

Minutes of the **Town Council** meeting  
held in the Council Chamber. The Council Offices, North Street, Ilminster,  
on Tuesday 17 April 2018 at 19:30hrs.

**Present:**

**Chair:** Cllr V Keitch

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

**In Attendance**

County Councillor L Vjeh

Officers: Miss J Norris (Town Clerk)

1 member of the public attended the meeting

Before the meeting went into formal session the Mayor presented staff members Mr Gary Bowditch-Taylor, Mr Renn Samways and Mrs Jenny Skinner with certificates for various qualifications that they had recently achieved.

**427 Apologies for Absence**

There were no apologies for absence as all Councillors were present.

**428 Declarations of Interest**

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

**429 Minutes**

a) The minutes of the meeting held on **20 March 2018** were considered

**RESOLVED** that the minutes of the meeting held on 20 March 2018 be confirmed as a correct record.

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

Issues discussed during consideration of the action plan included:

- Accommodation Working Group – the Town Council is not in imminent danger of losing the current office accommodation; the Mayor suggested waiting until the library consultation has progressed as it may be possible to link the needs of the two services.

**RESOLVED** to note the Office Action Plan

**Mayor's Announcements/Engagements**

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

- Lots of people have volunteered to be involved with a library group;  
Arrangements are being made to visit a community library in Dorset

- The Mayor and the Town Clerk are currently collating information for an Annual Report – ideas for articles should be sent to the Town Clerk.
- b) The Mayor's engagements between 14 March and 10 April 2018 were detailed on the engagement list which had been circulated. The Mayor highlighted the following:
- As a District Councillor the Mayor had attended planning training at the University Of Warwick facilitated by the Planning Advisory Service regarding the possible changes to the National Planning Policy Framework; South Somerset District Council have changed their internal processes to 2\* large planning applications and have more applications considered routinely by the Regulation Committee
  - Flower demonstration

With the consent of the meeting the Decision-Making Structure Review item was brought forward on the Agenda.

#### **430 Decision Making Structure Review**

The report and recommendations of the Working Group looking at the Town Council's decision-making structure were considered.

Issues discussed during consideration of this agenda item included.

- There may be good reasons why a Committee Chair should hold the office for a period exceeding 2 years
- The possibility of implementing a trial period or setting a review time for any changes
- One of the aims of the Working Group was to reduce the number of meetings people need to attend

Note: 20:00hrs Cllr James left the meeting

- Reducing the number of meetings may require the introduction of an urgency procedure

**RESOLVED** that further discussion and decisions regarding the decision making structure be deferred to an additional Town Council meeting on 1 May 2018.

#### **431 Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. A written report had not been received

Issues raised included:

- There had been a constructive Partners and Communities Together meeting with wide ranging discussions; the Ilminster Beat Manager has been seconded to Yeovil for 3 months; the new PCSO is scheduled to be in post in June and will be under the tutelage of PCSO John Martin; Anti-Social Behaviour in Frog Lane / Badgers Mews is causing disturbance to nearby residents.

#### **432 Reports from District Councillors**

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

- Yeovil Country Park has an award
- Transformation is now well into phases 2 & 3; staff submitted expressions of interest in new roles and interviews are under way; staff will be informed of the outcome in June and

Councillors in July, the new ways of working will then be introduced gradually. Inevitably there will be some loss of staff

- GDPR training has been offered to Town & Parish Councillors and staff

**433 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.

- School budgets – the rates of funding per pupil do not seem to be equitable

**434 Update from the Neighbourhood Plan Development Group**

An update on the work of the Neighbourhood Plan Development Group (NHPDG) was received and consideration given to an expenditure request for materials the Group can use at community events to publicise its work.

Issues discussed during consideration of this agenda item included.

- The Group are looking to appoint a consultant to assist the Neighbourhood Plan process, a specification has been written but the timetable has still to be confirmed
- At The Ilminster Midsummer Experience Community Drive there will be a stand shared by the NHPDG and the Town Council.

**RESOLVED** to approve expenditure on leaflets and banners

**435 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.

- HM Court fee
- Dog bin bags

**RESOLVED** that the payments listed in the schedule presented to Council totalling £18,000.01 gross are approved

The meeting closed at 20:34hrs