

Minutes of the **Town Council** meeting held in the Council Chamber. The Council Offices, North Street, Ilminster, on Tuesday 25 April 2017 at 19:30hrs.

Present:

Chair: Cllr V Keitch

Councillors: Cllr D Belobaba, 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)

6 members of the public attended the meeting

Speaker 1 Mr Colin Bailey had provided a list of questions pertaining to the planning application for land off Canal Way, which the Mayor read to the meeting.

Mr Bailey was advised that the Town Council has already considered the application and recommended refusal and that when reaching a decision on planning applications planning reasons are the only criteria that can be taken into account. Mr Bailey was further advised that his questions would be circulated to all Town Councillors and that the application would be considered by the South Somerset District Council Area West Committee and he was entitled to attend the meeting and speak in the public participation session.

217 Apologies for Absence

Apologies for absence were received from Councillors Drayton and Kinder

218 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 S Shepherd	Agenda No 12 Request to support an application from the Cricket Club for S106 funding for a store for pitch maintenance equipment Agenda No 13 Request to support an application from the Football Club for S106 funding for Pitch Maintenance	228 & 229	President of the Cricket Club	Personal	Spoke and voted

Chair's Initials

Name	Agenda Item	Minute No	Nature of Interest	Type of Interest	Action
Cllr R Swann	Agenda No 12 Request to support an application from the Cricket Club for S106 funding for a store for pitch maintenance equipment Agenda No 13 Request to support an application from the Football Club for S106 funding for Pitch Maintenance	228 & 229	Vice-President of the Cricket Club	Personal	Spoke and voted

219 Minutes

RESOLVED

- (i) to confirm the minutes of the meeting held on 30 March 2017 as a correct record.
- (ii) to note the office Action Plan relating to the Town Council Meetings

220 Mayor's Announcements/Engagements

a) The Mayor made the following announcements relevant to Town Council and Mayoral activities and engagements

The Mayor explained that in the Lib Dem leaflet which had been issued in connection with the County Council election, a comment that she made in her capacity as a District Councillor had been incorrectly attributed to her in the role of Mayor of Ilminster and this had not been identified prior to distribution of the leaflets; Cllr Keitch apologised for any embarrassment this may cause the Town Council and offered to stand down as Mayor.

Town Councillors thanked the Mayor for her openness about the situation and some also remarked that comments they had made a number of years ago had also been used in current election leaflets without any checks as to their continued validity. A vote of confidence in the Mayor was proposed and was unanimously supported.

The Mayor announced that she had received a letter from Cllr Sothern giving her resignation from the Town Council with immediate effect and added that no nominations had been received by the closing date for the vacancy created by the resignation of Cllr Albin. Due to impending County Council election and the recently called general election it is likely to be some time before the District Council have the resources to address the casual vacancies.

The Annual Assembly agenda has been published and a copy placed in Councillor trays. The Mayor will be awarding Citizen of the Year, Young Citizen & Mayor's Award at the Assembly as well as distributing grants from the Mayor's Fund.

b) The Mayor's engagements between 15 March 2017 and 18 April 2017 were circulated by email on 19 April

Chair's Initials

221 Police Report

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

Issues raised during consideration of this item included:

- Concerns about the number of domestic assaults
- There seems to be an increase in crimes of a more serious nature

222 Report on plans for a Defibrillator

Update on a location for a defibrillator in Ilminster

Note: 20.00hrs, the Mayor took the meeting out of formal session

Speaker 2 Claire Kingdom spoke on behalf of the Ilminster Defibrillator Group

After extensive research, negotiation and consultation, the Market Square telephone kiosk had been identified as a site for the second defibrillator for the town; the first being at the Archie Gooch Pavilion and that had been used with the previous 2 weeks.

Being mindful of Ilminster's one way traffic system and the need to respect the Conservation Area it has been difficult to identify a suitable location close to the centre of the town.

BT have confirmed that they would consent to the Town Council adopting the telephone kiosk and the phone being decommissioned. The nearest phone would then be at the Triangle at the top of North Street.

The Conservation Officer has been involved in the discussion of the merits and possibilities of various sites in the town and would not object to the use of the telephone kiosk.

Note: 20.07hrs, the Mayor took the meeting back into formal session.

Issues discussed by Councillors included:

- The telephone kiosk is a landmark in the town
- Concerns about access to a public phone as the centre of Ilminster does not have good mobile coverage

RESOLVED that the Town Council is willing to adopt the telephone kiosk for the sum of £1.00 for the purpose of housing the defibrillator.

223 Report from the County Councillor for the Ilminster Division

The report from the County Councillor was considered by means of the Mayor reading out the headings and summarising the content of each section.

No questions or comments were raised and Councillors were asked if they did wish to raise any matters of concern or comment after the meeting to send them to the Town Clerk who will forward them to Somerset County Councillor.

224 Reports from District Councillors

Cllr Keitch reported that South Somerset District Council staff are very busy with arrangements for the forthcoming elections.

There are still concerns over the Universal Credit system but the volume of calls is not as high as originally anticipated; if Town

Chair's Initials

Councillors know of anyone who is experiencing difficulty please let the District Councillors know.

Transformation is continuing apace the new top structure is agreed and the S151 duties are currently being undertaken for 2 days a week by an officer from Taunton Deane Borough Council.

The next staffing tier does not have Councillor input, appointments are management decisions.

Redundancy expenditure has increased due to changes in the 2nd tier staffing structure

225 Open Spaces Committee

The Chair of the Open Spaces Committee provided an oral update on relevant matters and presented the recommendations made by the Committee meeting held on 11 April 2017.

Clr Shepherd reported that 4 tenders have been received for the work to the toilet block and a report from the loss adjuster regarding the costs is awaited.

Cemetery Rules and Regulations

Issues discussed included

- “Unsuitable” is subjective when describing tributes

RESOLVED

- (i) that the timescale for the removal of wreaths and cut flowers is changed from 3 months to 6 weeks. Artificial flowers / plant / material tributes will be left for a minimum of 6 weeks but may then be removed at the discretion of the Open Spaces Team
- (ii) That the rules for Memorial Masons states the need of membership of the National Association of Memorial Masons or the British Register of Accredited Memorial Mason
- (iii) Ornaments which can be safely placed on the memorial stone base to allow ease of upkeep of the cemetery. Ornaments to be restricted to one ornament no larger than 25cm by 15cm and one smaller ornament no larger than 15cm by 10cm. If they are deemed to cause problems with the proper maintenance of the cemetery they will be removed and retained by the Open Spaces Team for a minimum of 12 months and returned to the owner upon request within that 12 month period.
Unightly ornaments or ornaments deemed to be a detriment to the cemetery will be removed and retained by the Open Spaces Team for a minimum of 12 months and returned to the owner upon request within that 12 month period
The final arbiter of what is deemed unsightly will be the Open Spaces Committee

Construction of Wash-down Square.

RESOLVED

- (iv) to suspend Financial Regulations regarding the need to obtain further quotations in order to take advantage of the reduced costs of undertaking the work at the same time as the scheduled work to demolish the grandstand

Chair's Initials

- (v) to place an order with the contractor demolishing the grandstand to construct the wash-down square, whilst on site to demolish the Grandstand, for the cost of £5,206 (+VAT)

226 Resources Committee

The Chair of the Resources Committee to provide an oral update on relevant matters and present recommendations made by the Committee meeting held on the 4 April 2017 regarding the Staff Handbook

RESOLVED that the following amendments be incorporated into the staff handbook

(i) Incremental Progression

Employees who have been appointed on a salary range, (rather than a single spinal point) provided their performance is satisfactory, should progress up the salary scale to the top of their designated grade. They will normally be entitled to an increment, **either** payable on the 1st April of each year along with any agreed salary settlement figure **or upon completion of a satisfactory annual appraisal – whichever is stated in the employee’s contract.** Once the top of the scale is reached any additional increments are at the sole discretion of the Council. Accelerated increments within the grade of the post may be given on the grounds of exceptional merit or ability or an achievement of a relevant qualification.

(ii) Overtime and Time Off in Lieu

Overtime is not generally paid. Employees who have flexible working arrangements will be expected to manage overtime worked within the flexible working system or with time off in lieu (which is agreed by the line manager). Employees who are on fixed hours will also be expected to take time off in lieu for occasional overtime requests as part of the flexible working approach required of all employees.

If you are required to work on a statutory bank holiday, you will be paid as normal and entitled to take one day off in lieu at a mutually agreed date.

Certain ongoing jobs however do unavoidably require working outside normal working hours, and where this is the case employees who are asked to work outside of normal office hours on a regular or semi regular basis will have this taken into account as part of their flexible working arrangement. Examples of such cases are: minuting evening Town Council and Committee Meetings.

The Town Council has agreed (24 June 2014 Minute 186) that a limit of 3 working days (based on an individual’s contracted hours) be the maximum number of additional hours that a member of staff can carry forward between calendar months **as**

Chair’s Initials

part of the flexible working arrangement. (see also Section 6.16)

In the exceptional circumstances where overtime is appropriate, the overtime rate will be 1.5 times time for authorised hours worked greater than 37 in a week.

(iii) Extreme Weather

You are expected to make reasonable attempts to get into work when the weather is bad such as in cases of snow and flooding. Wherever possible and with the agreement of your line manager you will be allowed to make up the time lost owing to the weather related absence providing that such time is made up within 1 calendar month of the weather event. It may also be possible, with the agreement of your line manager and dependent upon the nature of the work you undertake, ~~you may be authorised for you~~ to undertake work at home for the duration of the weather event. Where the time is not made up or you do not work at home any time missed owing to the weather event will be unpaid

(iv) Travel Costs

Employees are expected to use the most viable, economic mode of transport available. **Where undertaking a journey by public transport is not viable, mileage allowance payments for use of the employee's own vehicle will be made in accordance with HMRCs approved amounts scheme (February 2017 for cars and vans 45p per mile for the first 10,000 miles)**

(v) Accident Reporting

An Accident Report Book is kept by the Town Clerk. All accidents must be reported to the Town Clerk within 24 hours of their occurrence. Where the accident is notifiable (as defined in the **relevant legislation** ~~local council health and safety guide (part 2 section 8)~~) the Town Clerk will notify the appropriate authorities and take any appropriate action.

227 Reports from Representatives on Outside Bodies

This agenda allows Representatives on Outside Bodies to report an any relevant matters.

Ilminster Entertainment Society – further research is taking place regarding the possibility of purchasing Old Bakery; a fund raising committee is in process of being set up ready to act should there be a decision to proceed with the purchase

Note: 20.39hrs, the Mayor took the meeting out of formal session

Speaker 3 Craig Rice (Ilminster Cricket Club)

The Cricket Club plan to extend the Tony Rice Shed into the area currently used for grandstand to provide and develop a store for pitch maintenance

Chair's Initials

machinery, tools and equipment. Planning permission is in place and the cost is estimated at £20,000.

South Somerset District Council have confirmed that a pitch maintenance store would be suitable use of the S106 money

Not sure how much money the Cricket Club could raise towards the project bearing in mind they also wish to do improvements to the Pavilion. This is the first time the Cricket Club have asked for financial support

Speaker 4 Stuart Lee – (Ilminster Football Club)

Since taking over as Chair it has been a steep learning curve about pitch maintenance – and specific improvements to the pitch are required for the level the club will be playing at

There is no guarantee of any other grant money from South Somerset District Council

Note: 20.54hrs, the Mayor took the meeting back into formal session.

It was agreed to take Agenda items 12 and 13 - the requests from the Cricket Club and Football Club for S 106 money together

228 Request to support an application from the Cricket Club for S106 funding for a Store for Pitch Maintenance Equipment and Request to support an application from the Football Club for S106 funding for Pitch Maintenance

Issues discussed during consideration of this item included:

- The Town Council criteria for supporting expenditure funded by S106 money
- Both projects are part of the rec master-plan
- Both projects meet an identified need
- Number of people who will benefit from the projects is difficult to assess
- The projects meet the requirements of the national governing bodies
- Accessible – anybody can join either club
- Pitches need to be safe to play on
- The Football club have paid £4,000 already and are seeking a grant from the Football Stadium
- It came as a surprise to Cricket Club that there was another application for S106 money

RESOLVED that the Town Council support both applications but makes no recommendations regarding the levels of funding

229 Update from the Neighbourhood Plan Working Group

An update from the Neighbourhood Plan Working Group was provided.

- The group met on 10 April
- An invitation leaflet has been drafted to promote the mini workshops; it will be given out to people in the town starting with the Heritage of the Ile AGM on Thursday and be available at Midsummer experience events
- Volunteers are needed to staff a stand at Midsummer Experience event
- The first mini workshop will be on 29 June at the Shrubbery

Chair's Initials

- The next meeting will be on 2 May after the Planning, Highways and Transport Committee

Issues discussed by the meeting included:

- Methods of communication including Facebook to promote the concept of a Neighbourhood Plan

RESOLVED

- (i) That the principle of holding workshops is supported
- (ii) that having a presence at IMEX events is supported

230 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

- entry 10264 petty cash refund - details to be provided to Cllr James

RESOLVED that the payments listed in the schedule presented to Council totalling £32,764.43 gross are approved

231 Clerk's Updates

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

Number	Date	Topic
5/17	17.03.17	1. Additional Council Meeting 2. Toilet Block
6/17	31.03.17	1. Draft minutes 2. Grandstand demolition 3. Office Staff 4. A358 Consultation

The meeting closed at 21:25hrs.

Chair's Signature & Date