

MINEHEAD TOWN COUNCIL

Minutes of the Full Council Meeting held on Tuesday 22 January 2019

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 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

15 members of the public

2 members of the press

Councillors in Attendance

Cllr Mandy Chilcott (Somerset County Council)

Cllr Christine Lawrence (Somerset County Council)

Cllr Andy Hadley (West Somerset Council)

Officers in Attendance:

Ms J Bashford (Clerk)

Mr B Howe (Deputy Clerk)

Mr A Giles (Acting Responsible Financial Officer)

Mrs J Notley - Minute Taker

Deputy Clerk, Mr Bryan Howe, reminded all present that the meeting was being digitally recorded and provided microphones for speakers. He requested any filming be kept to the speakers only, audio only to be broadcast and mobile phones to be switched off

1130. To receive Apologies for absence [LGA 1972 s 85 \(1\)](#)

Apologies had been received from Cllr G Miele and were accepted

1131. To receive:

(i) Declarations of Interest in respect of any Agenda items [In accordance with the provisions of the Localism Act 2011 in respect of members](#)

Member	Item	Interest	Time Period	Speak/ Vote	
Cllr Kingston-James	All	WSC	2018	Yes	Stayed in the room, spoke and voted
	1145	Councillor Personal		No	Stayed in the room
Cllr J Parbrook	All	WSC Councillor	2018	Yes	Stayed in the room, spoke and voted
Cllr Thomas	All	WSC Councillor	2018	Yes	Stayed in the room, spoke and voted
Cllr Venner	All	WSC	2018	Yes	Stayed in the room, spoke and voted
	1133	Councillor Personal			

(ii) Dispensations *In accordance with the provisions of the Localism Act 2011 in respect of members*

No dispensations had been requested

1132. To approve the 18 December 2018 Full Council Minutes

Cllr Smith referred to Minute 1096 saying that the information morning for the public would be in February and the survey to be done digitally would take place in July

Proposed: Cllr Bolton

Seconded: Cllr Venner

RESOLVED with one abstention (councillor absent) and 13 in favour that, subject to the amendment, Council approved the minutes of the Full Council meeting held on 18 December 2018

Councillor Smith said the public information morning about the toilets would be on 16 February between 9.30am and 12 noon

1133. To receive the 7 January 2019 Finance and Staffing Committee Minutes

- (i) Minutes to be agreed by Councillors who were in attendance.
- (ii) Full Council to consider the recommendations

Cllr Slade said that minute 1103(ii) should read “at 1 April 2018” and that minute 1107 should make it clear that the £6,500 grant applied for would have to be match-funded. Cllr Malin said minute 1103(ii) should be altered to read “... Cllr Miele said he agreed to a balanced budget but not necessarily this budget”. Cllr Malin suggested that Cllr Miele work on some figures and bring a revised budget to Full Council, fully evidenced and costed

Proposed: Cllr Malin

Seconded: Cllr Venner

RESOLVED with all in favour that this amendment be made

Proposed: Cllr Venner

Seconded: Cllr Slade

RESOLVED with all in favour that, subject to the amendments, Council approved the minutes of the Finance and Staffing Committee meeting on 7 January 2019

Mr Howe said the two grant applications could now be paid

1134. To receive the 8 January 2019 Planning Committee Minutes

Minutes to be agreed by Councillors who were in attendance.

Proposed: Cllr Dinnick Seconded: Cllr Smith

RESOLVED with all in favour that Council approved the minutes of the Planning Committee meeting on 8 January 2019

1135. To receive 8 January 2019 Amenities and Environment Committee Minutes

(i) Minutes to be agreed by Councillors who were in attendance.

(ii) Full Council to consider the recommendations

Cllrs Bolton and Slade said neither had attended the meeting

RESOLVED with all in favour that, subject to the amendment, Council approved the minutes of the Amenities and Environment Committee meeting on 8 January 2019

Recommendation 1: to recommend to Full Council that the present toilet-cleaning contract be extended to the end of March

Proposed: Cllr Smith Seconded: Cllr Dinnick

RESOLVED with all in favour that the present toilet-cleaning contract be extended to the end of March

Recommendation 2: to recommend to Full Council that an interim plan be put in place to provide a general on-call repair/maintenance arrangement with a suitable local firm

Proposed: Cllr J Parbrook Seconded: Cllr O Harvey

RESOLVED with all in favour that an interim plan be put in place to provide a general on-call repair/maintenance arrangement with a suitable local firm

Recommendation 3: to recommend to Full Council the expenditure of up to £6,000 from the funding remaining from West Somerset Council funding made with the transfer of the public conveniences in 2018 to provide updated and improved toilet facilities in Blenheim Gardens as outlined in the report

Proposed: Cllr J Parbrook Seconded: Cllr A Parbrook

RESOLVED with all in favour expenditure of up to £6,000 from the funding remaining from West Somerset Council funding made with the transfer of the public conveniences in 2018 to provide updated and improved toilet facilities in Blenheim Gardens as outlined in the report

Recommendation 4: that Council set up a Christmas Festivities Advisory Group

Proposed: Cllr Slade Seconded: Cllr Bolton

RESOLVED with all in favour that the Partnership Group will work with other groups in the town on planned Christmas Festivities and also organise the Bands in the Park

Recommendation 5: Council obtain costings for containers and investigate rating and planning implications for placing a container/containers on the waste ground between the Rose Garden and Marshfield Road allotments

Proposed: Cllr Kingston-James Seconded: Cllr Malin

RESOLVED with all in favour that Committee recommends Council to obtain costings for containers and investigate rating and planning implications for placing a

container/containers on the waste ground between the Rose Garden and Marshfield Road allotments and expenditure of up to £5,000 on creating the new storage area

Proposed: Cllr Smith

Seconded: Cllr Malin

RESOLVED that Financial Regulations be suspended in order to pay £1,500 for clearance of the site and laying of hard-standing

Mr Howe said there had been a lot of interest from Councillors in the Assets and Office provision Advisory Groups and there would be a half-day seminar in the offices

1136. To receive Reports:

- Somerset County Council – Reports from Cllr Mandy Chilcott and Cllr Christine Lawrencxe
- West Somerset Council – Report from Cllr Andy Hadley
- Police – Report from Sgt Dan Bishop

1137. To approve:

(i) the Finance & Staffing Committee’s balanced Budget and Precept recommendation for the financial year 2019/2020

(ii) re-statement of the Reserves for the financial year 2019/2020

Cllr J Parbrook, seconded by Cllr A Parbrook presented an amended balanced Budget which she said would save £40,400 on the Finance & Staffing Committee’s proposed Budget. The amendment failed by 9 votes to 5

Proposed: Cllr Venner

Seconded: Cllr Malin

RESOLVED with 9 in favour and 5 against that Council approve Finance and Staffing Committee’s balanced Budget and recommended Precept of £507,350 for the financial year 2019/2020

Proposed: Cllr Venner

Seconded: Cllr Slade

RESOLVED with all in favour that the Reserves for the financial year 2019/2020 be re-stated as recommended by the Finance and Staffing Committee

1138. To receive updates

Minehead Community Building - Bryan Howe

Asset Advisory Groups – Bryan Howe

Clerk’s Update - Jenny Bashford

Litter Collection

Community Building: Mr Howe said construction of the Community Building would start in early April and that the Stage II Tender would be complete by mid-February

Asset Advisory Group: Mr Howe reported that there would shortly be a seminar for Councillors at which all Minehead Town Council assets were to be reviewed and also all West Somerset Council and Somerset County Council assets in Minehead and

Alcombe, all outstanding expressions of interest would be reviewed and future provision of office accommodation assessed

Clerk's Update: since starting in January the Clerk had made visits to all MTC managed areas, urgent work required in the tree survey had been completed and an S106 application had been made for a contribution to signage and street furniture in the town. All documentation pertaining to the Cemetery, as well as the fee structure, had been reviewed and recommendations made. She said a proper amenity plan had to be formulated to guarantee that Minehead kept the required number of trees planted. She reported on the takeover and proposed improvements to public toilets and said that presently under discussion was the maintenance, future use and management of the ex-ticket office adjoining Summerland Place toilets. Presently under discussion was a delivery programme for this financial year and collaborative projects with WSC and Minehead BID

Litter Collection: Mr Howe reported that litter pickers for adults and children, disposable gloves, rubbish sacks and dog fouling bags had been purchased and were available from the office for use by any voluntary groups. Id verde also do the same project for volunteers and will also dispose of rubbish collected in this way

1139. Mayor's Announcements

- (i) Resignation of Cllr L Smith
- (ii) Mayor's Engagements

Cllr Hercock said he was sad to announce the resignation of Cllr Les Smith. Cllr Venner said he intended to propose co-option to fill the vacancy at the February Full Council meeting.

Proposed: Cllr J Parbrook Seconded: Cllr M Smith

RESOLVED with all in favour that Minehead Town Council should thank Cllr Les Smith for his years of service to the Council

Mayor's Engagements: 8 January - Unveiling of Wessex Water pump box mural on sea front; 9 January – Gateway Events Group Meeting; 16 January – Mayor's Coffee Morning.

Cllr Hercock said there was an invitation from Viv Henderson, Minister of the United Reform Church in Minehead, to a Civic Service on 10 February to which all Councillors would be invited. An email to all Councillors with details would follow

1140. 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

- Steven Heard - Litter issues
- Tony Bullen – Budget issues

1141. To receive presentation from Beverley Milner Simonds on ‘Eat Festivals’

Ms Milner Simonds gave a presentation about a social enterprise based in Burnham-on-Sea running locally focussed, free to attend, one-day food and drink festivals based in town centres

1142. Invoices for Payment over £1,000 and Direct Debits, BACS and Manual Payments for January 2019 - 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

Proposed: Cllr Venner

Seconded: Cllr J Parbrook

RESOLVED with all in favour that the schedule of four cheques over £1,000 was approved for payment

1143. To approve exclusion of members of the press and public in accordance with the Public Bodies [Admission to Meetings] Act 1960

Proposed: Cllr Kingston-James

Seconded: Cllr Smith

Mr Howe told members of the public that anyone wishing to have Agendas of Full Council meetings emailed to them in advance should email him at the Council Offices

The public meeting closed at 9.04 pm