

Minutes of the **Town Council** meeting held in the Council Chamber. The Council Offices, North Street, Ilminster, on Tuesday, 13 December 2016 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 I Mackillop, Cllr A Shearman, Cllr J Sothern, and Cllr T Walker.

In Attendance

Officers Miss J Norris (Town Clerk)

No members of the public attended the meeting.

142. Apologies for Absence

Apologies for absence were received from Cllr D Kinder, Cllr S Shepherd and Cllr Swann.

143. Declarations of Interest

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

144. Minutes

RESOLVED

- (i) to confirm the minutes of the meeting held on 15 November 2016 as a correct record
- (ii) to confirm the minutes of the meeting held on 22 November 2016 as a correct record subject to the addition of Cllr Belobaba to the list of those present
- (iii) to note the office Action Plan relating to the Town Council Meetings.

Issues raised during consideration of the action list included:

- A request for the papers provided for budget meeting to include the rents from sports clubs and the football pavilion project shortfall
- The current County Council and District Council positions regarding roundabout sponsorship need to be clarified.

145. Mayor's Announcements/Engagements

a) The Mayor thanked everyone who had attended the Charity quiz night or who had donated prizes £682.00 was raised.

b) The Mayor's engagements between 8 November 2016 and 7 December 2016 had been circulated with the agenda. Since the agenda was published the Mayor had also attended Muchelney House where the Swanmead Choir were singing (9 December) the reception class nativity at Greenfyld school (12.12.16) and the Taunton Deane carol service (12.12.16)

146. Police Report

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. The Mayor highlighted the item on the written report about the forged £20.00 notes in circulation in Ilminster. No other policing matters were raised or reported.

147. Report from the County Councillor for the Ilminster Division

The report from the County Councillor had been circulated for information. Issues raised during consideration of this item included

- The work to be undertaken in Heron Way by Wessex Water
- The £20,000 budget for the Ilminster community office was a fund to upgrade the office, as this was unlikely to happen the money will be used for other projects
- South West One – the County Councillor report only refers to the County Council elements

148. Reports from District Councillors

Cllr Keitch gave an oral report which included

- Transformation is continuing – some senior members of staff are opting to leave and 2 of the 3 Strategic Directors have been appointed
- Joint Waste Scrutiny – changes to waste collection cycle are planned; weekly recycling & food collections will continue; there will be a blue bag for plastic pots e.g. yoghurt pots the general waste collection will change to 3 weekly; arrangements can be made regarding additional waste for adult hygiene products and nappies
- Consent to dispose – particularly social housing in bad state of repair
- housing association properties now come under the right to buy
- Yarlinton is planning to build lots of homes in Dorset and Sedgemoor but have very few planned for South Somerset; when that is taking into consideration alongside the properties being sold under right to buy there could be a future lack of social housing in the area
- Street trading consultation has been extended
- Christmas tree shredding – will be based at the Archie Gooch pavilion

149. Reports from Representatives on Outside Bodies

At the time of publishing the agenda no written reports had been received from Councillors who are representatives on outside bodies.

- Christmas Lights – it was reported that a new garland had been put up at the entrance to Greenfylde school; negotiations are continuing about the rent on the storage building; a Councillor commented that colours of the lights (red and green) by The Triangle is causing some confusion for drivers due to the proximity to the traffic lights

150. A358 Dualling Proposals

The Councillors who attended the meeting on 24 November 2016 on behalf of the Town Council gave an oral report which included:

- Information provided at the meeting was confidential

- Poor attendance at the meeting – some parishes did not send representatives
- The Highways England representatives answered questions fully when asked about specific items but were not so good at providing information up-front
- There will be another consultation in Spring 2017
- There are several options under consideration
- Issues such as the impact on trade, visitor access, signage, opportunities for new businesses etc will need to be taken into account.

151. Toilets on Wharf Lane Recreation Ground

The Town Clerk reported, that Minster Architecture had been appointed as the professional advisor / contract administrator for the project regarding the toilets.

152. Permission to use the Wharf Lane Recreation Ground

The following requests to use the Wharf Lane Recreation Ground were considered:

- (i) Easter Egg Hunt Sunday 16 April 2017
- (ii) Party on the Park Sunday 27 August 2017
- (iii) John Lawsons Circus 17-19 July 2017

Issues discussed included:

- The kiosk and toilets are unlikely to be open for the Easter Egg Hunt

RESOLVED that permission is given for the following events to be held on the Wharf Lane Recreation Ground

- (i) Easter Egg Hunt Sunday 16 April 2017
- (ii) Party on the Park Sunday 27 August 2017
- (iii) John Lawsons Circus 17-19 July 2017

153. Cemetery Fees

The 2017/18 Cemetery Fees were considered

Issues discussed during consideration of this agenda item included:

- Different rates for parishioners and non-parishioners
- The possibility of Ilminster Town Council digging graves in the future
- Definition of an Ilminster resident and should there be a minimum length of residency before the parishioner fees apply

RESOLVED

- (i) That Exclusive Rights of Burial will only be available for purchase when an interment booked – no pre-purchasing
- (ii) That the new section – shown pink on the plan attached to the minutes as Appendix A – can be used immediately
- (iii) That with effect from 1 April 2017 interment fees for a still born child will be automatically waived
- (iv) That with effect from 1 April 2017 interment fees will be for a) interments up to age 16 years and b) for interments over 16 years of age (previously the change age was 12 years)
- (v) From 1 April 2017 Exclusive Rights of Burial will be sold for 50 years and after 5 years with 45 years remaining they can be extended by 5 years to bring the remaining term back to 50 years up to a maximum of

- 100 years can be extended every 5 years to a max 100 years (as per Chard)
- (vi) The possibility of introducing a basic grave / headstone maintenance service is deferred for further discussion
 - (vii) That the scheme of delegation is amended to include the Town Clerk being given delegated authority to buy back unused plots the maximum expenditure per plot to be the Exclusive Right of Burial fee at the time of the buy-back
 - (viii) With effect from 1 April 2017 the following fees to be applied:
 - a. Ilminster Parishioner Exclusive Right Of Burial for a full burial plot £300.00
 - b. Ilminster Parishioner Exclusive Right Of Burial for an ashes plot £125.00
 - c. The fees for Exclusive Rights of Burial for a Non-Ilminster Parishioner to be double those in a and b above
 - d. Interment fee for an Ilminster Parishioner under 16 years of age £100.00
 - e. Interment fee for an Ilminster Parishioner over 16 years of age £190.00
 - f. Interment fees for non Ilminster Parishioners to be double the fees stated in d and e above
 - g. Application for a new Memorial / Monument / Headstone not exceeding 3ft 6" high, for an Ilminster parishioner, on a burial plot £130.00
 - h. Application for a new Memorial / Monument / Headstone not exceeding 2ft high, for an Ilminster parishioner, on an ashes plot £100
 - i. Additional inscriptions on any memorial / monument / headstone £40.00
 - j. Applications regarding Memorials/ Monuments/Headstones for non-parishioners to be double the amounts stated in g-j above
 - k. Transfer of Exclusive Rights of Burial Ownership £50.00

154. The Shed Rent

The recommendations of the Licensing Negotiations Group regarding the rent for The Shed were considered.

Cllr Fagan, a member of the Licensing Negotiations Group, explained the rationale for recommending a base rent of £300.00per annum. The points he highlighted included:

- The rent for the Archie Gooch Pavilion also includes the area of the main football pitch
- The formula included in the Community Facility Management and Rental Policy was devised having cognisance of the expectations and requirements of grant funders
- Use of the formula results in a much lower rental figure
- The proposed rental figure takes into account the extension which is expected to be built in the next couple of years; this will save further negotiation when the extension is completed
- The Licensing Negotiations Group have tried to be even handed and have insisted a maintenance / contingency fund is set up (similar to that required for

the Archie Gooch Pavilion) and that has been taken into account when coming to a proposed rental figure.

Issues discussed during consideration of this agenda item included:

- The proposed rent seems to be too cheap
- The Cricket Club have done a fantastic job doing up the outside of The Shed building
- There is further money to be spent on the interior and the proposed extension
- Using the formula set in the Community Facility Rental Policy would mean an even lower rental figure
- Not just about the money – also about the contribution the Cricket club makes to the well-being of the town
- The Cricket Club knew the existing running costs, including rental when they agreed to take over running The Shed
- The Shed is not run as a business
- The Town Council should support local sports clubs and the facilities they provide for the people of the town

RESOLVED that the base rent for The Shed be set at £300.00 per annum

155. The Town Council Strategic Plan 2017-2020

The draft Town Council Strategic Plan 2017-2020 was considered

Issues discussed during consideration of this agenda item included:

- Change the overarching statement to “The Town council will work to make Ilminster a place **in which** people want to work, live and visit”
- The major roads - A358, A303 and A30 - and the potential upgrades should be included in the context section
- In the list of projects / activities reference to the recreation ground should be changed to Open Spaces this will then include the Open Spaces review, the Wharf lane toilets and the dog policy
- In the list of projects / activities reference to the cemetery – should include the feasibility of developing a new cemetery
- A secondary benefit of some of the projects will be economic even if the primary benefit is environment

RESOLVED that the Strategic Plan as attached to these minutes as Appendix B be approved and implemented

156. Risk Policy

The draft Risk Policy was considered

Issues discussed during consideration of this agenda item included:

- Any legal issues that may arise as part of the risk management process

RESOLVED that the Risk Management Policy as attached to these minutes as Appendix C be approved and implemented

157. Equality Policy

The draft Equality Policy was considered.

Issues discussed during consideration of this agenda item included:

- Review date

RESOLVED

- (i) That the Equality Policy as attached to these minutes as Appendix D be approved and implemented
- (ii) That the Equality Policy be reviewed in 3 years unless legislation or best practice requires an earlier review to be undertaken.

158. Authorisation of Payments and Notification of Virements

- (i) To approve the invoice for payment regarding the legal fees for the preparation of the lease for the Archie Gooch Pavilion

RESOLVED to approve payment of the legal fees invoice

- (ii) The Schedule of Payments for authorisation is presented for Council's approval. Issues discussed during consideration of this agenda item included:

- The temporary toilet hire will be part of the insurance claim
- Cemetery the soil and stone has been removed
- Grandstand asbestos survey

RESOLVED that the payments listed in the schedule presented to Council totalling £23,76 gross is approved.

159. Project Plan

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

Issues discussed during consideration of this agenda item included:

- The possible provision of a memorial wall and / or columbaria
- Item 8 amend reference to Station Road insert reference to Ditton street

160. 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
15/16	01.11.16	<ol style="list-style-type: none"> 1. Bonfire & Firework Event 2. Dog Policy Media Release 3. Market Ramps Media Release 4. Council Tax Setting 5. Speed Indicator Device 6. Bat Survey
16/16	01.12.16	<ol style="list-style-type: none"> 1. Change of December Council Date 2. SSDC re Social Media 3. Lease – Archie Gooch Pavilion