

**MINEHEAD TOWN COUNCIL**

**MEETING OF THE FULL COUNCIL**

**Minutes of the Meeting held on Tuesday 20<sup>th</sup> October 2015 at 7.30pm, in the  
Council Chamber, The Town Hall, The Parade, Minehead**

**Present:**

Cllr J Parbrook\* ..... Mayor  
Cllr D Archer\* .....Deputy Mayor  
Cllr G Everett  
Cllr O Harvey  
Cllr N Hercock  
Cllr A Kingston-James  
Cllr A Lewis  
Cllr J Malin  
Cllr G Miele  
Cllr A Parbrook  
Cllr L Smith  
Cllr R Thomas\*  
Cllr S Vine

(\* denotes WSC Councillor, \*\* denotes SCC Councillor)

**Members of the Public**

SCC Cllr Christine Lawrence, Cllr M Dewdney, Press Officer from County Gazette  
Mr S Salter and two members of the public.

**Absent:**

Cllr T Venner\* \*\*

**Officers in Attendance:**

Town Clerk (Mrs S Sanders)  
Minute Taker (Mrs D Mills)

**131. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr L Culverhouse and Cllr M Smith.

**132. DECLARATIONS OF INTEREST**

<u>Member</u>	<u>Item</u>	<u>Interest</u>	<u>Time Period</u>	<u>Speak/Vote</u>	<u>Action Taken</u>	<u>Decision</u>
Cllr Archer	All	West Somerset Councillor	20.10.2015	yes		Stayed in the room spoke and voted
Cllr J Parbrook	All	West Somerset Councillor	20.10.2015	yes		Stayed in the room spoke and voted
Cllr Thomas	All	West Somerset Councillor	20.10.2015	yes		Stayed in the room spoke and voted

**133. ADJOURNMENT OF MEETING FOR PUBLIC INCLUSION IN ACCORDANCE WITH STANDING ORDER NO 1c**

To receive written questions and addresses from members of the public.

No applications were received from members of the public to speak.

**134. MAYORS ANNOUNCEMENTS AND REPORT**

The Mayor Cllr Jean Parbrook attended several functions during October including:

Sunday 4<sup>th</sup> October – Somerset Young Farmers Harvest Thanksgiving at Wells Cathedral.

Sunday 10<sup>th</sup> October – Chard Carnival, the Mayor Cllr Jean Parbrook attended this function with her husband Cllr A Parbrook. The Mayor walked the course and said “it was great fun”.

Tuesday 20<sup>th</sup> October 2015 – The Mayor Cllr Jean Parbrook presented certificates at Active Plus which is an organisation which offers six week courses to the unemployed, disabled and people returning to work. The courses increase their self-confidence and self-esteem to enable them to get work and cope with daily living.

**135. MINUTES OF THE PREVIOUS MEETING**

To confirm the Minutes of the Full Council Meeting held on Tuesday 29<sup>th</sup> September 2015. Cllr Jean Parbrook went through the minutes page by page and Councillors voted to approve the Minutes with no amendments.

**PROPOSED: Cllr S Vine**

**SECONDED: Cllr G Everett**

A vote was taken and all but one Councillor voted in favour of the recommendation.

**RESOLVED: The minutes of the Full Council meeting that took place on Tuesday 29<sup>th</sup> September 2015 be approved.**

**136. A PRESENTATION BY CLLR ANTHONY TROLLOPE- BELLEW, LEADER OF WEST SOMERSET COUNCIL CONCERNING THE CURRENT FINANCIAL POSITION OF THE DISTRICT COUNCIL.**

Cllr Jean Parbrook told Councillors that WSC Cllr Anthony Trollope-Bellew was unable to attend the meeting and that WSC Cllr Martin Dewdney Portfolio Holder for the Environment would be talking about West Somerset Council finances.

He wanted to touch briefly on the budget but could not go into detail as they would be discussing this matter the following day. He informed Councillors that there was a gap in funding at the present time of £600,000. Over the next five years the gap would increase to one and a half million pounds. The re-rating of Hinkley Power Station doubled the gap and made the situation a lot

worse. Hinkley C once online would generate 3.2 gigawatts of electricity enough to power five million homes and generate 900 full time jobs, he thought that confirmation that Hinkley C would be going forward would be announced tomorrow.

Cllr Dewdney then talked about some of the other projects around Minehead including the work that had been carried out over the last few weeks clearing the rhynes and the continuation pond in Alcombe. As a result of this work the water in the ditches had dropped by over half a metre. Other land owners who had responsibility for maintaining the rhynes would be contacted to clear their areas. It was very important that the rhynes were maintained otherwise over sixteen hundred homes could be affected by flooding. Since some of the remedial work had taken place wildlife such as Egrets, Ducks and Swans were all reappearing and it was hoped to develop this into a wild life area.

Cllr Dewdney then spoke about the revitalisation of Culvercliffe. The grass had been cut and some clearing work had taken place. Shelters had been worked on with help from the Probation Service. Other areas such as Blenheim Gardens had also benefited from help from volunteers and the Open Spaces Team had worked very hard in there.

A new much quieter sweeper lorry had been purchased which enabled certain areas to be swept earlier as there had been a much better reduction in noise levels.

The Waste Partnership would be adding other items to be re-cycled, tetra packs, electrical products and batteries would now be catered for. It was estimated that fifty percent of a black bin could be re-cycled in the West Somerset, Mendip and Sedgemoor regions.

There would be Officer Team Support during re-organisation and there were plans to recruit more trainees. There were tough decisions to make, a real challenge but there was now a great spirit for change at West Somerset Council.

Cllr Dewdney then took questions. When asked about sand clearance Councillors were told that the drains were blocked again, it could be a design fault but there was no long term solution but it was something that would be discussed tomorrow's meeting at West Somerset Council. Councillor Dewdney was asked whether land owners who had responsibility for the rhynes had been contacted, he advised that there had been no conversations as yet but they would be contacted. Councillors also wanted to know when Lidl would start work and were told that Lidl were building in Taunton first with a three to four month turnaround he hoped they would know tomorrow. Cllr Dewdney was asked about business rate repatriation, he advised that West Somerset Council would only get to keep 100% of new business rates not existing business rates. Business rate income would increase as there were three new developments in the pipeline so good news for the future. Cllr Dewdney then finished his presentation.

Cllr Hercock arrived at 7.45 and took his seat.

**137. MINEHEAD FOOTBALL CLUB – PROGRESSION TOWARDS A NEW CLUBHOUSE AND FACILITIES**

**Recommendation:** Support from the Town Council to progress a new clubhouse for the Football Club.

Cllr Jean Parbrook read out the above recommendation. Cllr Parbrook then informed Councillors that Colin Johnson who was going to speak to Councillors had been unable to attend the meeting and she was going to ask the Town Clerk to give an update on this item instead.

The Clerk told Councillors that the Football Club wanted a new building as the old building did not fulfil current criteria for amongst other things for people with disabilities. The Football Club would need Planning Permission for the building and have had plans drawn for a facility with two changing rooms, disabled access, referees room and a social area. They are interested in siting the building where the old tea hut and garages are currently situated.

This would free up the Irnham Road building. The new building would cost around £380,000 to build. The Football Club have applied to West Somerset Council for £86,000 in funding to start the building. The money would be from the second tranche from Summerland Homes, other organisations have also applied for money from this pot as there are certain circumstances where the money can be spent other than in the area where the funding was generated. If this is the case Minehead Town Council will also be able to apply for funding from this pot as well.

Councillors then asked questions which included who would own the building. Minehead Town Council would own the freehold and maintain the building. The building would be sited on Minehead Town Council owned land with the Football Club and the Football Federation applying for funding for the build. Councillors also asked if a new grandstand would be built and were advised that it would not. A grandstand with twenty seats could be built if wanted on the other side of the pitch. The Football Club were doing well in the League and were looking for an area to train on in Minehead. The Mayor then repeated the recommendation.

**Recommendation:** Support from the Town Council to progress a new clubhouse for the Football Club.

**PROPOSED:** Cllr A Kingston-James

**SECONDED:** Cllr R Thomas

A vote was taken and the recommendation agreed by all Councillors.

**RESOLVED:** Councillors unanimously agreed that Minehead Town Council offers support to progress a new clubhouse for the Football Club.

138. **FORMATION OF A SHORT TERM SUB-COMMITTEE FROM THE AMENITIES & GENERAL PURPOSES COMMITTEE TO PROGRESS THE RELOCATION FROM THE MARKET HOUSE TO NEW COUNCIL ADMINISTRATIVE PREMISES WITHIN THE TOWN**

**Recommendation:** That the above sub-committee be formed from Amenities & General Purposes Committee.

Cllr Jean Parbrook read out the above recommendation to Councillors. Cllr Malin then asked why the sub-committee would be formed from the Amenities and General Purposes Committee and not from Full Council. He then quoted Standing Orders two and five stating that the Councillors should be drawn from all Councillors not just from Amenities and General Purposes Committee. He also wanted to tighten the terms of reference.

Cllr Parbrook responded to the first question. The Amenities and General Purposes Committee's remit was to deal with items such as this. Secondly there was no need to go to Full Council first as the Chair of the Amenities and General Purposes Committee Cllr Miele would appoint the sub-committee.

Thirdly the terms of reference to progress the move would be given to Councillors at the next Amenities & General Purposes meeting.

Cllr Harvey commented that any recommendation from Amenities & General Purposes Committee would come to Full Council for ratification and Cllr Parbrook agreed that all Committees decisions were ratified by the Full Council. Cllr Parbrook then read out the recommendation again.

**Recommendation:** That the above sub-committee be formed from Amenities & General Purposes Committee.

**PROPOSED: Cllr A Kingston James**

**SECONDED: Cllr R Thomas**

A vote was taken and the recommendation agreed by Councillors with one abstention.

**RESOLVED: That a short-term sub-committee is formed from the Amenities & General Purposes Committee to progress the relocation from the Market House to new Council administrative premises within the Town.**

- 139. INVOICE FOR PAYMENT OVER £1,000** - Any invoice with an amount over £1,000 shall be presented to Council.

**Recommendation:** If the amount is in order it shall be proposed, seconded and authorised by resolution of the Council.

- Complete Weed Control – Supply and apply herbicide for the control of general weeds on pavements, kerbs and alleyways in Minehead and Alcombe (£2,550.00 Ex VAT)

Questions were asked regarding weed control in Minehead as an area between the train station and Morison's was becoming an eyesore. Cllr Jean Parbrook said she would find out if this area was owned by the District Council.

**PROPOSED: Cllr G Miele**

**SECONDED: Cllr A Kingston-James**

A vote was taken and the recommendation unanimously agreed by all Councillors.

**RESOLVED: That Councillors agree to the payment of the above invoice.**

- 140. PAYMENTS FOR SEPTEMBER 2015 – List to be circulated at the Meeting**

**Recommendation:** A schedule of payments shall be prepared by the Town Clerk to be presented to Council. If the schedule is in order it shall be proposed, seconded and authorised by resolution of the Council.

The clerk circulated a list of the payments for September 2015.

Councillors were invited to ask questions or comment about payments.

A question was asked about buying back graves, the Clerk explained that we could only buy back a grave at the price that it was originally sold at, not at



today's prices. A question was asked about South West One's invoice with the explanation that this related to administrative charges for a temporary appointment. A question was asked about fuel card use which was explained by the Town Clerk as was a question relating to two mobile phone charges which had fallen into the same month, they were contributions towards the mobile phone costs used during work time. The recommendation was then read out again by Cllr Jean Parbrook.

**Recommendation:** A schedule of payments shall be prepared by the Town Clerk to be presented to Council. If the schedule is in order it shall be proposed, seconded and authorised by resolution of the Council.

**PROPOSED: Cllr G Everett**

**SECONDED: Cllr A Kingston-James**

A vote was taken and the recommendation unanimously agreed by all Councillors

**RESOLVED: That Councillor's agree the schedule of payments for September 2015.**

**141. EXCLUSION OF THE PRESS AND PUBLIC**

The Chair moved that the press and public be now excluded from the meeting on the grounds that publicity on the next item of business would be prejudicial to the public interest by reason of its confidential nature and exempt information.

**142. STAFFING MATTERS**

Cllr Parbrook advised that there were two staffing issues to discuss, the first concerned the Irnham Road toilets and the second the appointment of an Operations Manager. Councillors were asked if they had an interest to declare. There were no declarations of interest.

### **Irnham Road Toilets**

Cllr Jean Parbrook read out the recommendation.

**Recommendation:** That the Council agree that a contractor be appointed to deep clean and repair the toilets in the Irnham Road Recreation Ground and that they should remain closed until the work is complete. That the appointed contractor be retained to open, close and clean the toilets thereafter.

**PROPOSED: Cllr A Kingston-James**

**SECONDED: Cllr N Hercock**

Cllr Miele was then asked to deliver his report, on the condition of the Recreation Ground toilets.

Cllr Jean Parbrook read out the recommendation again.

**Recommendation:** That the Council agree that a contractor be appointed to deep clean and repair the toilets in the Irnham Road Recreation Ground and that they should remain closed until the work is complete. That the appointed contractor be retained to open, close and clean the toilets thereafter.

A vote was taken and the recommendation unanimously agreed by all Councillors

**RESOLVED: That the Council agree that a contractor be appointed to deep clean and repair the toilets in the Irnham Road Recreation Ground and that they should remain closed until the work is complete. That the appointed contractor be retained to open, close and clean the toilets thereafter.**

### **Operations Manager**

Cllr Jean Parbrook read out the recommendation.

**Recommendation:** That the Council agree to the appointment of an Operations Manager starting in January 2016 reporting directly to the Town Clerk.

**PROPOSED: Cllr G Miele**

**SECONDED: Cllr A Parbrook**

Cllr Kingston-James was asked to give his report. He handed out the job description for the Operations Manager for Councillors to look at. He talked about staffing levels which had been looked at. To operate effectively an Operations Manager with experience of risk assessments, work schedules and computer skills is required. An Operations Manager would have responsibility for all staff and their development. An application for flexible working was also being considered.

Cllr Parbrook read out the recommendation again.

**Recommendation:** That the Council agree to the appointment of an Operations Manager starting in January 2016 reporting directly to the Town Clerk.

A vote was taken and the recommendation unanimously agreed by all Councillors

**RESOLVED: That the Council agree to the appointment of an Operations Manager starting in January 2016 reporting directly to the Town Clerk.**

The meeting closed at 8.34 pm.