



## MINEHEAD TOWN COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING

HELD ON TUESDAY 29 JUNE 2021 AT 7.30 PM AT THE COMMUNITY CENTRE,  
IRNHAM ROAD, MINEHEAD TA24 5DW

*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 P Bolton\* (Mayor)

**Councillors Present:** Cllr A Berry, Cllr T Bloomfield, Cllr M Burke, Cllr E Jones, Cllr A Kingston-James (Deputy Mayor), Cllr M Kingston-James, Cllr A Lawton, Cllr R Lillis, Cllr C Palmer\*, Cllr M Palmer, Cllr T Venner\*

**Councillors in Attendance:** Cllr C Lawrence\*\*  
Cllr M Chilcott\*\* (\*denotes Somerset West and Taunton "SWaT" Councillor  
\*\*denotes Somerset County Councillor "SCC")

**Officers in Attendance:** Ms S Rawle (Clerk)  
Mr B Howe (Deputy Clerk)  
Mrs J Notley (Note-taker)

**Members of the Press and Public:** None

The Mayor welcomed Councillors to the Meeting and members of the public watching on Facebook. He explained that the seating arrangements were to comply with social distancing requirements under COVID restrictions. He said members of the public were only permitted to attend Meetings physically if they wished to speak.

1134 TO RECEIVE APOLOGIES FOR ABSENCE [LGA 1972 s 85 \(1\)](#)

Apologies had been received from Cllr O Harvey, Cllr N Hercocock, Cllr J Malin and Cllr H Rose.

1135 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF ANY AGENDA ITEMS [\(Localism Act 2011\)](#)

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Member	Item	Interest	Time Period	Speak/Vote
Cllr P Bolton	All	SWaT Councillor	2021	Stayed in the room, spoke and voted
Cllr A Kingston-James	1142.1 1142.2 1142.3	Personal	29.06.2021	Stayed in the room; did not speak or vote
Cllr C Palmer	All	SWaT Councillor	2021	Stayed in the room, spoke and voted
Cllr T Venner	All	SWaT Councillor	2021	Stayed in the room, spoke and voted

DISPENSATIONS ([Localism Act 2011](#))

No-one had requested any dispensations.

1136 TO RECEIVE REPORTS FROM:

- **Somerset County Council (“SCC”)**

Cllr Mandy Chilcott said an announcement about the future of Local Government in Somerset was expected from the Government before the summer recess on 22 July 2021.

She wanted Councillors to know that there was a childminder shortage in Somerset where the number had dropped by over 30% since 2015. There was currently a £250 'golden hello' for anyone interested in taking up childminding and a lot of training and support ready to help them should Councillors know of anyone who may be interested.

Cllr Chilcott said SCC was making a huge investment in young people in the County. There was a new and ambitious 10-year programme of work with a strategic partner to provide 10 homes for 2-3 young people at a time to ensure they would have a secure home environment close to their homes and offering wrap-around flexible care. There was also a Special Educational Needs survey taking place for SCC and carers, parents and young persons were encouraged to fill this in as it helps shape future services.

Cllr Chilcott reported that the new crossing outside West Somerset College was in, but the electrics were not. This was in the process of being done and hopefully by the second week in July the crossing would be operating. She said that the signing and lining near the Middle School was being put into the work programme with the aim of getting it all done in the summer holidays. SCC Highways was currently very busy with Wessex Water digging in seven areas this week. If anyone had questions about the roadworks, they needed to contact whoever was undertaking the work.

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Where there was uncertainty over this Cllr Chilcott could help or people could go to One.network to look at any Highways Work.

Cllr Chilcott wished Minehead Town Council ("MTC") good luck in its new building.

Cllr Christine Lawrence reported that the vaccination programme was going extremely well with 703,000 people having had their first dose and 300,000 having had a second dose. The programme will probably be finished by the beginning of September. She encouraged everyone to carry on with lateral testing twice a week at home and said the SCC COVID-19 helpline 0300 790 6275 was still open and would remain so for all of the summer.

Cllr Lawrence told the Meeting about a new page on the SCC website for reporting faults on highways – under Organisation, Highways. People would be able to mark easily where problems such as potholes were and a report number would be sent back to them. The Clerk would be able to follow progress on the complaint using this number.

Cllr Lawrence said there was a lot of information about summer holiday activities for families and urged residents to check with Minehead Eye – there were some good days out with lunches provided.

Cllr Chilcott took questions from Cllr C Palmer and Cllr Bloomfield about pollarding of trees when birds were nesting, with particular reference to a tree in Summerland Road. Cllr Chilcott replied that pollarding had had to take place there because some trees had grown so much over the past 2-3 years that they were touching house windows. If she was given more information by email she would ask about the issue of the birds nesting there. Cllr Chilcott said she was trying to arrange for quite stringent pollarding of the road trees next year. Cllr Bloomfield asked that contractors should investigate for nesting birds before carrying out the work.

Cllr Lillis asked if there was any information about Transporting Somerset resuming patients' transport for appointments using their voluntary drivers. Cllr Chilcott said that the volunteer transport schemes were gradually coming back, but piecemeal. SCC had transported many patients during the pandemic on behalf of the NHS. She urged that schemes try and return to their normal transport arrangements as soon as possible.

Cllr Venner thanked Cllr Chilcott for completion of the crossing at West Somerset College. He asked that a bus stop be put in on the inward flow to match the one on the outward flow. He also raised the problems of flooding in Mart Road and Brunel Way every time there was a period of rain. The whole area was also clogged up with vans, motor homes etc because there was no restriction on parking. Cllr Chilcott said

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the rhyme between Morrisons and McDonalds was owned by Morrisons and needed clearing which would lower water levels across the whole area. She said the roundabout and lights had never been adopted by SCC and she had been pushing for this as the lighting had been out for a considerable time.

Cllr M Palmer asked about the delay to re-opening of the library. Cllr Chilcott replied that the contractor had had to be changed recently and the Library would operate from the Old Hospital for a little longer. No completion date had yet been fixed by the new contractor.

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

There was no report from SWaT this month.

- **Police**

The Mayor read out the crime figures for the previous 28 days for the benefit of the public watching on line.

He said he had had conversations with the police about the recent criminal damage. They had put on extra patrols but he urged that the public report any occasions of anti-social behaviour they witness. He said the more reports received by the police would guarantee a greater police presence in future. This had been a big issue for the previous 10 weeks.

The Mayor also reminded the Meeting that users of the Zipp scooters had to have a driving licence and anyone letting a scooter rider use someone else’s licence risked a fine and points on their licence if caught.

Cllr Venner reiterated his request from the last Meeting that MTC should receive a conviction rate from the police. He had had many complaints from residents about anti-social behaviour and no-one knew what was being done about it. Of particular concern in his ward was the Zig Zag path.

The Deputy Clerk said it would be best if MTC invited the police to actually attend Meetings.

- **Councillors attending Meetings on behalf of Minehead Town Council**

Cllr Lawton had attended a couple of BID meetings. At their Board Meeting on 15 June 2021 the e-scooters had been discussed and a report received from West Somerset Railway. It would be October before trains came in to Minehead, although

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from July they would run to Blue Anchor with a vintage bus service from there to Minehead. The 40s weekend would be going ahead and from the Town Centre Recovery Fund the Facilities Guide and Visitor Guide had been completed and were being distributed. At the Public Realm meeting BID said it was happy with the flowers and bunting in the town and thanked Councillors who came to help put the bunting up. Summer holidays family entertainment was currently being organised.

- **Advisory and Working Groups**

There had been no Advisory or Working Group Meetings.

1137 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION Standing Order No 3e

No-one had asked to speak.

1138 MAYOR'S ANNOUNCEMENTS

1138.1 **Minehead Town Council Annual Report 2020-2021**

Councillors had seen the Annual Report, which would have been presented at the Annual Town Meeting had it been able to be held. It described all that MTC had achieved in the previous year, which was quite a lot under the circumstances and the Mayor said Councillors should be proud of this. He thanked the Clerk and Deputy Clerk for all the work that had gone into the Report. The Deputy Clerk said it was available to read in the office or could be emailed to members of the public who wished to see it. It would also be on the website.

1138.2 **Zipp E-Scooters Introduction**

The Mayor said the e-scooters were a good thing if used properly. He said there had been some abuse of the system and urged riders to enjoy the scooters but to abide by the rules.

1138.3 **Minehead Coastal Development Team**

The Mayor told the Meeting that some Councillors had joined in the consultation by the Minehead Coastal Development Team and he was a member of its Steering Group. The consultation was about future funding for Minehead and where it should go. Results of the public consultation had come back the previous week and most Councillors would have had sight of them. The Deputy Clerk said a copy of the Zoom Meeting presentation could be sent to any interested Councillors who had missed that Meeting.

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1139 TO AGREE MINUTES

1139.1 To agree the Minutes of the Full Council Meeting held on 27 April 2021 – *Minutes to be agreed by Councillors who were in attendance*

**Proposed: Cllr Bolton**

**Seconded: Cllr C Palmer**

**Agreed** with all in favour.

1139.2 To agree the Minutes of the Statutory Annual Council Meeting held on 4 May 2021 – *Minutes to be agreed by Councillors who were in attendance*

**Proposed: Cllr Bolton**

**Seconded: Cllr Bloomfield**

**Agreed** with all in favour.

1140 TO NOTE THE MINUTES OF THE FINANCE & STAFFING MEETING HELD ON 12 APRIL 2021 AND THE PLANNING COMMITTEE MEETING HELD ON 22 JUNE 2021

The Meeting noted the Finance & Staffing Committee Minutes and the Planning Committee Minutes.

1141 TO ELECT MEMBERS TO FILL VACANCIES ON THE AMENITIES & ENVIRONMENT COMMITTEE, FINANCE & STAFFING COMMITTEE, PUBLIC CONVENIENCES ADVISORY GROUP AND A REPRESENTATIVE ON THE ELLICOMBE GARDENS RESIDENTS' ASSOCIATION

1141.1 *Amenities & Environment Committee*

Cllrs Berry and Jones had approached the Chair of Amenities & Environment Committee about joining it. Cllr Lillis also expressed his interest.

**Proposed: Cllr Bloomfield**

**Seconded: Cllr M Kingston-James**

**Agreed**, with all Amenities & Environment Committee members in favour, that Cllr Berry and Cllr Jones be elected to serve on the Amenities & Environment Committee.

1141.2 *Finance & Staffing Committee*

**Proposed: Cllr C Palmer**

**Seconded: Cllr M Palmer**

**Agreed** with all Finance & Staffing Committee members in favour that Cllr Burke and Cllr Lillis be elected to serve on the Finance & Staffing Committee.

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1141.3 *Planning Committee*

All four new Councillors – Cllr Berry, Cllr Burke, Cllr Jones and Cllr Lillis would automatically serve on the Planning Committee. Cllr Venner asked that all four have training as soon as possible and the Deputy Clerk said this would be booked.

**Action: JN**

1141.4 *Public Conveniences Advisory Group*

There were two vacancies on this Advisory Group. Cllr Burke volunteered to join it.

**Proposed: Cllr Bloomfield**

**Seconded: Cllr C Palmer**

**Agreed** with all in favour.

1141.5 *Ellicombe Gardens Residents' Association*

This was a ward-specific appointment and Cllr Berry would join as an MTC representative on this Association.

1141.6 *Grievances Panel*

Cllr Venner said the Grievances Panel needed another Councillor to make an odd number. Cllr Burke offered to join the Panel.

1142 FINANCE MATTERS

1142.1 *To approve payments list for April 2021*

Cllr C Palmer said all the April payments had been approved at Full Council on 27 April 2021.

1142.2 *To approve payments list for May 2021*

Cllr C Palmer said the Urgent Payments had already been paid under Finance Regulation 5.5.1 but the payments, totalling £19,645.25 needed to be noted.

Cllr C Palmer said payments under £1,000, items 7-20, totalling £3066.51, and items 25-42, totalling £5,560.95 had been paid under Finance Regulation 5.5.1 but needed to be noted.

He said payments over £1,000, items 21-24, totalling £11,191.03 and items 43-48, totalling £34,311.40 had been paid under Finance Regulation 5.5.1 but needed to be noted.

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1142.3 *To approve payments list for June 2021*

Cllr C Palmer said items 1-6, urgent Items, totalling £55,504.90 had been paid under Finance Regulation 5.5.1 but needed to be noted.

Items 7-18, under £1,000, totalling £3,269.82 had been approved by email on 10 June 2021.

Items 19-20, over £1,000, totalling £8,465.87 had been approved by email on 10 June 2021.

Items 21-33, under £1,000, totalled £3,841.93.

**Proposed: Cllr C Palmer**                      **Seconded: Cllr Bloomfield**  
**Approved** with 1 abstention and the rest in favour.

Items 34-35, Over £1,000, totalled £1,632.23.

**Proposed: Cllr C Palmer**                      **Seconded: Cllr Lawton**  
**Approved** with all in favour.

1142.4 *To approve Regular Payments for April and May 2021*

Cllr C Palmer said the Regular Payments for April had been approved at the Full Council Meeting on 27 April 2021.

Regular Payments for May 2021 totalled £6,978.36.

**Proposed: Cllr C Palmer**                      **Seconded: Cllr Burke**  
**Approved** with all in favour.

1142.5 *To approve payments by Procurement Card for April and May 2021*

Cllr C Palmer said the payments by Procurement Card for April had been approved at the Full Council Meeting on 27 April 2021. Procurement Card transactions for May 2021 totalled £349.83.

**Proposed: Cllr C Palmer**                      **Seconded: Cllr M Palmer**  
**Approved** with all in favour.

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1142.6 *To approve Income Report for April and May 2021*

Cllr C Palmer said the Income Report for April had been approved at the Full Council Meeting on 27 April 2021. Income for May 2021 totalled £17,406.85

**Proposed: Cllr C Palmer**

**Seconded: Cllr A Berry**

**Approved** with all in favour.

Cllr Venner expressed his shock at the amount of £5,788.53 charged in April for water to Summerland Place toilets from September 2020 to March 2021. The Deputy Clerk said he would look into this.

**Action: Deputy Clerk**

1143 TO RECEIVE A VERBAL REPORT REGARDING BANK RECONCILIATIONS FOR THE PERIOD ENDED JUNE 2021

Cllr M Palmer confirmed she had carried out the bank reconciliations up to the end of May 2021 and that all was in order.

1144 TO RECEIVE THE ASSET REGISTER REPORT

The Finance Officer had taken Councillors through the Asset Register Report prior to the Meeting.

**Proposed: Cllr Bolton**

**Seconded: Cllr Bloomfield**

**Agreed** with all in favour to accept the Asset Register Report.

1145 TO RECEIVE THE BUDGET MONITORING REPORT – 2020/2021 OUTTURN

**Proposed: Cllr Bolton**

**Seconded: Cllr Burke**

**Agreed** with all in favour to accept the Budget Monitoring Report.

1146 TO RECEIVE THE INTERNAL AUDITOR'S REPORT

All Councillors had seen the Internal Auditor's Report.

**Proposed: Cllr Bolton**

**Seconded: Cllr A Kingston-James**

**Agreed** with all in favour to accept the Internal Auditor's Report.

1147 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2020/2021 ("AGAR")

The Responsible Finance Officer explained that the AGAR was a report which had to be signed and sent off to the Government. If it was agreed the Mayor would sign it immediately and it would be sent off. Cllr C Palmer said MTC should publish on a regular basis any single

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payments over £500 in order to adhere to regulations. Cllr Bolton pointed out this was an item later on the Agenda.

**Proposed: Cllr Bloomfield**                      **Seconded: Cllr Venner**  
**Approved** with all in favour.

1148 TO APPROVE FINAL STATEMENT OF ACCOUNTS FOR 2020/21

**Proposed: Cllr Bolton**                      **Seconded: Cllr Venner**  
**Approved** with all in favour.

1149 TO APPROVE RESERVES AS AT 31 MARCH 2021

**Proposed: Cllr Bolton**                      **Seconded: Cllr Berry**  
**Approved** with all in favour.

1150 TO RECEIVE A RISK MANAGEMENT REPORT FROM THE RFO

Councillors had all seen the Risk Management Report.

**Proposed: Cllr A Kingston-James**      **Seconded: Cllr Lawton**  
**Approved** with all in favour.

1151 TO RECEIVE AN UPDATE ON PUBLICATION OF ITEMS OF EXPENDITURE OVER £500 IN ACCORDANCE WITH LOCAL GOVERNMENT TRANSPARENCY CODE

Councillors had seen a sample Report of Payments over £500 covering April – June 2021 with itemised Payee, Description, Net Amount, Recoverable VAT and Department Cost Centre to show what information would be shown. Cllr Bolton and Cllr Venner approved of the example.

**Proposed: Cllr Bolton**                      **Seconded: Cllr Palmer**  
**Agreed** with all in favour to publish details of items of expenditure over £500 for 3-monthly periods in the format presented.

1152 TO RECEIVE A VERBAL UPDATE ON COMMUNITY CENTRE FROM THE DEPUTY CLERK

1152.1 *To discuss purchase of temporary floor for functions*

Councillors had seen a report by the Deputy Clerk setting out the present use of the Community Centre Hall and potential weekend social events which could invite

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damage to the suspended floor by high heeled shoes, spilt drinks or moved chairs. He had obtained a quote from the company which installed the floor for protective floor tiles which could be laid in 20 minutes and easily removed and stored. The cost would be £2,100 plus VAT and could be taken from the existing Community Centre budget. The Deputy Clerk asked the Meeting to suspend Financial Regulations and Standing Orders because 3 quotes had not been obtained and for approval to order the floor tiles.

In reply to a question from Cllr C Palmer the Deputy Clerk said the tiles could be stored on a trolley in the garage, and in reply to a question from Cllr Lawton he said the tiles were washable and could be hosed down.

**Proposed: Cllr Bolton**

**Seconded: Cllr Lawton**

**Agreed** with all in favour that Council suspend Financial Regulations and Standing Orders and not seek 3 quotes for the protective floor tiles.

**Proposed: Cllr Bloomfield**

**Seconded: Cllr Lillis**

**Agreed** with 10 for and 2 abstentions that MTC invest in the protective floor tiles.

**1153 TO RECEIVE AN UPDATE ON THE WELCOME BACK FUND AND S106 FUNDING**

The Clerk had provided Councillors with a Report on the Welcome Back Fund and MTC's application for a share in the allocation of £203,806 allotted to SWaT from the national fund. Council had not had everything in its application accepted but had been provisionally granted £22,500 for planters, recycling bins, additional toilet-cleaning and watering man hours and a temporary post of Community Warden.

Cllr Venner queried the post of Community Warden and asked how temporary it would be - whether it was a part-time role and how much MTC would have to contribute to the salary. The Clerk confirmed the warden would be employed by MTC on a part-time basis and that the £10,000 included on-costs. She said details of the post were still to be finalised. She confirmed that MTC's and BID's expressions of interest were entirely separate and there was no duplication in the allocation of the award.

Cllr Palmer queried the award for 4 planters when the expression of interest was for 2 planters. The Clerk said she had had to re-work the application but she would circulate the initial expression of interest to Councillors and also the amended one. The application had had to be turned round in a very short time. **Action: Clerk**

The Clerk also explained the application for S106 funding from the pot of around £42,000 which needed to be claimed by the end of 2021. She and Cllr Bloomfield had the same day met with a play equipment provider to help formulate the application, which had been

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accepted in principle, but additional quotes were needed. These would be to enhance Irnham Recreation Ground play equipment where some equipment had been damaged and had had to be closed off. It was intended to put in new play equipment for a younger age group. It was also planned to put new equipment in King George V play area and a new pendulum swing at Cross Farm Park. The Clerk awaited the final result of the application. The Deputy Clerk reminded Councillors that MTC had pledged up to £10,000 to go alongside any S106 funding.

**1154 TO RECEIVE AN UPDATE ON WARREN ROAD TOILETS**

The Deputy Clerk reported that Warren Road public toilets had had to be closed for about 10 days. An electrical fault in the sensors had not been repairable by a local electrician so the company which originally installed the toilets had been booked to attend on the same day as the meeting. He apologised for the situation but said the toilets should be open by the end of the week.

The Deputy Clerk and Cllr M Palmer had inspected progress on the refurbishment of Summerland Place public toilets and work was on schedule to be finished in late July/early August. He said he would like Councillors to consider whether they wished to keep a clock on the outside of Summerland Toilets which had been there since the area was a bus and coach station. There was discussion about the proposal, but Cllr Venner said the item was not on the Agenda and should be brought to Finance & Staffing Committee to discuss and approve. **Action: Clerk**

**Proposed: Cllr Venner**

**Seconded: Cllr Lawton**

**Agreed** with all in favour that the provision of a clock on the outside of Summerland Place Toilets should be brought to the next Finance & Staffing Committee for discussion.

**1155 TO RECEIVE AN UPDATE ON HEALTH & SAFETY AUDIT**

The Clerk reported that MTC had had a Health & Safety audit carried out by Peninsula. A report would soon be forthcoming which she would circulate to Councillors.

**1156 TO RECEIVE AN UPDATE ON APPOINTMENT OF NEW CLERK/RFO**

The Clerk told Councillors that the advertisement for a new Clerk/RFO had been posted with a closing date of Monday 5 July 2021. She would update Councillors after that date.

**1157 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

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(Public Bodies [Admission to Meetings] Act 1960)

**Proposed: Cllr Bolton**

**Seconded: Cllr Bloomfield**

**Agreed** with all in favour to continue the meeting *in camera*.

The Mayor thanked the public watching on Facebook and apologised because the layout of the room to adhere to COVID restrictions was not ideal for streaming. He hoped there would be a new camera to use at the next Meeting which would show all Councillors present.

The Public Meeting ended at 9.02 pm.

DRAFT