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 them at the meeting.

| Number | Date     | Topic   |
|--------|----------|---|
| 12/17  | 31.10.17 | 1. Facebook Page<br>2. ITC Website<br>3. Staffing<br>4. Resources Committee |
| 13/17  | 06.11.17 | 1. Town Council Election<br>2. Ilminster Flooding Report                    |

The meeting closed at 20:46hrs.