

Minutes of the **Town Council** meeting
held in the Council Chamber. The Council Offices, North Street, Ilminster,
on Tuesday 20 February 2018 at 19:30hrs.

Present:

Chair: Cllr V Keitch

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

In Attendance

Officers: Miss J Norris (Town Clerk)

Chair of the Neighbourhood Plan Development Group - Natalie Wainwright

2 members of the public attended the meeting,
2 members of the press attended

Speaker 1 – John Pallister

Was concerned that if a heavy lorry was used to remove the temporary toilets it would cause extensive damage to the football pitch and cricket outfield due to the current condition of the ground. The Town Clerk outlined current situation regarding the hire agreement and costs and said that a close eye was being kept on the ground conditions and the weather so that the toilets could be removed at the earliest suitable opportunity, but that moving the toilets could only be done by the hire company.

It was suggested that one of the service teams at RNAS Yeovilton may be able to help with temporary trackway

392 Apologies for Absence

Apologies for absence were received from Councillor James.

393 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 Fowler	Agenda 11 – Footpath Between The Shed And Canal Way	402	Member of Ilminster Cricket Club	Personal	Spoke and Voted
Cllr S Shepherd	Agenda 11 – Footpath Between The Shed And Canal Way	402	President & Acting Secretary of Ilminster of Ilminster Cricket Club	Prejudicial	Left the room
Cllr R Swann	Agenda 11 – Footpath Between The Shed And Canal Way	402	A Vice President of the Ilminster Cricket Club	Prejudicial	Left the room

394 Minutes

- a) The minutes of the meeting held on 16 January 2018 were considered **RESOLVED** that the minutes of the meeting held on 16 January 2018 be confirmed as a correct record.
- b) The minutes of the meeting held on 23 January 2018 were considered **RESOLVED** that the minutes of the meeting held on 23 January 2018 be confirmed as a correct record subject to the recording of Cllr Shearman's declaration of a personal interest in Agenda Item 3. - Co-option of Councillors - as he lives near Ms White, a co-option candidate.
- c) The Office Action Plan relating to the Town Council Meetings was considered. Issues discussed during consideration of the action plan included:
- Bank authorised signatories –since the action list was prepared the bank have confirmed Cllrs James and Walkers as signatories to the account
 - Defibrillator – there is no information as to whether or not the Listed Building Consent has been applied for
 - Skate park area of the Rec – still waiting for the specification for the planting and “trail” from the South Somerset District Council (SSDC) Play Officer
 - Former Somerset Skills & Learning Building, Ditton Street has been included on the SSDC register of Assets of Community Value
 - The Shed Lease - still waiting for the signed Statutory Declaration from the Cricket Club Rep

RESOLVED to note the Office Action Plan

395 Update from the Neighbourhood Plan Development Group

The current Chair of Neighbourhood Plan Development Group provided an update on the work of the Neighbourhood Plan Development Group, which included:

- Natalie Wainwright agreed to chair the January meeting and has been persuaded to Chair the next meeting as well
- The meeting held on 12 January 2018 was a rather depleted group in terms of numbers – possibly due to the fact that it was 1/2 term week; nevertheless, it was a productive occasion
- A project plan is being developed with the work to develop the Neighbourhood Plan broken into bit-size chunks
- The draft project plan will be shared with some “critical friends” who have experience of planning and community projects
- One of the tasks will be to identify what skills and knowledge will be needed and where expert support may have to be bought in
- 4 Key topic areas for the plan have been identified based on the issues raised at the 2017 workshops
- Starting to compile the evidence base - where are we now and what do we need to find out

The Town Clerk provided a brief update on the Housing Needs Survey:

- The survey will be available for on line completion using survey monkey, as well as being posted to every household

- The survey will have 4 sections; community; older peoples' accommodation; affordable housing and open market housing
- There will be statements in the document about the confidentiality of the information provided
- The survey will be open between the 9th April and the 4th May and the report will be completed by the end of June 2018

Issues raised by Councillors included:

- The identity and experience of the critical friends

Mrs Wainwright was thanked for her report.

396 Mayor's Announcements/Engagements

- a) The Mayor made announcements relevant to Town Council and Mayoral activities and engagements, the key points included:
- There will be an additional Town Council meeting on 27 February on the rising of the Open Spaces Committee to discuss the Town Council's response to the Boundary Commission's proposals for South Somerset District Council
- b) The Mayor had attended engagements between 9 January 2018 and 13 February 2018 as detailed on the engagement list which had been circulated. The Mayor highlighted the following:
- Youth Speaks – as always the Mayor was impressed by how confident and competent these young people are
 - The general public consultation event about Ilminster Library

397 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:

- PCSO Karen Pack has transferred to Glastonbury to a post funded by Glastonbury Town Council

398 Reports from District Councillors

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

- Finished Leadership Academy and will graduate in June
- "Getting Your Message Across" was very useful will write some notes up and share
- Transformation is moving at a fast pace
- Staff accommodation – there is now 1 empty floor at Brympton Way
- Please don't bother staff unduly, as well as doing their day jobs they are involved in the processes for the "new" jobs
- Area Committees will remain but operate differently
- the number of staff employed in the commercial section has been increased
- Income generating ideas include electric charging points, battery storage, MOT testing, operational maintenance services
- The budget meeting will be on 22 February will be presenting a balanced budget

- Transformation is not about cutting services – it is about delivering them in a different way

399 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:

- Ilminster/Crewkerne Schools Review – Julian Wooster, Director of Childrens' Services at Somerset County Council has said publicly that it is the intention to create a 2 tier education system in Ilminster
- County Farms - more detailed information would be welcome, particularly about disposal plans and procedures.

400 Recommendations from the Resources Committee

The recommendations from the Resources Committee held on 13 February 2018; were considered.

RESOLVED that

- (i) Subject to a satisfactory appraisal that the following staff are moved upwards 1 spinal point: Deputy Clerk (from point 21 to point 22); Admin Officer (Support) (from point 12 to point 13); Admin Officer (Information) (from point 12 to point 13)
- (ii) That the incremented point is payable from the 1 year anniversary of appointment.

401 Neighbourhood Plan Steering Group

The Neighbourhood Plan Steering Group has completed its task of providing initial information and overseeing the formation of a Development Group which includes members of the public. Consideration was given to disbanding The Steering Group

RESOLVED to disband the Neighbourhood Plan Steering Group

Note:

- (i) *20:18hrs Cllrs Shepherd & Swann left the room as they had declared prejudicial interests in the next agenda item*
- (ii) *Cllr Fowler had declared a personal interest in the next agenda item*

402 Footpath Between The Shed And Canal Way

Consideration was given to a request from Ilminster Cricket Club for the Town Council to pay for materials for the Cricket Club to construct a footpath between the Shed and Canal Way.

Issues discussed during consideration of this agenda item included:

- What reassurance will be given to the Town Council regarding liability of any defects in the work
- Liability for any accidents to people using the path
- How to ensure the quality of the work
- What is the difference between the quotations supplied?

Agenda No 3

- Clarification required regarding whether or not a concrete surface is an option
- Future maintenance responsibility
- Gate - accessibility especially for people with wheelchairs and mobility scooters

Note: 20:25hrs the meeting went out of session to enable the Cricket Club representatives to respond to some of the issues raised

- Thought the Town Council would prefer the scalping surface option as the surface could be changed in the future whereas concrete would be difficult to change
- Work would be done by people who had relevant experience; there are builders within the club who put in lots of voluntary hours
- The proposed self-closing gate would be spring operated – a councillor responded this may not be suitable for children as they may get their fingers caught
- Need to risk assess any exit/entrance
- Duration of construction –
- Do the hire costs include any contingency if the equipment is required for longer periods of time?

Note: 20:39hrs the meeting went back into session

- Costed schedule of works
- Concrete option eliminated

Note: 20:46hrs - 20:47hrs the meeting was taken out of session so that the Cricket Club representatives were able to confirm there were no implications if finance was not available until the next financial year.

RESOLVED that

- (i) the construction of the footpath is supported in principle
- (ii) the principle is supported of the Town Council funding the cost of the construction materials and hire of equipment
- (iii) the Open Spaces Committee is delegated the task of identifying the budget(s) to be used for the expenditure
- (iv) that before any work is started the Cricket Club provide a costed schedule of works, a method statement, and a health & safety risk assessment
- (v) The Ilminster Cricket Club will be liable for all maintenance costs for 1 year after completion
- (vi) The Ilminster Cricket Club will be liable for the costs of repairing any damage to the Wharf Lane Recreation Ground and Ilminster Education Foundation land whilst the work is undertaken

403 Competitions And Awards

Consideration was given to the Competitions and Awards to be organised / facilitated by the Town Council during 2018 and the associated procedural matters.

Issues discussed during consideration of this agenda item included:

- Very good response rate to the Christmas card competition
- Please encourage nominations for the Youth Award

RESOLVED that

- (i) The following competitions and awards are facilitated by the Town Council in 2018: scarecrow competition; Christmas card competition, Citizens Award; Youth Citizens Award;
- (ii) That the general schools competitions are no longer organised
- (iii) The criteria and timing for each competition and award as detailed in appendix 1 to these minutes is approved
- (iv) Prizes for the competitions in (i) above are to be met from the Community Engagement budget
- (v) That the Town Clerk asks for volunteers from Councillors serving at the time of the scarecrow competition to volunteer as judges
- (vi) The Mayor's Award is presented solely at the Mayor's discretion
- (vii) That ideas are generated for new competitions for 2019 and presented to Councillors in the latter part of 2018 for consideration

404 Highways England A358 & A303 Consultations

The current consultation regarding the A358 Taunton to Southfields and the current statutory consultation regarding the A303 Sparkford to Ilchester had been brought to Councillors' attention and links provided to the website consultation pages.

On 22 February 2018 in the Council Chamber, representatives from Highways England will be hosting a workshop for Town Councillors

405 Somerset Library Service Consultation

Somerset County Council is currently consulting over the future of Somerset Libraries and Ilminster has been identified for possible closure

Issues discussed during consideration of this agenda item included:

- Shame if the library closes
- Acknowledge that footfall is very low
- Vital service for people who cannot easily get out of the town
- In a model where the library is run by the community Somerset County Council will provide books and approx 4 hours professional support per week
- There are models in Somerset where the library is opened by volunteers
- Ilminster scores very highly on activities provided at the library
- Library usage has changed but they are still a vital resource
- Co-location of the library with other facilities / resources may be worth consideration
- The library needs to be a community hub of some description
- The current library building is probably not big enough to provide additional facilities

- What is wanted from a modern library?

A meeting with representatives between Town Councillors and representatives from Somerset County Council to discuss Ilminster Library is being arranged and Councillors will be advised of the arrangements as soon as they are finalised.

406 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:

- The water 2 business invoice for £564.25
- The amount and cost of evostick

RESOLVED that the payments listed in the schedule presented to Council totalling £18,233.15 gross are approved

The meeting closed at 21:15hrs