

Minutes of the **Town Council** held in the Council Chamber. The Council Offices, North Street, Ilminster, on Tuesday 15 November 2016 starting at 19:30hrs.

**Present:**

**Chair:** Cllr V Keitch

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

**In Attendance**

County Cllr L Vijeh

Officers: Miss J Norris (Town Clerk)

2 members of the public attended the meeting.

The Mayor asked for the meeting's agreement, which was given, to move Agenda item 10 Football Equipment Storage at the Archie Gooch Pavilion Storage to follow the Police Report.

**120. Apologies for Absence**

An apology for absence was received from Cllr Shepherd.

**121. Declarations of Interest**

No declarations of interest were made in respect of any item on the agenda.

**122. Minutes**

**RESOLVED**

- (i) that the minutes of the meeting held on 1 November 2016 be confirmed as a correct record.
- (ii) to note the Office Action Plan relating to the Town Council Meetings.

Issues raised during consideration of the action plan included:

- Item 2 – Neroche School Link Councillor – a letter needs to be sent to Neroche primary School advising that Cllr Swann has been nominated as the link Councillor
- Item 9 Superfast Broadband –there is an item on South Somerset District Council agenda for 17.11.16 about this topic
- Item 12 The Shed rent – a meeting of the Licence Negotiation Group was held with representatives of the Cricket Club on 14 November 2016 and there will be on the December Council agenda

**123. Mayor's Announcements/Engagements**

- a) There were no Mayoral announcements relevant to Town Council and Mayoral activities and engagements.
- b) The Mayor attended the engagements listed on the diary sheet between 4 October 2016 and 8 November 2016 and advised of 2 further engagements - Taunton Carnival and an oak tree ceremony at Daido.

The Mayor highlighted that Daido had been raising money for Jake Cullen's new wheelchair and the free masonry event she had attended which explained what freemasonry is about and dispelled some myths and explained some of their charitable activities e.g. an event in 2017 for 300 young people to celebrate 300 years

NOTE: 19.49hrs – Cllr Shepherd arrived

#### **124. Police Report**

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

No issues were raised during consideration of this item.

#### **125. Football Equipment Storage at the Archie Gooch Pavilion**

A request to locate a storage container for football equipment on land adjacent to the Archie Gooch Pavilion was considered. The container would be 40ft x 8ft x 8ft and green in colour

The Mayor has asked the South Somerset District Tree Officer to look at the proposed location of the storage container in case his previous comments about the soil pile possibly causing damage to existing trees and hedges during construction of the pavilion would also apply to the storage container.

NB: the Mayor took the meeting out of formal session at 19:55hrs to enable the representatives of Ilminster Football Club to explain the reason for the request and to answer any questions raised by Councillors.

The topics raised during the out of session discussion included:

- As the tenant of the Archie Gooch Pavilion, Ilminster Sports Club Limited (ISCL) are making the request to the town council; The football clubs have made the request to ISCL
- The storage inside the pavilion is used for furniture tables / chairs and also by the community groups
- The storage container is required for "outside" equipment such as crossbars (which are 24ft long) which does not lend itself to indoor storage
- The equipment to be stored was previously stored in the grandstand
- Storage Containers of the type proposed are commonly found at sports clubs
- The proposed location for the storage container is situated within the leased area
- The storage container will be positioned on 6 points of supporting blocks
- The location of the storage container must be such that it does not interfere in any way with the septic tank
- The visual impact of the storage container can be minimized with tree and shrub planting – the Football Club are open to discussion about how this can be achieved
- The storage Container is the subject of an application for grant funding and the Town Council's decision has to be conveyed to the grant funder by 5.00pm on 16 November 2016 grant fund
- The crime implications including CCTV coverage have been considered
- The fire risk will need to be assessed



- The storage container will fulfil a long term need and is required for use by all the football teams
- It is not currently anticipated that there will be a need for more than 1 storage container
- Public perception of the need, location and visual impact of a storage container situated near to the new facility
- It is a shame that the storage was not included in original project plans
- The opinion of the South Somerset District Council Tree Officer as to whether there will be an impact on existing trees and hedges is important
- New tree planting would have to be carefully located so as not to have any detrimental effect on the septic tanks

NB: the Mayor took the meeting back into formal session at 20.15hrs

**RESOLVED that**

- (i) in principle agreement for a storage container to be located within the leased area subject to
  - (a) the South Somerset District Council Tree Officer's being asked to report and confirm that there will not be a detrimental impact upon the existing trees and hedges
  - (b) that the South Somerset District Council Tree Officer's is asked to suggest a suitable planting scheme to minimise the visual impact of the storage container and that will have no detrimental effect of the septic tank system
  - (c) Ilminster Sports Club Limited providing a risk assessment, including mitigation actions of the fire, health and safety and community safety implications

Cllr Shearman requested it be recorded that he voted against the proposal due to lack of information provided including the lack of a report from the South Somerset District Council Tree Officer and the potential impact on underground waste water storage facilities.

**126. Report from the County Councillor for the Ilminster Division**

The report from the County Councillor had been circulated for information. No issues were raised during consideration of this item.

**127. Reports from District Councillors**

Cllr Keitch gave an oral report which included explaining that there was a Motion going to South Somerset District Council (SSDC) full Council meeting about allowing free parking in all SSDC managed car parks for the 2 Saturdays before Christmas –this has been done before but is a large loss of revenue for SSDC

Issues discussed included:

- does free parking increase footfall for local shops and businesses?
- Advertising that here is free parking is important

Other topics highlighted by Cllr Keitch included:

- The transformation agenda is going full steam ahead; Rina Singh has been appointed as the Deputy Chief Executive and the appointment of the 3 Strategic Director posts is in progress - Councillors are not involved with appointments / recruitment at this level

- The budget is a major concern and the Autumn Statement may affect this. It is important to remember that as well as income from business rates the District Council will be responsible for any re-payments – even when the matter includes periods of time prior to SSDC responsibility.

Issues discussed

- there may be an opportunity for some income to be passed to local councils
- there are a lot of grey areas about the collection of business rates – including rules over levels of business rates that a district council can set
- there is a growing industry of companies offering to assist businesses and organisations to get a reduction in their business rates
- The Area West Committee on 16.November is to discuss grant allocations – Cllr Keitch has already put forward a question about funding of local information centres and tourist information centres
- There is going to be a new waste strategy for Somerset details of which will be released shortly.

**128. Open Spaces Committee**

The Vice-Chair of the Open Spaces Committee provided an update on the discussions and recommendations from the Committee meeting held on 25 October 2016; this was specifically regarding the steps to be taken to review the current policy regarding dogs in the Open Spaces owned or managed by the Town Council.

**RESOLVED** that regarding dogs in open spaces owned and / or managed by the Town Council, the Open Spaces Committee is given delegated authority to conduct consultation, undertake research and, taking account of the consultation and research, to compile a draft policy for consideration by the Council.

**129. Reports from Representatives on Outside Bodies**

Reports from Representatives on Outside Bodies were received; a written report from Greenfylde school was circulated prior to the meeting

Issues raised during consideration of this item included

- The Youth Club organised a James Bond theme night; this was a huge effort by the Committee and went very well; this type of successful event indicates that the Youth Club are now actively working to fund themselves
- The Christmas Lights Committee are facing substantial rent for the building where the lights are stored and may approach the Town Council for financial assistance with this. The Christmas Lights cost approx £4,000 a year to put on.
- 2017 will be an important year for both Warehouse Theatre and the Ilminster Entertainment Society as they celebrate significant anniversaries and are looking at some big projects. The new seats have been installed and new doors are in the process of installation

**130. South Somerset District Council Historic Environment Strategy (HES) Draft For Consultation**

The Town Council's response to the consultation on South Somerset District Council's Draft Historic Environment Strategy was considered.

Issues raised during consideration of this item included

- It is a sound document



- The HES will be used to inform the Local Plan
- The Town Council has a role to play in identifying issues relevant to the HES

**RESOLVED** that the Town Council's response to the on-line survey be as follows:

- Q 1 *Do you agree with the aims of the HES* - Yes
- Q2 *Do you agree with the Council's overall objectives for managing, conserving and enhancing the historic environment* – Yes
- Q3 *Are there any issues associated with the managing of designated assets that have not been addressed by the Council in Chapter 5 of the HES* – No
- Q4 *Are there any issues associated with the managing other assets of the historic environment that have not been addressed by the Council in Chapter 6 of the HES* – No
- Q 5 *.....what aspect of managing, conserving and enhancing the historic environment would you want the Council to focus on* - No specific focus
- Q 6 *Do you have any further comments on the HES* – no further comments

### 131. Training Policy

The approval and adoption of a training policy for Councillors and staff was considered. Issues raised during consideration of this item included

**RESOLVED** that the Training Policy attached to these minutes as Appendix 1 is approved & adopted

### 132. Application For Quality Award Foundation Level

Following the assessment of readiness conducted by Councillors Fowler and Kinder and compilation of the evidence for the application, the Town Council was asked to resolve that it publishes the requisite information on-line and has the other appropriate information to apply for the Foundation Level of the Quality Award

**RESOLVED**

- (i) That the Town Council publishes the following information on-line
  - Its standing orders and financial regulations
  - Its Code of Conduct and a link to councillors' registers of interests
  - Its publication scheme
  - Its last annual return
  - Transparent information about council payments
  - A calendar of all meetings including the annual meeting of electors
  - Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
  - Current agendas
  - The budget and precept information for the current or next financial year
  - Its complaints procedure
  - Its action plan for the current year
  - Evidence of consulting the community

- Publicity advertising council activities Evidence of participating in town and country planning
- (ii) The Town Council also confirms that it has
  - A risk management scheme
  - A register of assets
  - Contracts for all members of staff
  - up-to-date insurance policies that mitigate risks to public money
  - Disciplinary and grievance procedures
  - policy for training new staff and councilors
  - A record of all training undertaken by staff and councillors in the last year
  - A clerk who has achieved 12 CPD points in the last year

### **133. A358 Dualling Proposals**

An invitation had been received from Highways England for up to 3 Town Councillors to attend a meeting with other local parish Councils, the Highways Agency and Mott MacDonald on the evening of 24 November.

**RESOLVED** that the Chair of the Planning Highways and Transport Committee and Cllr James and Cllr Drayton be nominated to attend the meeting to be held on 24 November.

### **134. Toilets on Wharf Lane Recreation Ground**

The Town Clerk reported that interviews had been held and references were being sought for the preferred candidate.

### **135. Authorisation of Payments and Notification of Virements**

The Schedule of Payments for authorisation was presented for Council's approval. The bank reconciliations were all up to date having been checked by Cllr Fowler. Issues raised during consideration of this item included

- Cllr Shearman would like more information regarding the entries for O & H removals – cheque 10100, transactions 3176 and 3177 particularly as to why there are entries of £0.00.

**RESOLVED** that the payments listed in the schedule presented to the Council totaling £23,473.52 gross is approved

### **136. Project Plan**

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

Issues raised during consideration of this item included

- The main items on the Project Plan are likely to be incorporated in the new Strategic Plan
- The Mayor is hoping to arrange a meeting of the Neighbourhood Plan Working Group before Christmas

### **137. Clerk's Updates**

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

Number	Date	Topic
13/16	26.10.16	<ol style="list-style-type: none"><li>1. 12 November, Councillor Workshop</li><li>2. Councillor Training</li><li>3. Conservation Area</li><li>4. Soil in Britten's Field</li><li>5. Draft Council meetings</li></ol>
14/16	28.10.16	<ol style="list-style-type: none"><li>1. Technology Issues in the office</li><li>2. November 12 - Councillor Workshop</li><li>3. Training Reminder - November 8 – Local Council Finance</li><li>4. Britten's Field - Bonfire Night</li><li>5. 2017/18 Local Govt Finance Settlement Consultation response</li><li>6. FOI request</li></ol>

The meeting closed 21.29hrs

