

MINEHEAD TOWN COUNCIL

Minutes of the Full Council Meeting held on Thursday 27 September 2018 at 7.30pm at The Old Hospital, The Avenue, 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 G Miele, Cllr S Slade, Cllr L Smith, Cllr M Smith, Cllr R Thomas*, Cllr T Venner*

(* denotes WSC Councillor, ** denotes Somerset County Councillor)

Members of the Public and Press

10 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.

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

Cllr J Malin, Cllr A Parbrook, Cllr J Parbrook*

966. 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 | 16 | Member of Gateway | 2018 | yes | Stayed in the room and spoke |
| Cllr Kingston-James | All | WSC Councillor | 2018 | yes | Stayed in the room, spoke and voted |
| Cllr G Miele | Item 11 | Director of SCS | Until 28.09.18 | no | Stayed in the room |
| Cllr M Smith | Item 11 | Member of Transition Minehead | 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 Councillor | 2018 | yes | Stayed in the room, spoke and voted |

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

None

- 967. To approve the Minutes of the Full Council on 21 August 2018, the Extraordinary Meeting of the Full Council on 17 September 2018, the Minutes of the Amenities and Environment Committee meeting on 18 September 2018, the minutes of the Finance and Staffing Committee on 20 September 2018 and the Minutes of the Planning Committee meeting on 4 September 2018 - the Mayor to sign as a true and correct record** [LGA 1972, Sch12 para41 \(1\)](#)

Full Council – 21 August 2018

Cllr Slade objected to a County Councillor’s apologies for absence being included with Town Councillors’ apologies and said they should be mentioned elsewhere. She required the word “fully” to be removed from two paragraphs in **Minute 916b**. Cllr Venner asked if a letter had been written to the Boundary Commission setting out Council’s wish that Minehead should be de-warded. Mr Howe told him the deadline for representations had already passed and Cllr Venner said Council should still make its views known to the Boundary Commission. Cllr Miele asked that “at noon” should be inserted into **Minute 923** indicating when the cleaning company contract ended. Cllr Venner, referring to **Minute 924**, said all councillors had to work together and move forward and wished to apologise for his comment and withdraw it. The Mayor accepted his apology

Proposed: Cllr Slade

Seconded: Cllr Bolton

RESOLVED with all in favour that, with the above amendments, the Minutes of the Full Council meeting on 21 August 2018 be signed as a correct record

Extraordinary Meeting of Full Council - 17 September 2018

Minute 937: Cllr Miele asked that his name be taken off the Finance and Staffing Committee. **Minute 938c:** Mr Howe said “vacancy” would be added to the Appeals Advisory Group

Proposed: Cllr Kingston-James

Seconded: Cllr Thomas

RESOLVED with all in favour that, with the above amendment and correction of typographical errors, that the Minutes of the Extraordinary Full Council meeting on 17 September 2018 be signed as a correct record

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED with all in favour that Cllr Culverhouse be elected to fill one vacancy on the Finance and Staffing Committee leaving one further vacancy

Amenities and Environment Committee meeting - 18 September 2018

Proposed: Cllr Thomas

Seconded: Cllr M Smith

RESOLVED with all in favour that the Minutes of the Amenities and Environment Committee meeting on 18 September 2018 be signed as a correct record

Finance and Staffing Committee - 20 September 2018

Cllr Thomas said he was not at that meeting and Cllr Bolton said **Minute 955** should read “RESOLVED with 4 and favour and 1 abstention ..”.

Referring to **Minute 961**, Cllr Venner said how good the “Tommy” commemorative figure looked and proposed that the cost should be debited from the Memorials and Monuments budget rather than the Mayor’s allowance

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED with all in favour that the cost of the “Tommy” figure should be debited from the Memorials and Monuments budget

Proposed: Cllr Venner

Seconded: Cllr Bolton

RESOLVED with all in favour that, subject to the above amendments, the Minutes of the Finance and Staffing Committee meeting on 20 September 2018 be signed as a correct record

Planning Committee meeting - 4 September 2018

Proposed: Cllr Dinnick

Seconded: Cllr Thomas

RESOLVED with all in favour that the Minutes of the Planning Committee meeting on 4 September 2018 be signed as a correct record

968. To approve the Terms of Reference of Amenities and Environment Committee, Finance and Staffing Committee and Planning Committee as agreed at the Extraordinary Full Council meeting on 17 September 2018

Mr Howe informed Council that it was intended there should be 8 councillors on each Committee. At present there were only 7 on the Planning Committee and 7 on the Finance and Staffing Committee. Cllr Everett queried the budgets for tourism and

security cameras listed in the terms of reference for the Amenities and Environment Committee. It was agreed to remove the tourism budget as Council did not have one but leave in security cameras as Council had a budget for this and contributed to security cameras in the town. All were agreed. Cllr Venner said Finance and Staffing Committee had agreed its Terms of Reference but said they should be reviewed by the new Council next June and Mr Howe said it should be minuted that Terms of Reference for all Committees should be reviewed at the same time each year, probably in June

Proposed: Cllr Slade

Seconded: Cllr Kingston-James

RESOLVED with all in favour that, subject to the above amendments, Council approves the Terms of Reference of Amenities and Environment Committee, Finance and Staffing Committee and Planning Committee as agreed at the Extraordinary Full Council meeting on 17 September 2018

969. Mayor's Announcements

The Mayor said he had been extremely busy with all the extra meetings during the month and had had no formal engagements. He was, however, planning to hold a "Mayor's Coffee Morning" for members of the public to come and talk to him about anything the Town Council was involved in. He would hold this somewhere central, possibly at The Old Hospital. Cllr Everett, Deputy Mayor, said on 17 September she had attended, on behalf of Minehead Town Council, the Leader of Taunton Deane Council Cllr Nigel Taylor's Civic Service, which had been well attended and very enjoyable.

970. Code of Conduct Training

Mr Howe said he had spoken to Bruce Lang, Monitoring Officer West Somerset Council, who sent his apologies for not being able to attend the meeting. He will, if possible, attend the October Full Council meeting and give a 15 minute talk on the Code of Conduct documents which would be followed, probably in November, by a training evening approximately 2.5-3 hours long.

Proposed: Cllr Bolton

Seconded: Cllr Kingston-James

RESOLVED with all in favour that Council ask Bruce Lang to give a talk on the Code of Conduct at the next Full Council meeting and arrange a subsequent training evening

971. Council Reports:

Somerset County Council: Cllr Mandy Chilcott* **

West Somerset Council: Cllr Mandy Chilcott* **

Cllr Chilcott reported that it had been a difficult and challenging month for Somerset County Council. They had to find about another £13million saving and had had an over-spend this year of over £20 million on children's services which the County Council had a duty to support. The over-spend nationally will be £800 million. She reported that, because of the dry summer, the works at Hinkley Point had gone very well and

commissioning of the new the jetty scheduled for 2019 would make a huge difference to the traffic on the roads. She relayed a message from Cllr Christine Lawrence reminding the public to have their ‘flu jabs which were important to save people from having to go to A&E. Cllr Chilcott said people would soon see the “Dragon Patcher” which will be used for repairing roads much more quickly and would hopefully help with mending potholes. SCC was currently looking at the possibility of using recycled plastic for mending roads and was already in talks with Skanska but these were in their early days. Cllr Chilcott, as part of the Small Improvement Scheme, had put in bids for two schemes in Minehead – (a) some dropped kerbs were needed especially at the top of Cher and (b) crossings for Minehead Middle and First Schools – Cllr Chilcott had asked Highways to look at what could be done safety-wise. Both these schemes were coming through the system and hopefully would be implemented.

Cllr Andy Hadley of West Somerset Council was unable to attend as he had a Planning Committee meeting the same evening so Cllr Chilcott gave a short update from West Somerset Council. Referring to the merger with Taunton Deane Council she said that layers of staff had been taken out, all staff had been invited to apply for posts and the third phase of reselection had started. Both councils were running normally and separately in the meantime and the new one would stand up next May.

972. 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

No members of the public had asked to speak

973. Town Council’s Priorities To start the debate in creating the Council’s top ten priorities

Mr Howe said councillors should spend time after the meeting thinking about what were Minehead’s top ten priorities and email their ideas to the office. He and Mr Giles had had a meeting with Martin Wilshire of West Somerset Council who had discussed at length the detail and process of awarding S106 money. This was available but any application should fit with Council’s priorities. The first thing to do was decide exactly what these were, examples being toilets, the Community Building, new land for the cemetery, Wifi throughout the town as in Taunton, Wellington, Wiveliscombe and Dulverton. Mr Howe would set up another seminar to discuss suggestions

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

Income and expenditure – Mr Giles presented an Income and Expenditure Statement to 31 August 2018 and said he had done so because Council needed to know what resources it had to be able to make decisions, bearing in mind the big projects being

undertaken such as the toilets and Community Building. He would be available to answer any questions

Councillors had in front of them a list of payments under £1,000 which had been authorised by the Finance Committee the previous week and a list of 8 payments of over £1,000 which needed to be approved

Councillor Venner proposed that Cllr Culverhouse should be elected to the Finance and Staffing Committee in place of Cllr Miele who did not wish to stand on it

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 Bolton

RESOLVED with all in favour that the schedule of payments over £1,000 shall be approved for payment

975. Public Toilets:

To discuss the cleaning arrangements after 28 September 2018

The Clerk told council that documents relating to ownership of the toilets were due to be signed the following day after which time Council would either own or lease all the toilets. The cleaning agreement with SCS would also end the following day and someone had been recruited on a very temporary basis to open, shut and clean toilets and to work with the in-house staff. This arrangement would last, on a flexible basis, for probably six months while Council looked at proposals to revamp toilets in their ownership

976. Community Building Project: update from the Clerk and recommendations

The Clerk gave details of a meeting held at Minehead Football Club and a seminar at the Social Club. Councillors discussed agreements with Minehead Football Club, the need to understand MAFC's point of view, the need for more community buildings, and also for the new building to be fully used. The Clerk informed Council that offices which could possibly be built alongside the community building would be administrative offices for the new project rather than Council offices. Cllr Venner fully supported the project and said Council should work with all partners and also ensure that the running costs for the new building would be fully covered. Everyone in Minehead should have a say in how the scheme moved forward because it was public money paying for it. Mr Giles said councillors who had ideas about the building of the administrative offices should come forward with them as soon as possible while there was a chance to incorporate them. It was intended that Council meetings would be held in the Community Building and some administrative functions but that Council would still have a presence in the town

Proposed: Cllr Venner

Seconded: Cllr M Smith

RESOLVED: with all in favour that Council agree in principle to build administrative offices alongside the community building

Mr Howe reminded Council that at present the Project Manager for the scheme was Louise Crossman but that it was really important to find somebody who will lead the project and manage it right through

977. Heating and Air Conditioning in Offices

The clerk to report on water damage and replacement costs

The air-conditioning/heating unit in the offices had been flood damaged. A repair costing around £300 had been carried out but the system was failing and needed reconditioning which would cost £1,680 +VAT.

Proposed: Cllr Miele

Seconded: Cllr Everett

RESOLVED with all in favour that the air conditioning/heating unit in the Council Offices should be reconditioned

978. Update on Plastic Environmental Issues (Cllr O Harvey)

Cllr Harvey reported that he had attended a meeting at Queens College entitled “The Great Plastics Debate” discussing dealing with contamination of the environment by plastic. He had heard that production of plastic since 1950 had created 8.3 billion metric tonnes of plastic of which only 10% is recycled, the rest going into landfill or left in the environment, most eventually ending up in the oceans. It concluded that the waste plastics situation had become completely out of hand and everyone was trying to catch up with it. Cllr Harvey wanted to see what Minehead was doing to ensure at least some plastic is recycled. He had looked at Somerset Waste Partnership. There were two methods of recycling – via the Recycling Centre or roadside collections. This is contracted out to different organisations. The Recycling Centre is run by Viridor which is capable of separating and recycling plastics and also extracting methane gas from landfill. Kerbside collections are run by Kier and plastic bottles can be recycled but that is all they recycle. All the rest goes to landfill. This contract has until 2020 to run and hopefully at the end of that time we can influence full recycling options. He was very impressed by the work of the voluntary “Beach Clean-Up Group”, a very worthwhile enterprise which he thought should be given support. There was a short discussion and Cllr Venner suggested putting plastics and waste in general as a subject to be discussed at the seminar about Minehead’s priorities

979. Reports from Advisory Groups

Cllr M Smith, representing the Public Conveniences Advisory Group, said that the toilets, under different tenures, would be taken over the following day. This did not include toilets at the Arkade or those at Jubilee Gardens Café, which were available for

public use at a charge, but the main concern of the Group was the dreadful state of Summerland Place toilets which needed completely revamping. The British Toilet Association had been advising the Group and recommended that it contact Mendip District Council who has recently renewed its toilets and they planned to look at the toilets in Wells. Cllr Smith intended to arrange a public meeting later when the Group had more clarification on what improvements would be possible.

980. Christmas Lights/Festivities

Council had had a request from the BID Fund for finance to help with the Christmas festivities. Council had a budget of £5,000 and the Christmas trees and lights in the town normally cost about £2,500, leaving £2,500 for other activities. Gateway is providing a Christmas package which will cost £2,342 and it was hoped Minehead Town Council would fund this by paying the invoices on behalf of Gateway who would monitor the activities themselves.

Cllr Everett cautioned against immediately agreeing to this as Council would this year have to purchase new artificial trees and new lights and as yet did not know the cost. Cllr Harvey recommended battery lights for the artificial trees as there were issues with the electricity supply in Friday Street.

Recommendation: that the £5,000 Christmas budget be delegated to the Partnership Group, including Councillors Bolton, Kingston-James, Everett, Slade, A Parbrook and Harvey

Proposed: Cllr Venner

Seconded: Cllr Slade

RESOLVED with all in favour that the £5,000 Christmas budget be delegated to the Partnership Group

981. 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 Venner

Seconded: Cllr Slade

RESOLVED with all in favour to exclude members of the press and public

This part of the meeting ended at 9.03 pm

982. Council discussed Staffing Issues

(a) Manager/Town Clerk's post

(b) Line Manager Post