

Minutes of the **Town Council** meeting  
held in the Council Chamber. The Council Offices, North Street, Ilminster,  
on Tuesday 19 March 2019 at 19.30hrs

### Present:

**Chair:** Cllr J Fowler

**Councillors:** Cllr P Burton, Cllr J Dewick, Cllr M Gunn, Cllr M James, Cllr V Keitch,  
Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann, Cllr L Taylor,  
Cllr T Walker and Cllr F White

### In Attendance+

Officers: Miss J Norris (Town Clerk)  
County Councillor L Vijeh,  
PCSO J Martin

3 members of the public attended the meeting

#### Speaker 1

The speaker raised a number of items:

- Water Fountain outside Lloyds Bank
- Horse Trough outside McCardys - East Street
- Cattle/Bull tether rings on wall in Swan Precinct

The speaker thought it would be a good idea to have plaques or notices erected describing what these items were.

- Abandoned posts/gate at entrance to new pathway to cricket club bar

Councillor Shepherd explained that the gate marked the boundary of the IEF land and that of the Town Council and had originally been the entrance to the owned and used by the grammar school.

- Position of seats/ or lack of them at the cricket ground

Cllr Shepherd explained that the Cricket Club do put out seats for people to use during home matches but he would raise the possibility of more seats being provided at the next Cricket Club committee meeting.

- Allocated parking for Lady Mayor (part of taxi rank)
- Hedge bounding proposed development site north and west of Holway Home Park

It is important to protect the hedge around the development site - Councillor Keitch will raise the issue with the SSDC Planning Officers

- Fruit & Veg shop, Ditton Street – signage in Swan precinct?

Swan precinct is privately owned and any signage would have to be arranged with the landowner – perhaps the Chamber of Commerce may be able to assist

- Traffic Calming for Home Farm Way / Station Road / lack of pavements

This is a matter of Somerset County Council and will need to be raised when the County Council do their strategic review of highway matters in Ilminster.

- The 2 hours it took for a friend to contact South Somerset District Council about paying for a green recycling bin and eventually she sent a cheque which has not been acknowledged.

Cllr Keitch requested that the speaker send her the details direct so that she can look into what has happened.

### 579 Apologies for Absence

No apologies for absence had been received.

**580 Declarations of Interest**

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

**581 Minutes**

- a) The minutes of the meeting held on **26 February 2019** were considered.

**RESOLVED** that the minutes of the meeting held on 26 February 2019 be confirmed as a correct record.

- b) The Office Action Plan relating to Town Council Meetings was considered. Issues raised during discussion of this agenda item included:
- May be a legal impact of No 1 and ITC being owner of the car

**RESOLVED** to note the Office Action Plan.

**582 Mayor's Announcements/Engagements**

- a) The Mayor did not have any announcements relevant to Town Council and Mayoral activities and engagements.
- b) Details of the Mayor's engagements between 15 January 2019 and 13 March 2019 had been circulated prior to the meeting, no further matters were raised.

**583 Police Report**

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

Issues raised during discussion of this agenda item included:

- Knife crime – there are no particular problems in Ilminster
- Unidentified dog bite – don't think there is a major ongoing risk to the public.
- People parking on double yellow lines late at night is a Somerset County Council responsibility
- Positive feedback about people seeing Police walking about the town

**584 Reports from District Councillors**

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

- People now working in their new teams
- Parts of the new website are now live
- Investments
  - battery storage – not live yet but this is an environmentally green project which should generate good return
  - Marlborough – joint owners of buildings & houses - using Yeovil based builder & suppliers
  - More investments in the pipeline
- The 2019/20 budget has been set
- There have been delays in processing planning applications but now beginning to catch up - some extra money has been allocated to help ease the situation

**585 Report from the County Councillor for the Ilminster Division**

The County Councillor's reports for January and February had been circulated prior to the meeting.

Issues raised during discussion of this agenda item included:

- Concerns about public transport in Ilminster and evidencing need

- Drains and flooding – what happened about the report
- Parish Ranger scheme

**586 Reports from Representatives on Outside Bodies**

Wadham words had been circulated prior to the meeting

**Fairtrade** Cllr Burton reported that he had attended the Fairtrade AGM; the recent fairtrade fortnight had been based around coco beans; Greenfylde school are very involved with Fairtrade activities; the Fairtrade Committee are pursuing having brown signs on the A358 and A303 showing Ilminster as a fairtrade town. The County Councillor said at her meeting that week with members of the highways department it was confirmed that the brown sign on the A358 will be replaced soon and the Fairtrade information will be included at no cost, but the signs on the A303 are the responsibility of Highways England

**IEF** - Some of the grant criteria has been changed with the aim of increasing the number of people who may qualify for a grant.

**587 Recommendations from the Resources Committee**

Consideration was given to the recommendation of the Resources Committee regarding the Town Council's Grants Policy

**RESOLVED**

- (i) that the Town Council's maximum grant payable under the policy should be £500
- (ii) that subject to (i) above that the Grants Policy as presented to Council is adopted for 2019/20

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

No written update had been received from the Neighbourhood Plan Development Group but the Councillors who had attended the walkabout and workshop on Saturday (16 March) reported that it seemed to go very well

**589 Payments and Virements**

The Schedule of Payments was presented for Council's information.

**RESOLVED** that the payments listed in the schedule presented to Council totalling £22,058.14 gross are approved

**590 Addition to Standing Orders**

Consideration was given to a new Standing Order regarding a requirement for Councillors holding certain roles or sitting on Committee to undertake related training. Issues raised during discussion of this agenda item included:

- It is good that Councillors keep up to date with changing regulations

**RESOLVED** to adopt a new Standing Order as follows:

*"Within 6 months of being elected / appointed the following training should be undertaken or proof provided that such training has been attended within the past 4 years :*

- *Chairing Skills - Mayor, Deputy Mayor, Chair & Vice-Chair of Committees*
- *Diversity & Equality -members of the Resources Committee, members of Discipline & Grievance Committee, members of Appeals Committee, Mayor, Deputy Mayor, Chair & Vice-Chair of Committees*

- *Recruitment Training - Mayor, Deputy Mayor, Chair & Vice-Chair of Committees*
- *Grievance, Capability & Discipline processes - members of Discipline & Grievance Committee, members of Appeals Committee*
- *Planning – PHT Committee members*

*If the training is offered by the Town Council but not attended or, evidence of attendance at a similar training session is not provided during the 6 month period following election / appointment, a report is made to Town Council as to the reasons why attendance has not been possible and the Town Council will consider whether or not the person should remain in their position / as a member of the committee”*

### 591 Insurance

The Town Council's Insurance arrangements wef 1 April 2019 were considered, (this is the 3<sup>rd</sup> year of a 3-year deal)

**RESOLVED** to confirm the Council's insurance for 2019/20 arranged by Came and Co and underwritten by Hiscox as per the details supplied on 18 February 2019.

### 592 Volunteers

Consideration was given to suspending the decision made by the Town Council (Minute 501 18.09.18) *“that the Town Council open spaces equipment is not loaned to or used by any organisation, club or individual for the purpose of maintaining the area used for their particular club or organisation.”* The purpose of the suspension would be that during the current staffing difficulties to enable volunteers (who have been assessed) to use the tractor and snake for the purposes of grass cutting or grounds maintenance.

Issues raised during discussion of this agenda item included:

- There had previously been concerns over potential misuse of equipment
- Arrangements have to be properly made through the Town Clerk or other designated staff member
- Checklist should be completed before each use

**RESOLVED** that the decision made at the Town Council meeting held on 18 September 2018 and recorded as Minute 501 is suspended to enable volunteers to use the Town Council's Open Spaces equipment for the purposes of maintaining the area used for their particular club or organisation or undertaking any grounds maintenance activity agreed with the Town Clerk.

### 593 Management Processes Working Group

The Mayor said it that the report due for consideration had not yet been completed but she understood it will be available on 22 March, therefore an extra Town Council meeting will be held on 26 March 2019 with the main item being the consideration of the report.

### 594 Clerk's Updates

The following Clerk's Updates have been sent by email since the last Town Council agenda was published

## Agenda No 3

- The Town Clerk confirmed that the Grounds Manager position had been re-advertised.

Number	Date	Topic
3/19	05.03.19	1. Neighbourhood Plan "The Character of Ilminster" A public Walkabout and Workshop 2. Grounds Manager

The meeting closed at 20:25hrs

DRAFT