



MINEHEAD TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD ON TUESDAY 25 OCTOBER 2022 AT 7.30 PM AT
THE COMMUNITY CENTRE, IRNHAM ROAD, MINEHEAD TA24 5DW

The Meeting was digitally recorded and streamed on the MTC Facebook page

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:

Councillors: Cllr J Bonar, Cllr M Kingston-James, Cllr M Kravis***, Cllr A Lawton,
Cllr C Palmer*, Cllr M Palmer, Cllr T Venner*

(denotes Somerset West and Taunton Councillor "SWaT";*

*** denotes Somerset County Councillor "SCC")*

Officers in Attendance: Mr B Howe (Deputy Clerk)
Ms M Boobyer (Assistant Clerk)
Mrs J Notley (Notetaker)

Councillors in Attendance: Cllr C Lawrence**
Cllr B Allen * **

Councillors Absent: Cllr M Burke, Cllr J Rogers

Members of the Public: 0

Members of the Press: 0

The Deputy Clerk welcomed Councillors, members of the public and those watching on Facebook. Both the Mayor and Deputy Mayor had sent their apologies and would not be attending the meeting so he asked for nominations for a Councillor to chair the meeting.

Cllr Kravis nominated Cllr Venner, seconded by Cllr C Palmer.

Agreed with all in favour that Cllr Venner would chair the meeting in the absence of the Mayor and Deputy Mayor.

183 To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)
 Apologies had been received from Cllr T Bloomfield, Cllr C Gilberto, Cllr A Kingston-James and Cllr J Malin.

184 To receive:
 Declarations of Interests in respect of any Agenda items [Localism Act 2011](#)

Member	Item	Interest	Time Period	Speak/Vote
Cllr M Kravis	All	SWaT Councillor SCC Councillor	2022	Stayed in the room, spoke and voted
Cllr C Palmer	All	SWaT Councillor	2022	Stayed in the room, spoke and voted
Cllr T Venner	All	SWaT Councillor	2022	Stayed in the room, spoke and voted

Dispensations [Localism Act 2011](#)

None

185 To receive reports from:

- Somerset County Council (SCC)
 Cllr Christine Lawrence gave her report from SCC covering Local Community Networks, leaving Dillington House, reminders about COVID and Flu jabs and the work on the A39.
- Somerset West and Taunton District Council (SWaT)
 Cllr Benet Allen reported from SWaT, covering the A39 roadworks, grants for food and drinks companies, Somerset Waste Partnership and the cost of living crisis.
- Police
 No report had been received from the Police.
- Councillors attending Meetings on behalf of Minehead Town Council (MTC)
 - Minehead BID (Cllrs Bloomfield and Venner)
 - Advisory and Working Groups

Cllr Bloomfield had attended a BID meeting and the Deputy Clerk passed on information. The Christmas lights switch-on would take place on 25 November 2022 at 7.00 pm in Wellington Square. Power had been fitted to all the lights. Gateway Events will be inviting Father Christmas to attend.

Cllr Venner wanted to thank Minehead BID for its partnership in installing the Christmas lights.

Cllr Lawton said she and Cllrs C and M Palmer had had meetings with SWaT under the sustainability/green funding umbrella and had secured funding to replace the benches at Culvercliffe. These had been ordered. Memorial plaques on the benches would be renewed. Money would also go towards renovating the shelters and also those at the Harbour. SWaT

would be replacing fencing up the zig-zag path with an extra rail for safety due to be put in in some sections.

186 To adjourn the Meeting for Public Inclusion [Standing Order No 3e](#)

No-one had asked to speak.

187 Mayor's Announcements

Cllr M Kingston-James read out a statement on behalf of the Mayor.

188 To agree the Minutes of the Full Council Meeting held on Tuesday 27 September 2022 – *Minutes to be agreed by Councillors who were in attendance*

Cllr C Palmer, referring to minute number 148, said there was no mention of the fact that he had specifically asked that an indoor pool should be included in the feasibility study on the swimming pool. He wanted this particularly mentioned in the minutes.

Proposed: Cllr C Palmer

Seconded: Cllr Lawton

Agreed with all in favour that Cllr C Palmer's request should be added to the Minutes.

Proposed: Cllr Venner

Seconded: Cllr C Palmer

Agreed to approve the Minutes of the Full Council meeting subject to the agreed addition.

189 To note the Minutes of the Planning Committee meeting held on Tuesday 4 October 2022, Minutes of the Finance & Staffing Committee held on 10 October 2022 and Minutes of the Amenities & Environment Committee held on 11 October 2022

The Chair said the Minutes were noted.

190 Finance Matters

190.1 To approve Urgent Payments for October 2022

Payments 1-11, totalling £35,848.48

Proposed: Cllr Lawton

Seconded: Cllr C Palmer

Agreed with all in favour

190.2 To approve Payments under £1,500 for October 2022

Payments 12-38, totalling £9,630.50, items 12-22 having been approved at Finance & Staffing Committee.

Cllr Lawton referred to item 33 payable to SWaT for lost income from car parking spaces during the refurbishment of Summerland Place toilets. Officers were investigating how this amount was arrived at. This would not be paid until it was clear what the payment represented. Cllr M Palmer queried item 27. Item 27 was a new gate at the War Memorial and the Deputy Clerk said she would be furnished with further details.

Proposed: Cllr M Palmer

Seconded: Cllr Lawton

Agreed with all in favour to pay all items (except numbers 27 and 33 until further details could be ascertained).

190.3 To approve Payments over £1,500 for October 2022

Payments 39 and 40 totalling £31,169.06

Payment 40 for skip hire would be held whilst further details were obtained on the cost of skips.

Cllr Venner said MTC should be credited with investing in the Play Area to the tune of £29,000.

Proposed: Cllr Bonar

Seconded: Cllr Venner

Agreed with all in favour

190.4 To approve Payments by Procurement Card for September 2022

Payments 41-49

Proposed: Cllr Lawton

Seconded: Cllr M Palmer

Agreed with all in favour.

190.5 To approve Regular Payments for September 2022

Payments 1-23, totalling £4,039.61

Cllr C Palmer commented that there were a lot of diverse utility payments. He suggested that over the next few months these should be amalgamated as agreements came to the end of their term.

Proposed: Cllr C Palmer

Seconded: Cllr M Palmer

Agreed with all in favour

190.6 To note Income Report for September 2022

Income totalling £382,440, including interest payments.

Cllr M Palmer suggested Council should look to see if there were any better interest rates were available.

The Chair said the Income Report was noted.

191 To approve quotes for installing security gates and fencing at Quay West and Irnham public toilets (*recommendation from Amenities & Environment Committee*)

The Deputy Clerk told the meeting that, because it had only been possible to obtain one quote for both areas for this work Standing Orders and Financial Regulations would need to be suspended.

Proposed: Cllr Venner

Seconded: Cllr Bonar

Agreed with all in favour to suspend Standing Orders and Financial Regulations

The Deputy Clerk told Councillors that, as MTC now owned Quay West toilets, SWaT had been approached about the area behind the toilet block which was full of rubbish. SWaT had suggested that MTC take a licence to use this land, in the sum of £1, which would ensure MTC could keep the area clean and tidy.

Proposed: Cllr Kravis

Seconded: Cllr Venner

Agreed with all in favour to accept the quotes for the work at Quay West and Irnham Recreation Ground public toilets.

Proposed: Cllr Venner

Seconded: Cllr Lawton

Agreed with all in favour to reinstate Standing Orders and Financial Regulations.

192 To approve quote for investigative work on the Queen Anne Statue (*recommendation from Amenities & Environment Committee*)

Proposed: Cllr Venner

Seconded: Cllr Kravis

Agreed with all in favour to approve the quote for investigative work on the Queen Anne Statue

193 To accept resignations of Cllr P Bolton and Cllr E Jones

Cllr Venner said he was saddened by both Councillors wishing to stand down. Cllr Bolton had been an excellent Councillor and it had been a pleasure to have a young lady as a Councillor. Both would be sadly missed and he wished to thank them both for work they had carried out on behalf of the Council for the last four years.

194 To co-opt Councillor to represent the ward of Alcombe North

Mr Bill Hodson gave a short speech to Councillors as to why he wished to become ward member for Alcombe North Ward.

Proposed: Cllr Venner

Seconded: Cllr Kravis

Agreed with all in favour to co-opt Mr Hodson as Councillor to represent Alcombe North Ward.

Cllr Venner welcomed Cllr Hodson to Minehead Town Council.

195 To discuss and agree the number of Councillors constituting a quorum for Amenities & Environment Committee, Finance & Staffing Committee and Planning Committee

It was suggested that, as Amenities & Environment Committee made recommendations to Full Council rather than decisions, the quorum should be 3 Councillors. The quorum for Planning Committee was also suggested as 3 but since Finance & Staffing Committee had delegated authority and approved and recommended payments the quorum should be 5 Councillors.

Councillors discussed the topic at length. Cllr Lawton suggested looking in future at having merely 2 Committees. Cllr Kravis felt that a quorum of 3 was too low for Planning Committee but 5 was too many. Cllr M Palmer said although she felt 3 too low for Planning Committee it was often difficult to achieve an attendance greater than this. Cllr C Palmer commented that some Councillors did not turn up or even send apologies for meetings and they needed to be reminded that they were actually summoned to meetings and should attend. Cllr Lawton concurred and said it was disappointing how many Councillors neglected to attend and made the workload greater for those who did. Planning Committee had many decisions which were

time-critical and some decisions were extremely important and without proper representation Minehead would not have a voice in planning decisions.

Proposed: Cllr C Palmer

Seconded: Cllr A Lawton

Agreed with all in favour that Planning Committee and Amenities and Environment Committee meetings would have a quorum of 3 and Finance & Staffing Committee meetings a quorum of 5.

Cllr Venner suggested Council look again at this subject in May when hopefully there would be a full number of Councillors.

196 To appoint new Chair and Deputy Chair for Amenities & Environment Committee

Proposed: Cllr Venner

Seconded: Cllr Lawton

Agreed with all in favour to elect Cllr C Palmer as Chair of Amenities & Environment Committee

Proposed: Cllr Lawton

Seconded: Cllr Venner

Agreed with all in favour to elect Cllr Bonar as Deputy Chair of Amenities & Environment Committee

197 To create advisory groups for:

(i) feasibility of swimming pool

The Deputy Clerk suggested a minimum of 3 Councillors for the Swimming Pool Advisory Group. Councillors Bonar, Kravis, C Palmer and M Palmer volunteered to form the Group. Cllr C Palmer asked that any other interested Councillors contact the Clerk if they wished to be involved.

(ii) Unitary Council

Cllr Venner said the Mayor ought to be involved in this group. Councillors volunteering for the group were Cllr M Kingston-James, Cllr Kravis, Cllr Lawton, Cllr C Palmer, Cllr M Palmer and Cllr Venner.

Cllr Venner said it was open to any Councillor to attend the meetings about the Unitary Council.

198 To receive the Annual Audit Report

Finance & Staffing Committee and Councillors had seen the External Auditor Report and Certificate for 2021/2022. Cllr Venner thanked officers and staff for all the work they had done to get MTC to where it was. It was an excellent report. The Deputy Clerk told the meeting that the annual accounts inspection period had ended and that no-one had been into the office.

Proposed: Cllr Venner

Seconded: Cllr C Palmer

Agreed with all in favour to accept the Annual Audit Report for 2021/2022.

199 To discuss and agree refurbishment project for Quay West Public Toilets

The Deputy Clerk said Councillors Lawton, C Palmer and M Palmer had been involved in planning this project. There would be a meeting the following Friday with the architect who had re-designed Summerland Place public toilets. It would be a heavy refurbishment attending to the roof, plumbing, flooring, lighting, etc with no fundamental changes, merely upgrades. The Deputy Clerk said the Advisory Group would come back to Council with a plan once more was known.

200 To discuss the introduction of Residents' Parking permits in Minehead – Cllr Kravis

Cllr Kravis gave background to the topic, which went back 10-15 years. There would soon be Unitary Council which would be an opportunity to do something about parking issues. He cited examples of mobile homes parking in Blenheim Road while there was a shortage of timed parking in the town. Bringing in timed parking here would remove the problem of mobile homes parking. This was just one example of how wider thinking could sort parking problems out. When Unitary Council came into being there would be the opportunity to look at both on-street parking and car parks.

Cllr Venner said a parking review had been under discussion for the last 10 years and still nothing had been achieved. He proposed suspending Standing Orders to let Cllr Lawrence to comment about the Parking Review being carried out by SCC.

Proposed: Cllr Venner

Seconded: Cllr M Palmer

Agreed with all in favour to suspend Standing Orders.

Cllr Lawrence told the meeting that Steve Deakin was the SCC Officer dealing with this and the Review was well under way. She suggested the best solution would be for MTC to invite him to a special meeting to discuss the Review with MTC. Cllr Lawrence said Mr Deakin would still be in charge of this when the Unitary Council was in place. Cllr Lawrence would pass Mr Deakin's email address to the Deputy Clerk.

Proposed: Cllr Venner

Seconded: Cllr Lawton

Agreed with all in favour to reinstate Standing Orders.

Cllr M Palmer said she had been told that the Parking Review had been dropped for the foreseeable future. She was concerned that one solution to parking may create new problems in other areas of the town. All this needed to be taken into account when parking was considered. Cllr Venner asked the Deputy Clerk to arrange a meeting with Mr Deakin and possibly also Cllrs Chilcott and Lawrence and asked the County Councillors present to push the matter forward.

201 To agree a date for a seminar to discuss assets transfers from Unitary Council to MTC

The Deputy Clerk said Council needed to decide about the possibilities of assets transfers.

Proposed: Cllr Kravis

Seconded: Cllr Venner

Agreed with all in favour to hold a seminar on Tuesday, 15 November at 7.30 pm to discuss proposed assets transfers.

202 To consider a memorial for P O Floyd

Cllr Venner said this had been discussed at a meeting of Amenities & Environment Committee but no recommendation had been made. Cllr C Palmer did not feel a particular memorial for one individual would be appropriate because many people had given their lives during WWII. Pilot Officer Floyd was named on the War Memorial. He considered that P O Floyd's story should be displayed in the Museum. Cllr M Palmer said the War Memorial could do with cleaning.

Proposed: Cllr C Palmer

Seconded: Cllr Lawton

Agreed with all in favour that MTC liaise with Minehead Museum with the idea of MTC having a space for a story such as this and also paintings owned by MTC.

203 To confirm Mayor's day and 2 statutory days holiday for MTC

The Deputy Clerk this was a formality each year and recommended that the day's leave awarded by the Mayor plus the 2 extra statutory days' holiday for MTC staff should be taken on 28, 29 and 30 December 2022 to give a complete week off at Christmas.

Proposed: Cllr Venner

Seconded: Cllr M Palmer

Agreed with all in favour to confirm 28, 29 and 30 December as holiday dates for MTC staff.

204 To resolve to exclude Members of the Press and Public ([Public Bodies \[Admission to Meetings\] Act 1960](#))

Proposed: Cllr Venner

Seconded: Cllr Lawton

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

The public meeting ended at 9.20 pm.

