

## Agenda No 3a

Minutes of the **Town Council** meeting held in the Council Chamber. The Council Offices, North Street, Ilminster, on Tuesday 18 July 2017 at 19:30hrs

Before the meeting started the Mayor and Deputy Mayor presented the prizes for the Scarecrow competition that had been held as part of the Ilminster Midsummer Experience

### **Present:**

**Chair:** Cllr V Keitch

**Councillors** Cllr P Burton, Cllr J Fagan, Cllr J Fowler, Cllr M James, Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann and Cllr T Walker.

### **In Attendance**

Officers Miss J Norris (Town Clerk)

No members of the public attended the formal meeting

### **271 Apologies for Absence**

Apologies for absence were received from Councillors Belobaba and Kinder

### **272 Declarations of Interest**

No Declarations of Interest were made in respect of any items on the agenda.

### **273 Minutes**

a) To confirm the minutes of the meeting held on 20 June 2017 as a correct record.

**RESOLVED** to confirm the minutes of the meeting held on 20 June 2017 as a correct record.

b) To confirm the minutes of the meeting held on 27 June 201 as a correct record.

**RESOLVED** to confirm the minutes of the meeting held on 27 June 2017 as a correct record.

c) To consider the Office Action Plan relating to the Town Council Meetings.

**RESOLVED** to note the office Action Plan relating to the Town Council Meetings.

### **274 Mayor's Announcements/Engagements**

a) The Mayor advised the meeting of some matters relevant to Town Council and Mayoral activities and engagements.

- Neighbourhood Plan leaflets are being delivered by Royal Mail
- The Open Spaces Committee meeting for July has been cancelled
- 14 August is the start date for the toilet block

b) The list of Mayoral engagements undertaken between 14 June 2017 and 12 July 2017 had been circulated to Councillors but the cake competition listed did not take place due to a lack of entries.

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### 275 Police Report

A written report was circulated.

- There has been a special PACT meeting about Swann precinct and local headteachers have been involved and taken children to the area to help them understand the impact of anti social behaviour
- More precise information about the location of assault on Canal Way would be appreciated
- Concerns about cars pulling out of Tesco without realising the Shudrick Lane road goes further along – possible Give Way signage at the Tesco exit / entrance
- Noise complaints have been made to Councillors about music coming from the Rec area and Britten's Field.

### 276 Report from the County Councillor for the Ilminster Division

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

A question was asked - is there is a contingency fund that can be used if there is a delay in paying universal credit? An answer was given that this is a South Somerset District Council matter and there is a contingency to provide assistance to families on a short term basis.

Other points raised included:

- Ice cream sellers don't need to have a licence
- Grass, roadside verges and hedges do not seem to be maintained and trimmed and are becoming dangerous in some places; there are some restrictions as to when hedges can be cut especially when birds are nesting
- Carnival Close / Bush's Close are not adopted; the developer had a 5 year maintenance plan in place but nothing was done after the 5 years had passed and the grounds maintenance is the developer's responsibility until it can be adopted

### 277 Reports from District Councillors

Cllr Keitch as a District Councillor reported the following:

- The 3 country parks in South Somerset have been awarded a green flag
- There is a lot of media coverage at present about Chard hospital but very limited factual information is available; it is only the in-patient ward that is being considered for closure at the moment
- Transformation is in the second phase

### 278 Reports from Representatives on Outside Bodies

Reports from Representatives on Outside Bodies were received:

- **Greenfylde School** – Cllr Swann  
Cllr Swann had very interesting visit to the school. There are approximately 360 pupils, and about 70 staff; there are 3 reception classes. The school is trying to be an active part of the community. Contrary to some perceptions, the school has

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adequate accommodation and there is sufficient room for greater pupil numbers

- **Swanmead School**

The Stats results have been stunning this year and the school is in the top echelon for the 8 middle schools in Somerset

- **Wadham School**

Councillors were invited to the school's open day and the Town Council representative has a meeting scheduled for autumn

**279 Appointment of Vice-Chair of the Open Spaces Committee**

The appointment of a Vice-Chair of the Open Spaces Committee was considered

**RESOLVED** that Cllr Swann be appointed as the Vice-Chair of the Open Spaces Committee

**280 To Review the Effectiveness of Internal Audit**

The Town Council is required, on at least an annual basis, to consider the effectiveness of its internal audit arrangements so that any appropriate changes can be made. That such a review has been done is part of the declaration on the Annual Governance Statement in the final accounts.

This item was deferred to a future meeting

**281 Enhancements to the Town Council's Website and Enabling Facebook**

Consider was given to (i) enhancing the Town Council's website, (ii) publishing a Town Council Facebook page and (iii) electronically linking the website to the Facebook page.

Issues discussed during consideration of this item included:

- Cost
- The level of difficulty to enhance the website and do the Facebook linkage
- There are a limited number of suppliers who can work with the .gov domain names

**RESOLVED**

- (i) That enhancements are made to the Town Council's website regarding security, compatibility with mobile devices and widescreen and improvements for staff when updating the website
- (ii) That the Town Council publishes an Ilminster Town Council Facebook page to continue and improve visibility to the community.
- (iii) To electronically link the Town Council website to the Town Council Facebook page through a plug-in.
- (iv) the Town Clerk is to investigate providers which may offer best value for money to achieve (i) to (iii) above and is given delegated authority place orders subject to a maximum spend of £600.00 to include moving the website to a secure platform "lick of paint" for the existing town council website and 'plug in' to link the Town Council website to the Town Council Facebook page.

**282 Merchant Navy Day**

Participation in Merchant Navy Day - 3 September 2017 – was considered.

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Issues discussed during consideration of this agenda item included:

- is the church participating?
- The cost of buying the flag
- The Town Council cannot support everything
- The town does not have maritime connections
- Merchant Navy Day does take place every year
- Should we purchase flags to fly on other days e.g Queen's Birthday?

**RESOLVED** that the Town Council will purchase a Red Ensign and fly it outside the Town Council office on Merchant Navy Day.

**283 Authorisation of Payments and Notification of Virements**

The Schedule of Payments for authorisation was presented for Council's approval.

**RESOLVED** that the payments listed in the schedule presented to Council totalling £14, 544.62 gross are approved

**284 Clerk's Updates**

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

Number	Date	Topic
7/17	22.06.17.	1. Extra Council Meeting & Open Spaces Committee 2. Neighborhood Plan Workshops 3. Open Spaces Team 4. Council Office 29 June 5. Donyatt Halt

**285 Exclusion of Press and Public**

**RESOLVED** to take Agenda Item 16 Maintenance of Zip Wire and Wharf Lane Rec Gate without members of the public and press present, due to the confidential nature of the business to be transacted

**286 Maintenance of Zip Wire and Wharf Lane Rec Gate**

A quotation for essential maintenance to the zip wire and repairs to the red gate near the toddler play area was considered.

- Costs seem high for fitting costs
- Specialist gate
- Safety aspects
- The quotation is for 3 separate items – 1) gate repair, 2) zip wire repair 3) wet pour repair kit for the Open Spaces team to use
- Ideally needs to be done before the school summer holiday starts

**RESOLVED**

- (i) to accept the quotation

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- (ii) that a date for the work is obtained from the contractor and emailed to Councillors

The meeting closed at 21:00hrs

Chairs signature & Date

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