

MINEHEAD TOWN COUNCIL

Minutes of the Full Council Meeting held on Tuesday 23 October 2018

at 7.30pm at the Quaker Meeting House, Bancks Street, Minehead

The meeting was digitally recorded

Present:

Mayor: Cllr N Hercock

Councillors: Cllr P Bolton, Cllrs L Culverhouse, Cllr R Dinnick, Cllr G Everett, Cllr O Harvey, Cllr A Kingston-James*, Cllr J Malin, Cllr G Miele, Cllr A Parbrook, Cllr J Parbrook*, Cllr S Slade, Cllr M Smith, Cllr R Thomas*, Cllr T Venner*

(* denotes WSC Councillor)

Members of the Public and Press

16 members of the public

2 members of the press

Officers in Attendance:

Mr B Howe (Acting Clerk)

Mr A Giles (Acting Responsible Financial Officer)

Mrs J Notley - Minute Taker

Acting Clerk, Mr Bryan Howe reminded all present that the meeting was being digitally recorded and provided microphones for speakers and requested any filming be kept to the meeting only

1010. Apologies for absence [LGA 1972 s 85 \(1\)](#)

Cllr L Smith

1011. Declarations of Interest [In accordance with the provisions of the Localism Act 2011 in respect of members](#)

To receive and record any declarations of interest in respect of any matters included on the Agenda for consideration at this meeting

Member	Item	Interest	Time Period	Speak/ Vote	
Cllr P Bolton	1026	Personal	2018	no	Stayed in the room
Cllr Kingston-James	All	WSC Councillor	2018	Yes	Stayed in the room, spoke and voted
	1023	Personal		no	Stayed in the room

Member	Item	Interest	Time Period	Speak/ Vote	
Cllr M Smith	Item 1023	Personal	2018	yes	Stayed in the room
Cllr J Parbrook	All	WSC Councillor	2018	yes	Stayed in the room, spoke and voted
	1023	Personal		no	Stayed in the room
Cllr Thomas	All	WSC Councillor	2018	yes	Stayed in the room, spoke and voted
	1023	Personal		no	Stayed in the room
Cllr Venner	All	WSC Councillor	2018	Yes	Stayed in the room, spoke and voted
	1019	Personal		no	Stayed in the room

(i) Dispensations In accordance with the provisions of the Localism Act 2011 in respect of members
None

1012. Code of Conduct – Mr Bruce Lang to speak on the Code of Conduct and Training

Mr Bruce Lang, Monitoring Officer, West Somerset Council summarised the Councillors’ Code of Conduct and handed round the terms of reference of the training he could offer should councillors wish to take it up, which he recommended. The training session would take 2-3 hours. Councillors agreed to the training which Mr Howe would arrange

1013. Council Reports:

Somerset County Council: Cllr Mandy Chilcott gave a short report from SCC covering the ongoing struggle with financing Children’s Services, the roll-out of a new schools programme, the Somerset Home First scheme helping prevention of “bed-blocking”, a reminder to have ‘flu jabs and the lowest number ever of potholes being recorded. She confirmed Minehead Library would not be affected by impending cuts in library services

West Somerset Council: Cllr Hadley sent his apologies as he was attending a BID meeting the same evening. Cllr Chilcott reported on the clearing work presently being carried out on the rhynes in Minehead which would be ongoing for the next few weeks. The Boundary Commission Report had been received and could be seen on-line. Minehead South Ward would be re-named Periton and Woodcombe Ward

1014. Clerk to explain how the new committee structure works, how minutes are approved and recommendations dealt with

Mr Howe confirmed that the minutes of all Committee meetings would come to Full Council for ratification and approval. They would be voted on by the attendees of the particular Committee meeting and signed by the Chair of that Committee. Minutes are therefore read and ratified by all Councillors to make sure all know what business is carried out. Any recommendations from those minutes are then discussed by Full Council

1015. (a) To approve the Minutes of the Full Council meeting on 27 September 2018 and Mayor to sign as a true and correct record

Proposed: Cllr Slade

Seconded: Cllr M Smith

RESOLVED with all in favour that the Minutes of the Full Council meeting on 27 September 2018 be signed by the Mayor as a true and correct record

(b) Minutes of the Planning Committee meeting on 2 October 2018

Minutes to be agreed as a true and correct record by those councillors who were in attendance. Minutes to be signed by Chair of the Committee

Proposed: Cllr Dinnick

Seconded: Cllr A Parbrook

RESOLVED with all in favour that the Minutes of the Planning Committee meeting on 2 October 2018 be signed as a true and correct record by the Chair of the Planning Committee

(c) Minutes of the Finance and Staffing Committee meeting on 8 October 2018

(i) Minutes to be agreed as a true and correct record by those councillors who were in attendance. Minutes to be signed by Chair of the Committee

(ii) Full Council to consider any recommendations made by the Committee and act accordingly

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED with all in favour that the Minutes of the Finance and Staffing Committee meeting on 8 October 2018 be signed as a true and correct record by the Chair of the Finance and Staffing Committee

Recommendations:

Minute 993 - Finance and Staffing Committee recommend to Full Council that it applies for Government approval to borrow £300,000 to help finance the Community Hall Project

Minute 996(b) - Finance and Staffing Committee recommend to Full Council that the Managed Service Proposal with AR Computing is accepted subject to the inclusion of the provision of councillor email addresses

Proposed: Cllr Dinnick

Seconded: Cllr Slade

RESOLVED with 13 in favour and 2 abstentions that Full Council approve these recommendations from the Finance and Staffing Committee

Mr Giles confirmed that the insurance claim for around £10,000 had been submitted and that the bank mandate needed to be signed by all the Finance and Staffing Committee members. Mr Howe confirmed that all councillors would have a Town Council email address rather than using private email addresses

(d) Minutes of the Amenities and Environment Committee meeting on 11 October 2018

(i) Minutes to be agreed as a true and correct record by those councillors who were in attendance. Minutes to be signed by Chair of the Committee

- (ii) Full Council to consider any recommendations made by the Committee and act accordingly [LGA 1972, Sch12 para41 \(1\)](#)

Cllr Hercock said he had not been present at that meeting

Proposed: Cllr Thomas

Seconded: Cllr Culverhouse

RESOLVED with all in favour that, subject to the alteration, the Minutes of the Finance and Staffing Committee meeting on 8 October 2018 be signed as a true and correct record by the Chair of the Finance and Staffing Committee

Recommendations:

Minute 1002 – Amenities and Environment Committee recommend to Full Council the creation of a budget of up to £1,000 to purchase new litter bins

Proposed: Cllr J Parbrook

Seconded: Cllr Miele

RESOLVED with all in favour that Full Council agree a new budget of up to £1,000 for new litter bins

Minute 1005 – Amenities and Environment Committee recommend to Full Council an increase in the Christmas budget from £5,000 to £6,000

Councillors heard that the whole budget this year would be spent on upgrading wiring in The Parade, Park Street and Friday Street, new displays in The Parade, more artificial trees and lights over the shops, leaving no money for entertainments this year. Another £1,000 would be needed in the Christmas budget to finance the improvements

Proposed: Cllr Everett

Seconded: Cllr M Smith

RESOLVED with one abstention and 14 in favour that the Christmas budget be increased from £5,000 to £6,000

1016. Confirmation of Committees and Advisory Groups

Cllr Miele confirmed he wished to stand on the Finance and Staffing Committee. The Community Building Advisory Group was confirmed as comprising Cllr Hercock (Chair) and Councillors Bolton, Harvey, J Parbrook, Slade, L Smith, Thomas and Venner. Cllr Harvey confirmed he was content to be Deputy Chair of the Amenities and Environment Committee

1017. Mayor's Announcements

The Mayor said he had attended the BID Gala Meal at Butlins on 16 October which had been a lovely evening. He had held a coffee morning on 17 October which went very well and would advertise the next one more widely

1018. Adjournment of Meeting for Public Inclusion in accordance with Standing Order No.1c Subject to standing order 1(c), members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business on the agenda

Councillors heard a presentation by Mr Kevin Ogilvie-White about fracking

A member of the public spoke about Clanville Gardens

Proposed: Cllr Malin

Seconded: Cllr Slade

RESOLVED with all in favour that Standing Orders be reinstated

1019. Fracking – to discuss information previously circulated

Councillors discussed fracking and the government consultation on the redefining of permitted developments which was due to close at 11.45pm the following day. Cllrs A Parbrook, J Parbrook and T Venner said they were predetermined on the matter and would have to abstain from a vote

Proposed: Cllr Bolton

Seconded: Cllr M Smith

That Minehead Town Council responds to the forthcoming government consultation by submitting the views expressed below and will share its response with Somerset's MPs and relevant government ministers

- That moving decisions about fracking, which have huge implications for local communities, to a national level would contradict the principles of localism
- That 'Permitted Development' – the category of planning that the government wants to move Shale gas exploration drilling into – which was designed for developments with low environmental impacts, is an inappropriate category for drilling with such wide-reaching implications for local communities and climate change
- That bringing fracking applications under the Nationally Significant Infrastructure Projects regime will be harmful to local communities
- That local authorities are best placed to continue to make decisions throughout the planning process for shale gas exploration drilling, appraisal and production

Proposed by Cllr Miele

Seconded: Cllr Slade,

An amendment to the above motion that Minehead Town Council respond as above but should make its submissions to the consultation by the deadline of 11.45pm on 24 October 2018

RESOLVED with 3 abstentions and 12 in in favour that Minehead Town Council respond as above to the consultation by the deadline of 11.45pm on 24 October 2018

1020. Financial Regulations and Standing Orders

To agree the use of the NALC standard documents

Recommendation: Minehead Town Council agrees the use of NALC standard Standing Orders and Financial Regulations

The Clerk said he would arrange a meeting about Standing Orders which would acknowledge the new Committee structure

1021. Invoices for Payment over £1,000 and Direct Debits, BACS and Manual Payments for October 2018) - any invoice with an amount over £1,000 shall be presented to Full Council

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

Mr Giles explained that PKF Littlejohn were the new external auditors and the payment to them was the bill for reviewing the 2017/2018 accounts. There was a payment for an advertisement for the new Clerk, and two payments were for the Community Building to the architect (as project manager) and the quantity surveyor. Payments also listed were for the Clerk, weed-spraying, the new IT contract and pension contributions. Mr Giles confirmed to councillors that the weed-spraying arrangements were presently under review. Cllr Venner recommended that all contracts be reviewed for best value as soon as possible

Proposed: Cllr Venner

Seconded: Cllr Miele

RESOLVED with all in favour that the schedule of payments be authorised

1022. Minehead Town Council's Priorities – Clerk to Report

Councillors had submitted ideas for Council's priorities and these included upgrading the toilets in Summerland car park and Blenheim Gardens, new toilets on the coach park, new community hall and offices at Irnham Road, upgrading play areas at Irnham Road and King George Recreation Ground, upgrading allotments sites with stores, toilets, shared tools and polytunnels, make Minehead a "green" town, purchase new land for the Cemetery, increase the size of the Council Depot, one-way traffic system for The Avenue and Blenheim Road, enabling free Wifi for the whole of the town centre, improvement of signage and street furniture for the town centre, outdoor gym equipment for adults in parks, reviewing Christmas decorations and events in 2019. These ideas could still be added to but it would be important to choose the top 10 priorities to submit to West Somerset Council. Cllrs Malin and Harvey were opposed to the one-way traffic system and preferred creating a more pedestrian-friendly environment. Cllr J Parbrook backed the idea of free town centre Wifi. Cllr Venner wished to connect the green spaces in the town from the seafront to Woodcombe. Cllr J Parbrook said that Council had some years lodged an expression of interest with West Somerset Council on the Parks Walk and Wellington Square. Cllr A Parbrook a project in the future could be looking at extending the Cemetery and possibly a shared crematorium.

1023. Minehead Coastal Communities

Request that Town Council support S106 agreement for Play Equipment

Recommendation: that Council support the Minehead Coastal Communities Team S106 Application for Play Equipment

Proposed: Cllr Everett

Seconded: Cllr Dinnick

That provision of play equipment on the sea front should go on Minehead Town Council's list of priorities

RESOLVED with 4 in favour of the proposition, 7 against and 4 abstentions that provision of play equipment on the sea front will not go on Minehead Town Council's list of priorities: Council will not support the S106 application for Play Equipment

1024. Public Toilets – Clerk to update on ownership and future plans

The Clerk confirmed that from 1 October Council owned toilets in Summerland Place and Blenheim Gardens and leased the other toilets. A temporary cleaning agreement was in place on a month-by-month basis and after early teething problems appeared to be working satisfactorily. He said the Public Conveniences Advisory Group had met three times already and Cllr M Smith made a short report. She was compiling a survey of all the toilets – distribution, state of repair etc. She was hoping to hold a public meeting by the new year to report fully on the toilets and ask for ideas from the public as to improvements. In the meantime the group was researching public toilet provision in other towns

1025. Community Building Project – Finance Officer to report

Mr Giles referred to a report already circulated about the project. He gave the latest position about prices and funding. Council was still awaiting permission to go ahead from Col Luttrell who had a covenant on the land and from West Somerset Council for use of part of the car park. Council also needed to confirm the appointment of the builder as recommended by the architect; whether offices would form part of the project; agree the budget; confirm exactly how the project would be funded; commission an asbestos survey needed for the existing stand and garages costing around £1,500; decide whether to convert the existing toilet block into a store

Proposed: Cllr J Parbrook

Seconded: Cllr Harvey

RESOLVED with all in favour that Council commission a further asbestos survey for the existing stand and garages at Irnham Road Recreation Ground

Councillors discussed applying for government permission to borrow up to £500,000 should it be needed

Proposed: Cllr Miele

Seconded: Cllr Dinnick

RESOLVED with 12 in favour, 2 against and 1 abstention to apply for government permission to borrow up to £500,000 should it be needed for the Community Hall project

Proposed: Cllr J Parbrook

Seconded: Cllr Everett

Council to appoint Qube as the construction company for the Community Hall project
The motion fell with 7 in favour and 8 against.

It was agreed not to make an appointment at the meeting but to have a further meeting in closed session as soon as possible to discuss costings

1026. Christmas Events – Clerk to Report

The Clerk reported that there was a new electrical supply in The Parade, new decorations for The Avenue, new lights for Friday Street and Park Street and large Christmas trees for Wellington Square and the Old Hospital. It had been intended to fund some of the Gateway Christmas events but the budget of £6,000 had been spent so Council would be unable to fund any other event from that budget.

Proposed Cllr Venner

Seconded: Cllr Kingston-James

RESOLVED with 7 in favour, 4 against and 4 abstentions that Council would set aside £2,000 to help fund the Gateway Christmas events with the money to be paid directly to each event

1027. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr Everett

Seconded: Cllr Dinnick

RESOLVED with all in favour to close the public part of the meeting

1028. Staffing issues