



MINEHEAD TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD ON TUESDAY 5 MAY 2020 AT 7.30 PM

Remote Virtual Meeting via Zoom

The Meeting was digitally recorded

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and Biodiversity

Chair: Cllr Paul Bolton* (Deputy Mayor)

Councillors Present: Cllr T Bloomfield, Cllr O Harvey, Cllr S Heard, Cllr A Kingston-James, Cllr A Lawton, Cllr C Palmer*, Cllr M Palmer, Cllr D Prosser, Cllr H Rose, Cllr T Venner*

Councillors in Attendance: Cllr M Chilcott**
Cllr A Hadley*

(*denotes Somerset West and Taunton "SWaT" Councillors
**denotes Somerset County Councillor "SCC")

Members of the Press and Public: 7 members of the Public
0 members of the Press

Officers in Attendance: Mr Bryan Howe (Acting Clerk)
Mr Andy Giles (Acting Responsible Finance Officer "RFO")
Mrs J Notley (Note-Taker)

It should be noted that in all voting, because of technical issues, one Councillor was unable to register their vote and was recorded as an abstention

526 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies had been received from Cllr N Hercock, Cllr J Malin and Cllr B Mandley.

527 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF ANY AGENDA ITEM (Localism t 2011)

| Member | Item | Interest | Time Period | Speak/Vote |
|-------------------|-------|---------------------|-------------|-------------------------------------|
| Cllr T Bloomfield | 547.2 | Personal | 05.05.2020 | Stayed in the room |
| Cllr P Bolton | All | SWaT Councillor | 2020 | Stayed in the room, spoke and voted |
| | 547.2 | Personal | 05.05.2020 | Stayed in the room |
| Cllr C Palmer | All | SWaT Councillor | 2020 | Stayed in the room, spoke and voted |
| | | SWaT Planning Cttee | 2020 | Stayed in the room, spoke and voted |
| Cllr Venner | All | SWaT Councillor | 2020 | Stayed in the room, spoke and voted |

DISPENSATIONS Localism Act 2011

No dispensations had been requested.

- 528 TO APPROVE THE ADDITION TO STANDING ORDERS OF THE PROTOCOL FOR VIRTUAL MEETINGS

Proposed: Cllr Bolton **Seconded: Cllr C Palmer**
Agreed with 8 in favour and 1 abstention.

- 529 TO FORMALLY RECEIVE AND ACCEPT THE RESIGNATION OF CLLR S SLADE, MAYOR

The Acting Clerk reported that Cllr Sandra Slade had resigned as Mayor on 9 April 2020 and also as a Councillor. Cllr Kingston-James asked for a letter to be drafted thanking Cllr Slade for all the work she had done during her time on the Town Council and as Mayor. Cllr Bolton said Cllr Slade had been a major player on the Council and would be sorely missed.

- 530 TO FORMALLY AGREE THE TERMINATION OF CLLR J WALDER’S OFFICE WITHIN MINEHEAD TOWN COUNCIL

The Acting Clerk said he had written to Cllr Walder on 5 March 2020 because he had not attended any Council Meetings during the preceding six months and asking if there was a reason for this which Council could approve. The Acting Clerk had not received a reply and had therefore written again to Cllr Walder on 27 March informing him he had automatically ceased to be a member of the Council.

- 531 TO DISCUSS WHETHER THERE WILL BE AN ANNUAL MEETING IN 2020 AND THE ELECTION OF NEW MAYOR AND DEPUTY MAYOR

The Acting Clerk told the Meeting that although an Annual Meeting was normally held during May the Government, because of the COVID-19 situation, had relaxed the rules and Council could postpone holding an Annual Meeting until 2021. However, Council’s position was different from usual because it had no Mayor at present. Cllr M Palmer suggested holding an Annual Meeting at the end of May and Cllr C Palmer said it should be held sooner rather than later. The Acting Clerk told Council that Committees and the structure of Committees would also need to be settled.

Proposal: That the Annual Meeting of Minehead Town Council be held on Tuesday 2 June 2020.

Proposed: Cllr Venner **Seconded: Cllr C Palmer**

It was agreed that Cllr Bolton continue as Mayor in the interim.

- 532 TO RECEIVE REPORTS FROM

- **Somerset County Council (“SCC”)**

Cllr Mandy Chilcott reported from SCC.

She wanted to thank Sandra Slade who, as Mayor and Councillor, had been very helpful and Cllr Chilcott was sad to see her go.

Cllr Chilcott said SCC had a single Coronavirus helpline number 0300 790 6275 for Somerset which was taking a large number of calls. She thanked the Minehead Coronavirus Support Group for all that they were doing in the town. The main issue currently facing SCC was the supply of PPE; SCC had purchased one million pieces of PPE with the NHS purchasing separately. There was a huge amount of work being carried out by SCC and the Clinical Commissioning Group. Many SCC staff had changed jobs and taken on new roles with staff and even Councillors being drafted in as carers. Cllr Chilcott was shortly to be starting work herself in a new home. Sadly, there had been some deaths from Covid-19 in Somerset. There was a lot of help and guidance available for those who were housebound and help also with emotional and mental health wellbeing.

Cllr Chilcott reminded the Meeting that the bus timetables had been changed and that parking restrictions were not being enforced.

Registrations of deaths, by direction of the Government, now had to be an online process but Registrars were unable to register births or undertake marriages which was becoming a challenge around the county. Hopefully cancellation of the free bus service and the closure of waste and recycling sites could be lifted before long.

Cllr Bolton thanked Cllr Chilcott for all the help she had given personally to the Minehead Coronavirus Support Group regarding funding channels, etc.

Cllr Venner asked Cllr Chilcott about the proposed speed limit outside schools. Cllr Chilcott suggested a Meeting via Zoom and asked Council to let her know when Councillors would like to hold it.

Cllr Harvey was admitted to the Meeting at 7.55 pm.

- **Somerset West and Taunton District Council (“SWaT”)**

Cllr Andy Hadley said he did not have much to report at the moment but said there were still several companies in Minehead which had not applied for the Government Small Business Covid-19 grant. SWaT was trying to contact them to ensure they took it up. SWaT’s first remote Full Council Meeting on Zoom had taken place the previous week with at least 71 present and it had worked well.

- **Police**

PCSO Katherine Williams had sent in a written report which would be circulated to Councillors.

- **Councillors attending Meetings on behalf of Minehead Town Council (“MTC”)**

Cllr Venner said he had attended an extremely good Minehead BID Zoom Meeting and that BID was working extremely hard for the business community in Minehead. He thanked Andrew Hopkins and Graham Sizer for all that they were doing.

Businesses in Minehead would need all the help they could get to avoid long-term damage and BID was needed more than ever.

- **Advisory and Working Groups**

There were no reports from Groups.

533 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION [Standing Order No 3e](#)

No-one had asked to speak.

534 DEPUTY MAYOR'S ANNOUNCEMENTS

Cllr Bolton told the Meeting that he and Cllr Bloomfield were manning the Coronavirus Support Group Helpline and wanted to thank Council and Minehead BID for their help in having leaflets printed about the service. He also wanted to thank Cllrs C Palmer and M Palmer for driving daily to Wootton Courtenay to pick-up meals for the Group's Meals on Wheels service.

Cllr Bolton reminded the Meeting that the following Friday was the 75th Anniversary of V E Day, he urged everyone to put up decorations in their windows to celebrate and said the day must not go unnoticed.

535 TO AGREE THE MINUTES OF THE FULL COUNCIL MEETING ON TUESDAY 25 FEBRUARY 2020 – *MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE*

Proposed: Cllr Bolton **Seconded: Cllr C Palmer**
Agreed with 7 in favour and 1 abstention.

536 TO AGREE THE MINUTES OF THE PLANNING COMMITTEE MEETING ON TUESDAY 3 MARCH 2020 - *MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE*

Proposed: Cllr C Palmer **Seconded: Cllr Prosser**
Agreed with 7 in favour.

537 TO AGREE THE MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING ON MONDAY 9 MARCH 2020 – *MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE*

Proposed: Cllr C Palmer **Seconded: Cllr T Bloomfield**
Agreed with 4 in favour.

538 TO AGREE THE MINUTES OF THE AMENITIES AND ENVIRONMENT COMMITTEE MEETING ON TUESDAY 10 MARCH 2020 - *MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE*

Proposed: Cllr Kingston-James **Seconded: Cllr Bolton**
Agreed with 7 in favour.

539 TO AGREE THE MINUTES OF THE PLANNING COMMITTEE MEETING ON TUESDAY 7 APRIL 2020 - *MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE*

Proposed: Cllr C Palmer
Agreed with 4 in favour.

Seconded: Cllr Bloomfield

540 TO AGREE THE MINUTES OF THE CONFIDENTIAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 8 APRIL 2020 - *MINUTES TO BE AGREED BY ALL COUNCILLORS*

Proposed: Cllr Bolton

Seconded: Cllr Kingston-James

Agreed with 7 in favour, 1 against and 2 abstentions.

541 TO DISCUSS AND AGREE ANY RECOMMENDATIONS FROM THE FULL COUNCIL MEETING ON TUESDAY 25 FEBRUARY 2020 – *TO RATIFY THAT ALL HAS BEEN AGREED*

541.1 *Within Committee Minutes, to agree how to correctly record Councillors attending Meetings as “Substitute Committee Members” – matter raised at the February Full Council Meeting during agreement of the Planning Committee Minutes of 4 February 2020*

Recommendation: To defer discussion on this subject to the Statutory Annual Full Council Meeting on 2 June 2020 when Committees and their structure would be decided.

Proposed: Cllr Bolton

Seconded: Cllr Kingston-James

Agreed with 9 in favour and 1 abstention.

542 TO DISCUSS AND AGREE ANY RECOMMENDATIONS FROM THE PLANNING COMMITTEE MEETING ON TUESDAY 3 MARCH 2020

There were none. Cllr Bolton asked if this topic could be left off future Agendas as the Planning Committee made observations rather than recommendations and it was therefore not required as an Agenda item.

543 TO DISCUSS AND AGREE ANY RECOMMENDATIONS FROM THE FINANCE AND STAFFING COMMITTEE MEETING ON MONDAY 9 MARCH 2020

543.1 *To approve the Risk Management Report*

The Risk Management Report had been approved by Council in February. Arising from this, approval was needed for Agenda item 549.

543.2 *To approve the use of the Leasing Budget to support the cost of purchasing and maintaining a new Electric Vehicle, subject to costings and suitability – to meet MTC’s “Green Criteria”*

The RFO said that agreement was necessary to change the name of the budget from the leasing of an electric vehicle to purchasing a new electric vehicle in the future, subject to costings.

Proposed: Cllr C Palmer Seconded: Cllr Bolton
Agreed with 10 in favour and 1 abstention.

544 TO DISCUSS AND AGREE ANY RECOMMENDATIONS FROM THE AMENITIES AND ENVIRONMENT COMMITTEE MEETING ON TUESDAY 10 MARCH 2020

544.1 *To approve the statement that “in principle MTC supports the idea of a swimming pool for Minehead”*

Cllr Kingston-James told the Meeting that Mr Peter Wellstood had made a presentation to the Amenities and Environment Committee Meeting on 10 March 2020 and that the Committee recommended to Full Council that it should give ‘in principle’ general support to the need for a swimming pool in Minehead.

Proposed: Cllr Kingston-James Seconded: Cllr Bloomfield
Agreed with 10 in favour and 1 abstention.

544.2 *To approve the quotation received from AP Farmer to undertake the emergency tree maintenance work at Minehead Cemetery*

The Acting Clerk told the Meeting that, because no Meetings could be held during lockdown and MTC had not yet been set-up for Zoom Meetings, an email vote had been held to agree which quote should be accepted for emergency tree work at the Cemetery. One tree had fallen and others were considered dangerous, making this a Health and Safety issue. The best quote had been submitted by A P Farmer and he had made a start on the work that week. This vote would ratify the decision.

Proposed: Cllr Kingston-James Seconded: Cllr C Palmer
Agreed with 10 in favour and 1 abstention.

544.3 *To approve Cllr M Palmer and Cllr Bloomfield as additional members of the Cemetery Advisory Group*

It was agreed to defer any decision until the Statutory Annual Full Council Meeting on 2 June 2020.

544.4 *To agree the establishment of a Community Orchard Advisory Group*

It was agreed to defer any decision until the Statutory Annual Full Council Meeting on 2 June 2020

The above items would be discussed by Councillors before the Annual Meeting.

545 TO DISCUSS AND AGREE ANY RECOMMENDATIONS FROM THE PLANNING COMMITTEE MEETING ON TUESDAY 7 APRIL 2020

There were none.

- 546 TO DISCUSS AND AGREE ANY RECOMMENDATIONS FROM THE MINUTES OF THE CONFIDENTIAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 8 APRIL 2020 - *THIS ITEM TO BE HELD IN CAMERA*

The Acting Clerk said this matter would be dealt with at the end of the Meeting.

547 FINANCE MATTERS

547.1 *To discuss and approve Direct Debit payments between 1 February and 29 February 2020, 1 March and 31 March 2020 and 1 April and 30 April 2020*

547.2 *To discuss and approve cheque payments for March and online payments for April under £1,000*

547.3 *To discuss and approve cheque payments for March and online payments for April over £1,000*

547.4 *To discuss and approve Income Payments between 1 February and 29 February 2020, 1 March and 31 March 2020 and 1 April and 30 April 2020*

Cllr Venner said all Councillors had received the lists of payments and only one Councillor had had a query, which had been answered, so he would ask for approval of items 547.1–547.4 *en bloc*.

Proposed: Cllr Venner **Seconded: Cllr C Palmer**
Agreed with 10 in favour and 1 abstention.

547.5 *To receive a Verbal Report regarding bank reconciliations for the period ended 29 February 2020 and 31 March 2020*

Cllr Bolton said he had carried out the bank reconciliations and would sign the reconciliation sheet to say that everything was in order. The Acting Clerk reported that MTC was now using online banking and therefore needed to appoint a second Councillor to work alongside Cllr Bolton. Cllr M Palmer volunteered.

Proposed: Cllr Bolton **Seconded: Cllr D Prosser**
Agreed with 10 in favour and 1 abstention.

547.6 *To discuss and approve Regular Payments/Contract Report for 2020-21*

The RFO advised Councillors that all had a copy of this Report to review the Regular Payments and Direct Debits. Financial Regulations required Councillors to authorise these payments in advance and to approve the list of suppliers who were authorised to be paid in this way. This needed to be reviewed regularly.

Recommendation: To approve the Regular Payments/Contracts List.

Proposed: Cllr Bolton **Seconded: Cllr Bloomfield**
Agreed with 10 in favour and 1 abstention.

547.7 *To discuss and approve the Emergency Fund*

The Acting Clerk told the Meeting that the proposed Emergency Fund was a sum of £10,000 which would be taken from the Small Grants Fund and was now available to be used during the Coronavirus period and which any Councillor could apply for.

Prior to her resignation, Cllr Slade had donated £500 of her Mayor's Allowance for the use of the Village Agent. Some of the Emergency Fund had already been spent.

Cllrs Bolton and Bloomfield had had 5,000 leaflets printed to publicise the Minehead Coronavirus Support Group Helpline which they were manning, and which was supporting many elderly, vulnerable and shielding residents. The Support Group had been set-up very quickly, did not have a bank account and were able to make use of the MTC bank account to pay for the leaflets.

The Acting Clerk said that Councillors needed to agree the transfer of Grant funds to the Emergency Fund.

Cllr Venner said Council must have very strict criteria as to where funds were awarded, for instance to organisations only and not to individuals. Cllr Venner said it was a wonderful idea but Council needed to ensure this was done correctly.

The RFO said the sum of £10,000 was funded from the Grants Fund set aside in the budget.

Recommendation: That Council create an Emergency Fund of £10,000.

Proposed: Cllr Venner **Seconded: Cllr C Palmer**
Agreed with 10 in favour and 1 abstention.

548 TO RECEIVE THE ASSET REGISTER REPORT

The RFO said the Asset Register Report was almost complete and needed to be finished before the audit. There were some remaining items of equipment which he needed to check with the Amenities Team but had not been able to do so because of the lockdown.

The Report would be deferred to the next appropriate Meeting.

549 TO AGREE THE UPDATED HEALTH AND SAFETY AND LONE WORKING POLICIES PREPARED BY THE ACTING CLERK AND FINANCE OFFICER

Cllr Harvey had not received a copy of these policies and would be sent one.

They had been to both Committees and approved.

The RFO said one of the significant outcomes would be that all outside staff would in future be based at the new depot. There were 16 items needing immediate attention including signage and checking of qualifications which would be a high priority when normal working was resumed.

Cllr Bolton said the Acting Clerk and RFO had worked very hard on these policies and he thanked them for all the work they had done. They had highlighted many facts Councillors had not been aware of.

Proposed: Cllr Bolton **Seconded: Cllr Venner**
Agreed with 9 in favour and 2 abstentions.

- 550 TO RECEIVE A VERBAL REPORT FROM THE ACTING CLERK REGARDING THE COMMUNITY BUILDING – INCLUDING THE NEW ADULT GYM AND THE UPGRADING OF THE TENNIS COURTS AND MULTI-USE GAMES AREA “MUGA” AT THE IRNHAM ROAD RECREATION GROUND

Taken together with:

- 551 TO DISCUSS AND APPROVE THE PREFERRED CONTRACTOR FOR THE DEMOLITION OF THE FOOTBALL CLUB BUILDING

The Acting Clerk gave his report.

The original end date for the work on the Community Building had been 7 May 2020. Due to the Coronavirus lockdown work on site had stopped for a short period but over the previous 2-3 weeks work had resumed with workmen conforming to distancing rules. The end date would now be at least the end of May or early June, subject to obtaining necessary supplies.

The main problem was connection to electricity and gas services. Negotiations were ongoing with Qube about the contract and the Acting Clerk would try to arrange a meeting of the Advisory Group to discuss this.

The Acting Clerk had written to SWaT on 6 April asking if it would consider transferring Alexandra Car Park to MTC as it was seen as crucial to the successful operation of the Community Building but he had yet to receive a reply. There would be electric car charging points in the car park, which hopefully SWaT would contribute to.

Councillors had received quotes from 3 companies for demolition of the old building at Irnham Road Recreation Ground, and after an emailed vote it had been agreed to accept the quote from Gilpin Demolition which would include removal of the asbestos. The budget for the 2020/2021 financial year would need to reflect this higher charge. Council would revisit the reserves and budget for this financial year in the following month or two as extra funds would need to be allocated to demolition of the building and the Finance Officer would explain the Community Centre accounts at that time.

A further application had been made for S106 funds for a contribution towards an adult gym next to the Multi-Use Games Area, and if successful the gym would be installed so that people could exercise in an open environment and still be at least two meters apart.

The amount of £15,000 had already been secured in grants to upgrade the tennis courts and MUGA. This work was planned to be carried out before the opening of the Community Centre. A total of £31,500 was now available towards upgrading these areas. Most grants towards the Community Centre had been received with some retentions until the project

was completed. It had already been agreed that £15,000 would be paid to SASP for securing limited and needed to be spent in this financial year.

Minehead Association Football Club would lease the bar and one detached garage, being part of the Community Centre. It had lost a substantial part of its income during lockdown and did not have the funds to complete the bar area. This needed to be completed in order that MAFC could vacate the old building and move into the Community Centre.

Recommendation: That £15,000 be released and paid to SASP in payment for its securing of grants for the project.

Proposed: Cllr Bolton **Seconded: Cllr Venner**
Agreed with 9 in favour and 2 abstentions.

552 TO RECEIVE A VERBAL REPORT FROM THE ACTING CLERK REGARDING THE CANCELLATION OF FLORAL DISPLAYS

The Acting Clerk reported that a month previously the nursery which normally supplied plants for floral displays in Minehead had said they would not be able to supply the plants ordered, which had been a huge disappointment to Minehead BID and MTC as they had been forced to cancel the planned displays for the whole of Minehead and Alcombe. Since then MTC had been able to order £1,500 worth of plants which was far short of what was usually bought but would provide planting in Wellington Square, the Parade centre troughs, etc. There would be no hanging baskets planted up. All the new hanging baskets which BID had purchased were now stored at the MTC depot.

553 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
(Public Bodies [Admission to Meetings] Act 1960)

Proposed: Cllr Bolton **Seconded: Cllr C Palmer**
Agreed with 10 in favour and 1 abstention.

The Meeting closed to the public at 9.00 pm and re-started at 9.13 pm.

554 CONFIDENTIAL ITEMS

The Meeting closed at 10.10 pm.