

# MINEHEAD TOWN COUNCIL

**Minutes of the Full Council Meeting held on Tuesday 27 November 2018  
at 7.30pm at The Middle School, Ponsford Road, Minehead TA24 5RH**

**The meeting was digitally recorded**

**Present:**

**Mayor:** Cllr N Hercock

**Councillors:** Cllr P Bolton, Cllrs L Culverhouse, Cllr G Everett, Cllr O Harvey, Cllr A Kingston-James\*, Cllr J Malin, Cllr A Parbrook, Cllr J Parbrook\*, Cllr S Slade, Cllr L Smith, 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 councillors speaking only. He reminded the public that they may speak only if they have requested in advance to do so and that shouting out comments would be met with a warning and then a request to leave the meeting

**1063. Apologies for absence** [LGA 1972 s 85 \(1\)](#)

Apologies had been received from Cllr Dinnick and Cllr Miele

**1064. 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



The only recommendation concerned the Cycle to Work Scheme which would be covered under recommendations from the Amenities and Environment Committee meeting minutes of 13 November 2018

**(e) To approve the Minutes of the Amenities and Environment Committee meeting on 13 November 2018**

Proposed: Cllr Thomas

Seconded: Cllr M Smith

**RESOLVED** with all in favour that the Minutes of the Amenities and Environment Committee meeting on 13 November 2018 be signed as a true and correct record by the Chair of that Committee

**(i) To consider the recommendations of that meeting**

**(a) Minute 1050: Litter picking/dog waste bags for volunteers**

The Committee had recommended the Council set aside up to £500 to buy litter picking equipment and dog waste bags to be used by clean-up volunteers in the town. Council would take no responsibility for use of the equipment but would hand it out on request

Proposed: Cllr Venner

Seconded: Cllr Kingston-James

**RESOLVED** with 12 in favour and 2 abstentions that Council set aside up to £500 to buy litter picking equipment and dog waste bags to be kept at the Council offices for the use of clean-up volunteers

**(b) Minute 1051: Urgent Work recommended by Tree Survey**

A Tree Survey commissioned in May revealed work urgently needed to trees in the Rose Garden, which would cost nearly £3,000. Mr Giles said the work had not been budgeted for but the cost would be vired from another budget head or from reserves. This was the first phase of the survey of all trees on Council-owned land and the second phase would be reported in the next few months

Proposed: Cllr Kingston-James

Seconded: Cllr Venner

**RESOLVED** with all in favour that Council put in hand the emergency work on trees in the Rose Garden

**(c) Minute 1053: Cycle to Work Scheme**

This was a government scheme for employees which would enable employees to purchase new cycles under a loan scheme favourable to both Council and staff.

Proposed: Cllr M Smith

Seconded: Cllr Bolton

**RESOLVED** with all in favour that Council should take up the Cycle to Work Scheme for staff who requested it

At this Committee meeting was a request from the Youth Service for additional funding following SCC funding cuts. Mr Matcham was unable to attend this meeting and would come to the December meeting of Full Council and put his request direct

Cllr M Smith gave a short update on the work of the Public Conveniences Group. She had written a report which she suggested went on the Council website and said quotes were being obtained for work on Blenheim Gardens toilets in the medium term. The long-term plan was to have major refurbishment of the Summerland Place toilets. Mr Howe said some minor repairs were being carried out there.

#### **1066. Minehead Town Council Priorities**

Mr Giles said the list of suggested priorities had been circulated to councillors and would be a driver for the budget process and it would also inform planners at West Somerset Council so that developers could be informed of where S106 funds would be directed. The priorities were the new Community Hall, upgrading Summerland Place and Blenheim Gardens toilets, reviewing office requirements, new cemetery land, free WiFi, a larger depot, making Minehead a “green” town, improving signage and street furniture, working in partnership with other community partners and reviewing Christmas festivities. This would be a working document and could be reviewed at any time

#### **1067. Mayor’s Announcements**

The Mayor had had three engagements in the past month: he had attended Minehead Baptist Church for the induction of the Reverend Paul McCabe; he had represented Council at two Remembrance services, at Alcombe and Minehead and on 16 November had been to Wyndham House to see the new multiview exercise bike for the elderly. Cllr Everett as Deputy Mayor had attended, on 4 November, the consecration of the Remembrance Garden in Wellington Square

#### **1068. Code of Conduct Training 13 December 2018**

Only 4 councillors were available for that date and 10 were needed to make the training viable. Mr Howe suggested Code of Conduct training in May would be arranged for the whole new Council.

#### **1069. Council Reports:**

**Somerset County Council:** Cllr Mandy Chilcott was indisposed and sent her apologies so Cllr Christine Lawrence, SCC Councillor for Dunster Division, attended and gave a

short report on The Combe, excessive foliage and the state of the stream. She said Dan Martin from SCC had visited and some repair work would be done as soon as possible. Cllr Lawrence said she would like Council to liaise with SCC because some of the riparian owners along the stream were no longer physically able to look after the banks and work was necessary along the stream. She encouraged people to look at the “Fit for my Future” web page and to have their say on how health care in Minehead should be delivered.

**West Somerset Council:** Cllr A Hadley had two other meetings to attend that evening and had sent his apologies and there was no report from WSC

**1070. 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**

Mr Bryan Leaker and Ms Mimi Palmer spoke about the new Community Hall

**1071. Invoices for Payment over £1,000 for November 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

A full list of payments had been circulated to councillors. Those under £1,000 had been approved by Finance Committee. Mr Giles summarised all the payments and took questions.

Proposed: Cllr Venner

Seconded: Cllr J Parbrook

**RESOLVED** with all in favour that Council approve the schedule of payments

**1072. Local Government Boundary Commission – Electoral Review Final Recommendations**

These had been circulated to councillors. Cllr Venner asked if representation had been made about the proposals at the time but was told the deadline had passed. Cllr Slade read out the proposed letter to be sent to the Boundary Commission: “As a Council we would ask the Boundary Commission to look in the future at de-warding Minehead to bring it into line with other towns and parishes in West Somerset and also into the present rather than prolonging an outdated and antiquated system”.

Mr Howe said the letter would be sent to the Boundary Commission

### **1073. Community Building Project: recommendations**

Mr Howe summarised progress to date and said that since the previous Full Council meeting on 23 October councillors had been presented with a comprehensive report covering the Community Building, sports changing rooms, new public toilets, offices and addressed permission to borrow funds if required. He said it was important that councillors and public should know all the facts, as it had been reported in the Free Press that the cost of the project could be £2million which was incorrect and very misleading to the public. A full report had been sent to all councillors and two information sessions for the public had been held. Over 100 people had attended with 70 leaving comments on the project. The Community Building and Sports Changing Rooms, including all fees, would total less than £1million, excluding demolition costs, possible offices and toilets. He said he would appreciate the press publishing the correct facts. The building would be for the use of the whole community. Mr Hugh Luttrell had that day, under a covenant on the land, consented to the building. There were seven issues which had to be settled at the meeting:

#### **1073(i)**

**Recommendation: Council confirm the appointment of Qube Construction as the preferred contractor for the project**

Councillor J Parbrook said she was relieved that the parts of the project had been clarified and glad it was going ahead. She confirmed Qube construction had been chosen out of 5 tendering contractors

Proposed: Cllr J Parbrook

Seconded: Cllr Venner

**RESOLVED** with all in favour that Qube Construction be appointed as building contractor for the project

#### **1073(ii)**

**Recommendation: that the budget for the project be capped at £900,000**

Cllr Venner said as the Chair of Finance he would introduce this and the following three recommendations. After all the meetings held recently with councillors he was now convinced that the project was a good idea and should go ahead. He proposed all four recommendations:

Proposed: Cllr Venner

Seconded: Cllr J Parbrook

#### **1073(iii)**

**Recommendation: that Council fund its contribution of £300,000 to the project from reserves and any borrowing should only be used for the purposes of cash flow requirements**

**1073(iv)**

**Recommendation: running costs of £15,000 be included in the 2019/2020 Council budget, rising to £25,000 in 2020/2021**

**1073(v)**

**Recommendation: that £50,000 be earmarked from existing reserves in 2019/2020 for any future capital expenditure on the building**

**RESOLVED** with 13 in favour and 1 against that the recommendations 1073(i), 1073(ii), 1073 (iii), 1073(iv) and 1073(v) are approved by Council

**1073(vi)**

**Recommendation: Council review how the building will be managed and investigate setting up a charitable trust or a community interest company in order that the building is run in the interest of the community. The Town Council and Minehead Football Club would be stakeholders**

Proposed: Cllr J Parbrook

Seconded: Cllr Venner

**RESOLVED** with 13 in favour and 1 against that recommendation 1073(vi) is approved by Council

**1073(vii)**

**Recommendation: Council replace Minehead Football Club's current repairing lease on the old building with a temporary rent agreement to enable the Club to use the old building and ground whilst the new building is constructed**

Proposed: Cllr Parbrook

Seconded: Cllr Bolton

**RESOLVED** with all in favour that recommendation 1073(vii) is approved by Council

**1074. Reports from Advisory Groups**

There were no reports from Advisory Groups

Cllr Slade reported from the Staffing Interview panel about the appointment of the new full-time Town Clerk, Jenny Bashford, who would be starting work in December. Mr Giles and Mr Howe would stay on part-time to help while Ms Bashford gained her CILCA qualification

- 1075. 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 J Parbrook

Seconded: Cllr Kingston-James

**RESOLVED** with all in favour that the rest of the meeting be conducted in camera

**1076. Staffing Issues**