



# MINEHEAD TOWN COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING

HELD ON TUESDAY 27 SEPTEMBER 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:** Cllr T Bloomfield (Deputy Mayor)  
**Councillors:** Cllr J Bonar, Cllr C Gilberto, Cllr M Kingston-James, Cllr M Kravis\*\*\*, Cllr A Lawton, Cllr J Malin, Cllr C Palmer\*, Cllr M Palmer, Cllr T Venner\*  
*(\* denotes Somerset West and Taunton Councillor "SWaT";  
\*\* denotes Somerset County Councillor "SCC")*

**Officers in Attendance:** Ms S Rawle (Clerk)  
Mrs J Notley (Notetaker)

**Councillors in Attendance:** Cllr M Chilcott \*\*  
Cllr A Hadley\* \*\*  
Cllr B Allen \* \*\*

**Councillors Absent:** Cllr J Rogers

**Members of the Public:** 8

**Members of the Press:** 0

The Chair welcomed Councillors, members of the public and those watching on Facebook.

In the Public Forum Ms Daphne Barr spoke about her concerns regarding Blenheim Gardens and the future of the Café, with particular reference to a current planning application and its implications for local residents.

**139 To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)**  
Apologies had been received from Cllr M Burke, Cllr E Jones and Cllr A Kingston-James.

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

Member	Item	Interest	Time Period	Speak/Vote
Cllr M Kingston-James	146.3	Personal	27 09 2022	Left the room
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](#)**141 To receive reports from:**

- Somerset County Council (SCC)

Cllr Christine Lawrence had sent her apologies.

Cllr Mandy Chilcott updated Council about the trialling of electric minibuses, work starting on the new cycle path between West Somerset College and Marsh Lane, and Somerset Recycling week. She informed Councillors about consultations which were running: to help shape the future of Special Educational Needs and Disabilities in Somerset, usage of the Coast Path and Local Community Networks. Cllr Chilcott also let the meeting know about drop-in engagement sessions for Councillors, the City, Town and Parish Conference in Yeovil and a series of on-line briefing sessions for Councillors. Details for all could be found on the One Somerset website.

Cllr Hadley reminded Councillors to look at the consultation about LCNs, view the maps of the suggested geographic areas and possibly make their own suggestions.

- Somerset West and Taunton District Council (SWaT)

Cllr Hadley reported that the affordable housing development at Seaward Way was under way.

Cllr Benet Allen gave the meeting details of SWaT's household support fund for people struggling with rising cost of living. He also informed Councillors that there would soon be a Taunton Town Council to cover the presently unparished area. He would send a weblink to the Clerk for the consultation on e-scooters. Cllr Hadley told Councillors there would also be extra financial help for anyone over the age of 66.

*[Cllr Allen left the meeting at 7.45 pm.]*

- Police

The Deputy Mayor read out the crime statistics from the Police report for September.

- Councillors attending Meetings on behalf of Minehead Town Council (MTC)

- Minehead BID (Cllrs Bloomfield and Venner)

Cllr Bloomfield had attended a Minehead BID meeting at the beginning of September and the BID AGM would take place on 18 October 2022.

- Advisory and Working Groups  
There had been no meetings.

**142 To adjourn** the Meeting for Public Inclusion *Standing Order No 3e*  
No-one had asked to speak.

**143 Mayor's Announcements**

Cllr Bloomfield said she had attended the minute's silence following the death of the Queen and read out the proclamation of King Charles III's accession on the eve of Her Majesty's funeral. She called for a minute's silence at the meeting.

The Deputy Clerk said a letter of condolence had been received from Minehead's twin town, St Berthevin.

Cllr Bloomfield wished to pass on condolences from MTC to David Lethaby's family following his recent death and to also remember Dudley Seale, an ex MTC Councillor who had recently died.

The meeting held a minute's silence in memory of Mr Lethaby and Mr Seale.

**144 To agree** the Minutes of the Full Council Meeting held on Tuesday 23 August 2022– *Minutes to be agreed by Councillors who were in attendance*

**Proposed: Cllr Venner**                      **Seconded: Cllr C Palmer**  
**Agreed** with 6 in favour and 4 abstentions (Councillors absent).

**145 To note** the Minutes of the Planning Committee meeting held on Tuesday 6 September 2022  
The Minutes were noted.

**146 Finance Matters**

Cllr M Kingston-James, as Chair of Finance & Staffing Committee introduced items 146.1 to 146.6.

**146.1 To approve** Urgent Payments for September 2022  
Payments 1-11, totalling £35,343.47

**Proposed: Cllr Bloomfield**                      **Seconded: Cllr Malin**  
**Agreed** with all in favour

**146.2 To approve** Payments under £1,500 for September 2022  
Payments 12-45, totalling 10,368.10

Cllr M Palmer queried item 17. The Deputy Clerk said he would check the details and email her a reply. She also queried item 22 and the Deputy Clerk replied that the contract for providing skips had recently been moved to another supplier.

**Proposed: Cllr Venner**  
**Agreed** with all in favour

**Seconded: Cllr Gilberto**

**146.3 To approve** Payments over £1,500 for September 2022

Items 46-48, totalling £22,081.30

*[Cllr M Kingston-James left the room]*

Cllr Venner, as Deputy Chair of Finance & Staffing Committee then took item 146.3.

He proposed approval for items 46-48. Cllr C Palmer requested that Item 47 be looked at separately or he would have to vote against all 3 items. Cllr Venner proposed approval of items 46 and 48.

**Proposed: Cllr Venner**

**Seconded: Cllr Gilberto**

**Approved** with all in favour that items 46 and 48 should be paid

Payment item 47.

**Proposed: Cllr Venner**

**Seconded: Cllr Kravis**

**Approved** with 6 in favour, 2 against and 1 abstention

Cllr C Palmer commented that the payment was contrary to a resolution of the Council made in February. Cllr Venner told him his comment had been noted in July and in September. He said the vote stood and the payment was approved.

*[Cllr M Kingston-James returned to the room]*

**146.4 To approve** Payments by Procurement Card for August 2022

Payments 49-63, totalling £742.15.

**Proposed: Cllr Bloomfield**

**Seconded: Cllr Malin**

**Approved** with all in favour

**146.5 To approve** Regular Payments for August 2022

Payments 1-31, totalling £6,673.54

**Proposed: Cllr Venner**

**Seconded: Cllr Lawton**

**Approved** with all in favour

**146.6 To note** Income Report for August 2022

Income totalling £33,236.45

Cllr Malin said he would find it helpful to see cumulative income under the different headings and also the budget figure for those headings. The Deputy Clerk agreed and told him that the following month income and expenditure would be shown against the budget headings.

**147 To receive** a verbal report regarding Bank Reconciliations for the period ended August 2022  
Cllr C Palmer told the meeting he had carried out the bank reconciliations and that everything was in order. He wished to thank the Finance Assistant for doing such a good job. The Deputy Clerk thanked Cllr C Palmer for the extra security he had implemented.

**148 To discuss and approve** a feasibility study for a swimming pool sited on the recreation ground

The Deputy Clerk told the meeting about the piece of land near the Community Centre which was available for recreational use and could be used for an outdoor swimming pool. MTC had a budget of £10,000 in respect of an outdoor pool and skateboard facility. Council needed to conduct a feasibility study to protect itself and guarantee what facility would be put on this part of the Recreation Ground. He asked Council to discuss release of some of that money for a feasibility study for the outdoor pool.

Colin Johnson, Promotion Manager of the Community Centre, gave a presentation about the necessity for swimming provisions in Minehead and desirability and practicality of having an outdoor pool at this site. He described the potential renewable energy sources available.

Mr Johnson told the meeting that he could put the feasibility study together without any charge to MTC as he was currently paid by the Council. He would need to pull together all the necessary expert advice. He took questions from Councillors and after discussion Cllr Kravis proposed allocating the whole budget of £10,000 for the feasibility study.

Cllr Venner proposed an amendment.

**Proposed: Cllr Venner**

**Seconded: Cllr M Kingston-James**

**Not agreed** with 4 in favour, 5 against and 1 abstention that Council allocate £8,000 for the feasibility study.

**Proposed: Cllr Kravis:**

**Seconded: Cllr Malin**

**Agreed** with 8 in favour and 2 against that Council allocate £10,000 for a feasibility study into provision of an outdoor swimming pool at Irnham Road Recreation Ground.

The Deputy Clerk added that officers would need to go through Financial Regulations and Standing Orders prior to Mr Johnson starting the feasibility study.

**149 To discuss** Somerset Council Local Community Networks Consultation

The Clerk reported that the links in the SCC document in the Members' Area were not operational but Councillors had been emailed a copy of the document. She advised Councillors that they needed to consider the 3 topics in the consultation: boundaries,

potential roles and a name. She advised that Councillors could reply to the consultation as individuals but she recommended that MTC make representation as a body. If Councillors would email their questions and comments to her she would collate individual Councillors' views and present these as MTC's response.

Cllr Malin asked for a seminar for Councillors before 17 October to consider the consultation topics and compile MTC's response. Cllr Lawton said she was disappointed not to have had more information about Local Community Networks especially with reference to assets.

No agreement having been reached on a date for a seminar the Deputy Mayor suggested several dates for a meeting be circulated by email to Councillors. The Deputy Clerk reminded Councillors that the consultation was about how the new Unitary council would work, how MTC would connect with the new Council and boundaries for the different areas.

**150 North Hill Memorial Walk Project** – To consider a motion from Cllr T Venner

Cllr Venner reminded the meeting that on 23 August Minehead Conservation Society and North Hill Action Group had attended the Full Council meeting and given an excellent presentation. He wished to propose that:

“This Council supports the Minehead Conservation Society and North Hill Action Group proposal to take the Beacon Road site into Public Ownership via Compulsory Purchase for the creation of a woodland walk, wildlife haven and Covid Memorial and will forward it to Somerset West and Taunton Council”.

**Proposed: Cllr Venner**

**Seconded: Cllr M Kingston-James**

**Agreed** with all in favour to write to the Chief Executive of Somerset West and Taunton Council in the terms set out in Cllr Venner's motion.

Cllr M Palmer suggested that as SWaT owned the small parcel of land known as “Molly's Patch” it should donate this area to the scheme. Cllr Lawton agreed and said Council should request this project also take on Molly's Patch. Cllr Venner said he would put this to the Conservation Society.

**151 To discuss** Blenheim Gardens Cafe – letter from resident

Councillors had seen a letter from a resident about a planning application for the Café in Blenheim Gardens. Cllr Malin thought Council's response to this by the Planning Committee had been excellent.

Cllr Lawton stressed that individuals should contact SWaT themselves and make representations on the planning portal. She was concerned that a lot of work went into collecting names on petitions which could then lie in an in-tray somewhere. It was essential

to get representations on planning applications to the correct place or they would not be considered.

**152 To consider** re-naming the Millenium Rose Garden to the Queen Elizabeth II Memorial Rose Garden - Cllr M Palmer

Cllr M Palmer said the Rose Garden had been designated the Millenium Rose Garden for over 20 years and this would be a good time to make a few changes and improvements to reflect the 70 years of the late Queen's reign.

**Proposed: Cllr M Palmer**

**Seconded: Cllr M Kingston-James**

**Agreed** with all in favour to rename the Millennium Rose Garden the "Queen Elizabeth II Memorial Rose Garden".

**153 To consider** continued membership of the Rural Market Town Group

The Clerk said she had regular emails from the RMTG but due to the volume of emails received it was extremely challenging to keep up with all of the information and to apply it. Council had not had an opportunity to test the value of the membership and what it has to offer. The Group makes a case for fairer funding for market towns as rural areas get a poor deal when it comes to Government funding.

Cllr Kravis felt that it merely needed one useful piece of information to come out of the Group's bulletins to make membership worthwhile. He said he would propose taking up the membership to the end of the year at the price of £40.

The Clerk told Councillors that all the Group meetings were on Zoom and if any Councillors were interested in attending these they should let her know.

**Proposed: Cllr Kravis**

**Seconded: Cllr Venner**

**Agreed** with 8 in favour and 2 abstentions that Council take up the offer of a reduced price membership of the Rural Market Towns Group until the end of the year.

**154 To consider and approve** supplier for the changing places toilet

Councillors had seen 2 quotes for the work involved in providing a Changing Places toilet in the old disabled toilet next to the Summerland Place public toilets. Council had won a grant of £46,360 from the Levelling Up Fund. However the work would have to be completed by MTC to very precise standards and registered as completed before SWaT could be asked to draw down the grant. This had to be done by 31 March 2023. He asked Councillors to consider 2 quotes, one from a builder and the other from a specialist company which would see the project through to registration. He was asking Council to suspend Standing Orders

and Financial Regulations because only two quotes could be obtained and to award the work to the specialist company and also to increase MTC's contribution to the project to £8,364.

In reply to a question from Cllr Lawton the Deputy Clerk said the toilet would be available to everybody who needs that facility. Access could be controlled by use of a radar key or key codes. This would all need to be considered later.

**Proposed: Cllr Bloomfield**

**Seconded: Cllr C Palmer**

**Agreed** with all in favour to suspend Standing Orders to allow Cllr Mandy Chilcott to make a comment.

Cllr Chilcott said she had known a couple of situations whereby a facility could not be registered because it varied by as little as 6 centimetres from the specification. The specifications were really critical and it would be a shame if the scheme were to fail because of something very minor.

**Proposed: Cllr Bloomfield**

**Seconded: Cllr Venner**

**Agreed** with all in favour to reinstate Standing Orders.

After discussion, Cllr Venner said he would propose MTC increased its contribution to £8,364. The Deputy Clerk also told Councillors that MTC would need help from SWaT to move a parking space next to the toilet a little to allow a disabled access to the toilet.

**Proposed: Cllr Bloomfield**

**Seconded: Cllr Venner**

**Agreed** with all in favour to suspend Standing Orders and Financial Regulations to agree to obtaining 2 rather than 3 quotes for the specialist project.

**Proposed: Cllr Bloomfield**

**Seconded: Cllr M Kingston-James**

**Agreed** with all in favour to accept Option 2 – the quote from a specialist company to provide a Changing Places toilet next to Summerland Place public toilets.

**Proposed: Cllr Venner**

**Seconded: Cllr Gilberto**

**Agreed** with all in favour to raise MTC's contribution to provision of the Changing Places toilet to £8,364.

Cllr Venner said that if the contribution should need to be raised by a small amount at a later date officers should come back to Council and request agreement for this because this was a very worthwhile project.

**Proposed: Cllr Bloomfield**

**Seconded: Cllr Venner**



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

**155 To consider** petition for the re-instatement of bench at Cross Farm Park

The Clerk explained that a bench at Cross Farm Park, one of 5, had been removed about a year before because it was broken. When it was brought back to the Park after repair a nearby resident said there was a problem with antisocial behaviour around the bench late in the evening. He did not want the bench put back there and it was taken back to the Depot. Council had now received a 27 name petition for the bench to be restored.

Cllr Bloomfield said the Park was in her ward and she knew this area well. The bench was on an incline and was convenient for people to stop to catch their breath on the way up the Park. For those less able there was a 3-4 minute walk to the next bench.

**Proposed: Cllr Kravis**

**Seconded: Cllr M Kingston-James**

**Agreed** with all in favour to replace the bench at Cross Farm Park.

**156 To resolve** to exclude Members of the Press and Public (**Public Bodies [Admission to Meetings] Act 1960**)

**Proposed: Cllr Bloomfield**

**Seconded: Cllr Gilberto**

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

**157 Confidential Items**

The public meeting closed at 9.20 pm

**157 Confidential Items**

**157.1 To receive** a verbal update on the post of Operations Manager

The Clerk told Councillors that an Operations Manager had been appointed and would take up his post on 17 October 2022.

The meeting closed at 9.35 pm.