

Minutes of the **Town Council** meeting held in the Council Chamber. The Council Offices, North Street, Ilminster, on Tuesday 20 June 2017 at 19:30hrs

**Present:**

**Chair:** Cllr Keitch

**Councillors** Cllr Belobaba, Cllr Burton, Cllr Fowler, Cllr James, Cllr Mackillop, Cllr Shearman, Cllr Swann and Cllr Walker.

**In Attendance**

Officers Miss J Norris (Town Clerk)

PCSO J Martin

Ms L Wicks (South West Audit Partnership)

1 member of the public attended the meeting

**253. Apologies for Absence**

Apologies for absence were received from Councillors Shepherd and Fagan.

**254. Declarations of Interest**

No Declarations of Interest were made regarding any items on Agenda at this point in the meeting, however Declarations were made as the meeting progressed and are minuted accordingly

**255. Minutes**

**RESOLVED**

- (i) to confirm the minutes of the meeting held on 6 June 2017 as a correct record subject to the spelling of Cllr Mackillop; being corrected in the list of councillors present
- (ii) to note the office Action Plan relating to the Town Council Meetings

issues raised during consideration of the Action Plan included:

- no action has yet been taken regarding adopting eth telephone kiosk for the defibrillator
- S 106 money – South Somerset District Council have decided the amount of grant to be made to Ilminster Football Club for the respect fence and pitch maintenance and a grant sum has also been earmarked for Ilminster Cricket Club
- Recently there have been some local issues with broadband connections
- There is no news on roundabout sponsorships

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

a) The Mayor advised the meeting that on 27 June instead of the formal Open Spaces Committee there would be a walk about of the Wharf Lane Recreation area and Britten's Field.

An email from the Chief Executive of Somerset Association of Local Councils was read to the meeting; the email praised Ilminster's Council and Committee terms of reference and asked permission to use them to form a model document that could be shared as best practice.

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b) The Mayor's engagements between 16 May 2017 and 14 June 2017 had been circulated prior to the meeting, there was however an addition to the list of 17 June the school folk dancing festival at Wells

**257. Police Report**

A written report was made available at the start of the meeting and PCSO Martin highlighted the following:

- In warm weather extra care is needed to prevent opportunist car and home crime by making sure that windows and doors are not left open when the owner is not in the immediate vicinity
- There are still concerns about children and young people sending and receiving abusive texts and inappropriate use of social media; the police are working with local schools and have been into the schools to talk to pupils
- There is no fail-safe method of preventing cold call telephone calls but call preference services may help alleviate unwanted calls.

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

The County Councillor highlighted the following.

- A new school in Ilminster will be largely dependent on whether or not the the Persimmon planning application is approved the official statement is "having a new school on that site is aspirational but not essential until new house are being built on the site"
- The tree planting on the perimeter of the old police station site is causing concern about visibility to nearby residents. – Cllr Keitch, as a District Councillor, said the Planning Officers are aware of the concerns and are looking into the matter.

**259. Internal Audit Report for 2016/17**

Laura Wickes from South West Audit Partnership presented their report on the findings of the recent audit. The points highlighted were:

- The audit opinion is "reasonable" which generally shows a good level of control
- The work that has been done during the last year on risk management and that the challenge is now to embed it
- Petty cash reconciliation does not require each denomination to be recorded but that would be one method of achieving the desired reconciliation information

**RESOLVED**

- (i) to accept the report and the recommendations
- (ii) to thank the Town Clerk and the Deputy Town Clerk for the work they do to keep the Town Council running in a legal and proficient manner which has resulted in such a good audit report

**260. Reports from District Councillors**

Cllr Keitch, as a District Councillor, provided an oral report, the key points of which were:

- There have been some changes to the Front Bench and as Cllr Keitch is now Chair of the Area West Committee & Portfolio Holder for Health and Safety, Democratic Services and Environmental Health

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- It is likely that future reports will be written and prepared alternately by Cllrs Goodall and Keitch
- The problem of cigarette butts outside McColls seems to have been resolved thanks to the intervention of Environmental Health with local residents
- There is a need to establish responsibility for cutting the verges between Crescent and the Gooch and Housego property as it is getting overgrown and very difficult for people to walk along.

## 261. Reports from Representatives on Outside Bodies

Reports from Representatives on Outside Bodies were received:

**Ilminster Literary Festival** – this year's festival was very successful and work will soon start on planning the 2018 event.

Councillors praised the quality of the events but it was suggested that it would be nice to have more events outside of working hours

**RESOLVED** to send a message to the Literary Festival committee saying that Councillors had been impressed with the range and quality of the events

### Ile Youth Club

The Committee are seeking tenders for the service provision but there are a limited number of service providers; the committee are also looking to change the age range that is catered for

Consideration is being given to ways in which the garden area could be developed;

The Committee may request an increased grant from ITC;

Note: Cllr Shearman declared a personal interest in this agenda item as his daughter is on the Scout Committee.

## 262. Update from the Neighbourhood Plan Working Group

An update from the chair of the Neighbourhood Plan Working Group included the following:

- An update has been emailed to all councillors
- thanks to the staff for all the work they have done especially preparing for the "table-top" at the Ilminster Midsummer Experience
- volunteers are needed to help with future "table-tops" and the mini workshops
- Designation of the neighbourhood plan area has been agreed by South Somerset District Council
- Grant money for developing neighbourhood plans is not given retrospectively – and is applied for and granted for 6 month tranches
- People have already started to register for the workshops
- The Mayor is trying to arrange for an Officer from South Somerset District Council, who has experience of developing a neighbourhood plan, to attend the next Working Group meeting (5 July)
- Ilminster Forum are working on a Community Plan, and have offered to help with the Neighbourhood Plan and the information they have collected is likely to provide useful evidence for the Neighbourhood Plan.

Councillors then raised general concerns that although it was understood progress needed to be made on developing a neighbourhood Plan for Ilminster Financial Regulations, Standing

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Orders and other established policies and procedures of the Town Council must still be followed; this was particularly important in relation to the appointment of any consultants or contractors.

**263. Authorisation of Payments and Notification of Virements**

The Schedule of Payments for authorisation was presented for Council's approval. Issues raised during consideration of this agenda item included:

- The amount of fuel being used

**RESOLVED** that the payments listed in the schedule presented to Council totalling £58,206.02 gross are approved

**264. Strategic Plan – Status Report**

The quarterly status report was circulated at the start of the meeting.

The Town Clerk explained that this was the first attempt to link an action plan with the Strategic Plan and incorporate risk assessment. It was intended that the status report would be presented quarterly and would be a broad overview and the "Project Plan" as previously presented to each Council meeting would be discontinued.

Issues raised during consideration of this agenda item included:

- The format of the plan made it easy to read and understand
- It would be ideal if the report on each strategic theme could be limited to one side of A4
- Location of new dog bins – additional dog waste bins on the cycle path behind Swanmead Drive and Greenfylde Close would be beneficial
- The amber risk assessment for "The Ilminster Environment" theme was mainly due to the current difficulties with the tender for the refurbishment of the Wharf Lane toilets

**RESOLVED** to note the report

**265. Exclusion of the Press and Public**

Consideration was given to taking Agenda item 12 – Wharf Lane Recreation Ground Toilet Block without members of the public and press present, due to the confidential nature of the business to be transacted

**RESOLVED** to exclude the press and public from the meeting whilst Agenda item 12 – Wharf Lane Recreation Ground Toilet Block was considered, due to the confidential nature of the business to be transacted

**266. Wharf Lane Recreation Ground Toilet Block**

**a) project update**

The Town Clerk circulated a letter from the Project Leader explaining that the Town Council's contractor to whom the town Council had agreed to award the contract for the project had withdrawn their tender.

Issues discussed included:

- The next lowest tender was at least £2,000 more expensive
- Consideration needed to be given as to how the improvements to the toilet could be funded i.e. the difference between the insurance assessment / settlement for re-instatement to the previous standard and the tender cost

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**RESOLVED** that an extra Town Council meeting be held on 27 June 2017 at 7.00pm to discuss matters pertaining the contract for the Wharf Lane Recreation Ground Toilet Block

- b) to agree 2 Councillors to sign the JCT contract, on behalf of the Town Council, for the building works.

**RESOLVED** that this be deferred for discussion at the extra Town council meeting to be held on 27 June 2017

The meeting closed 21:40hrs

Chair's Signature & Date