



MINEHEAD TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD ON TUESDAY 26 JULY 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 A Kingston-James (Mayor)
Councillors: Cllr T Bloomfield (Deputy Mayor), Cllr J Bonar, Cllr C Gilberto, Cllr M Kingston-James, Cllr M Kravis* **, Cllr J Malin, Cllr C Palmer*, Cllr M Palmer, Cllr J Rogers, Cllr T Venner

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

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

Officers in Attendance: Ms S Rawle (Clerk)
Mr B Howe (Deputy Clerk)
Mrs J Notley (Notetaker)

Councillors in Attendance: Cllr M Chilcott**
Cllr B Allen * **

Councillors Absent: Cllr M Burke

Members of the Public: 1

Members of the Press: 0

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

094 To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)
Apologies had been received from Cllr P Bolton, Cllr E Jones, Cllr A Lawton.

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

Member	Item	Interest	Time Period	Speak/Vote
Cllr A Kingston-James	101.2 111.3	Personal	26.07.2022	Stayed in the room. Did not speak or vote Left the room
Cllr M Kingston-James	111.3	Personal	26.07.2022	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](#)

096 To receive reports from:

- Somerset County Council (SCC)
Cllr A Hadley and Cllr Christine Lawrence had sent their apologies for being unable to attend.

Cllr Mandy Chilcott gave the SCC Report: the new Integrated Care Board came into effect on 1 July 2022, replacing the Clinical Commissioning Group, commissioning services from the main health providers across the county. She said the latest published figures showed there would be a potential £14.4 million overspend in the financial year unless action was taken to limit spending. Inflation and demand for services had dramatically increased costs which meant budget cuts for the following year stood at £44 million. An urgent review of spending and tightened budgets would probably be necessary.

Cllr Chilcott told the meeting that Somerset residents who were struggling with the cost of living could qualify for support from SCC's Household Food and Energy Bill support fund and that it would distribute £3.8 million to households before 30 September 2022. She said she would leave links to the information about this and other assistance with the Town Clerk.

Cllr Chilcott said there were a couple of consultations in progress: the SEND Services Consultation and the Council Tax Support Scheme consultation was also running. She said Somerset residents were owed a huge thank you for helping Ukrainian refugees over 1,000 of whom had arrived in Somerset and were integrating well.

Cllr Chilcott took questions about the new Library from Cllr Malin.

Cllr Marcus Kravis reminded the meeting that Duncan Sharkey would be the new Chief Executive, firstly at SCC and then at the Unitary Council.

- Somerset West and Taunton District Council (SWaT)
Cllr Benet Allen confirmed that SWaT had declared a cost of living emergency. Some funds had been put aside in a hardship fund which would be distributed through Citizens Advice. Consultation was ongoing about the cap on taxi fares and the maximum fare cap would probably increase. There was a consultation on the SWaT website for residents to contribute.
Cllr Allen said funding was available from SWaT for electric vehicle charging points in the form of match-funding for councils to apply for. Tree planting week would be later

in the year and free trees could be applied for to help meet commitments to carbon neutrality.

- Police
Councillors had seen the Police Report for July but the Mayor read out the crime statistics for July for the benefit of those watching on Facebook.
- Councillors attending Meetings on behalf of Minehead Town Council (MTC)
 - Minehead BID (Cllrs Bloomfield and Venner)There had been no Minehead meetings in the past month

097 To adjourn the Meeting for Public Inclusion [Standing Order No 3e](#)
Mr Tony Bullen spoke to the meeting about Blenheim Gardens. Cllr Bloomfield asked him to email her about the lack of chairs in the park.

098 Mayor's Announcements

The Mayor said he and Cllr M Kingston-James had attended the Mayor of Taunton's charity event on 29 June 2022 and on 10 July he had presented the prizes at the Coast to Coast motorcycle event, held in support of Headway. On 17 July, accompanied by Miss Katherine Tucker, he had been to the Yeovil Civic Ceremony.

Cllr Bloomfield, Deputy Mayor, thanked the Amenities Team for giving 2 work experience students from West Somerset School such a good week. They had thoroughly enjoyed all the various experiences.

The Deputy Clerk asked the Mayor if it would be possible in future to have a standing Agenda item about the new Unitary Council.

Proposed: Cllr A Kingston-James

Seconded: Cllr Malin

Agreed with all in favour that future Full Council Agendas would include a report from the new Unitary Council.

099 To agree the Minutes of the Full Council Meeting held on Tuesday 28 June 2022– *Minutes to be agreed by Councillors who were in attendance*

Proposed: Cllr Kravis

Seconded: Cllr C Palmer

Agreed with 3 abstentions and 8 in favour

100 To note the Minutes of the Planning Committee meeting held on Tuesday 5 July 2022, the Finance & Staffing Committee meeting held on Monday 11 July 2022 and the Amenities & Environment Committee meeting held on 12 July 2022

The Mayor said the various Minutes were noted.

101 Finance Matters

The Mayor handed over to the Chair of Finance & Staffing Committee.

101.1 To approve Urgent Payments for July 2022

Payments 1-6, totalling £35,816.43, recommended for payment by Finance & Staffing Committee.

Proposed: Cllr Bloomfield

Seconded: Cllr Malin

Agreed with all in favour to approve Urgent Payments for July 2022

101.2 To approve Payments under £1,000 for July 2022

Payments 7-36, totalling £5,301.98, items 7-19 having been approved for payment by Finance & Staffing Committee

Proposed: Cllr Gilberto

Seconded: Cllr Bonar

Agreed with 1 abstention and 10 in favour to approve payments under £1,000.

101.3 To approve Payments over £1,000 for July 2022

Payments 37-44, items 37-39 having been recommended for approval by Finance & Staffing Committee, totalling £106,783.48

Cllr Venner queried item 41 for festive lighting. The Deputy Clerk confirmed this was for the future lights in The Avenue which Minehead BID had fully financed. Cllr Venner suggested MTC should thank Minehead BID for this.

Cllr C Palmer commented on item 42 and thought MTC should thank Mr Andy Giles for all his hard work at the year-end close down.

The Deputy Clerk added that other reasons that the expenditure was so high was because MTC had bought a lawnmower and also paid for the play equipment for which S106 funds had been granted.

Proposed: Cllr A Kingston-James

Seconded: Cllr Bonar

Agreed with all in favour that payments over £1,000 were approved for payment.

101.4 To approve Payments by Procurement Card for June 2022

Payments 45-53, totalling £487.50

Proposed: Cllr Malin

Seconded: Cllr M Palmer

Agreed with all in favour to approve payments by procurement card.

101.5 To approve Regular Payments for June 2022

Payments 1-22, totalling £4,538.09

Cllr Venner queried the cost of electricity for Christmas Lights, showing as £722. The Finance Assistant had checked this and apparently EDF had issued estimated bills. A refund of over £1,000 had now been received and payment would in future be by monthly standing order of £50.

Proposed: Cllr C Palmer

Seconded: Cllr Bloomfield

Agreed with all in favour to approve Regular Payments for June 2022.

101.6 To note Income Report for June 2022

Income totalling £6,777.45.

The Chair of Finance confirmed the Income Report was noted. Cllr C Palmer said it should also be noted that interest payments took this total to £7,015.75.

102 To receive the resignation of Cllr David Blackwell
The Clerk had received Cllr Blackwell's resignation and Councillors had seen his email.

Proposed: Cllr M Kingston-James Seconded: Cllr C Gilberto
Agreed with 1 abstention and 10 in favour to accept Cllr Blackwell's resignation.

103 To agree to adopt the Code of Conduct for Somerset's City, Town and Parish Councils
The Clerk explained that the proposed Code of Conduct was modelled on the LGA Code of Conduct but adapted slightly by SALC for town and parish councils. Councillors had discussed it at the recent seminar and agreed to adopt it in full. The Clerk strongly recommended it to Councillors.

Cllr Venner was happy to approve the proposed Code but had thought training would be arranged in the Code of Conduct for all Councillors. The Clerk said the Monitoring Officer had offered training around the time of the election but MTC had not been able to take it up at that point. She would ask the Monitoring Officer to arrange training for Councillors in the autumn.

Proposed: Cllr M Kingston-James Seconded: Cllr Malin
Agreed with all in favour that MTC adopt the Code of Conduct for Somerset Town and Parish Councils.

104 To review Financial Regulations and Standing Orders
The Clerk told the meeting that Councillors had discussed both documents at the informal seminar. They should be reviewed on an annual basis. The present Financial Regulations and Standing Orders had been adopted in 2019. The proposed documents were based on the NALC templates. The Clerk urged that they should not be amended too much but she had made small, tracked alterations to Standing Orders. She had put tracked changes suggested by Councillors in Financial Regulations. The most significant changes were raising Finance & Staffing Committee's authority to spend from £1,000 to £1,500, removal of references to petty cash which MTC no longer used, authorisation of urgent payments by a quorate number of Councillors and raising the value from £100 to £500 for the requirement to obtain 3 estimates. References to Community Building payments had also been removed as the building had been completed.

Proposed: Cllr M Kingston-James Seconded: Cllr Gilberto
Agreed with all in favour that Council adopt the proposed, reviewed Financial Regulations.

Proposed: Cllr Bloomfield Seconded: Cllr M Kingston-James
Agreed with all in favour that Council adopted the proposed, reviewed Standing Orders.

105 To agree a second representative from MTC on Minehead Twinning Association
The Clerk told Councillors that historically MTC had had two representatives on the MTA. Cllr Bloomfield had been nominated at the Annual Full Council meeting but the Clerk was calling for a second representative because the MTA had recently asked for 2 representatives.

Cllr Venner thought it had been normal practice for the Mayor to represent MTC on the Association and proposed he should do this for the next year.

Proposed: Cllr Venner Seconded: Cllr Bloomfield

Agreed with all in favour that Cllr A Kingston-James should join Cllr Bloomfield as MTC's representatives on the Minehead Twinning Association.

- 106 To agree** a second representative from MTC on the Plastic-Free Minehead group
The Clerk told the meeting that Cllr Burke was already MTC's representative on the Plastic-Free Minehead group but a second one should be nominated. In the absence of volunteers Cllr A Kingston-James said he would step in.

Proposed: Cllr Bloomfield Seconded: Cllr Bonar

Agreed with all in favour that Cllr A Kingston-James be nominated to stand with Cllr Burke as MTC's representatives on the Plastic-Free Minehead Group.

- 107 To agree**, for the life of this Council, to earmark vacant land at Irnham Road Recreation Ground for recreational purposes (recommendation from Amenities & Environment Committee)
The Deputy Clerk told the meeting that the land in question was that which had been occupied by the old Minehead AFC Clubhouse. Council now needed to take this forward with Col Luttrell and obtain his permission, since it had been suggested that the land could be used for a swimming pool. This would be a formality.

Cllr Kravis wished to take the proposal further which would enable a representative of MTC to have any necessary discussions with SWaT on a proposed lido. At the time no-one had authority to take any discussions forward and build a business case. Cllr M Palmer felt it was for any groups wishing to use this area to build business cases which they would need to do to obtain funding.

Cllr Venner felt the whole area was for recreational purposes anyway and did not see why anything needed to be changed. The Deputy Clerk said the important point was that any building which was needed would require Col Luttrell's permission.

After much discussion Cllr Kravis proposed an amendment: that this council authorises the formulation of a business case for building a swimming pool using funding already earmarked in the budget.

The amendment was a fresh proposal and could not stand.
Councillors did not vote on the substantive motion.

- 108 To agree** the replacement of 3 trees in The Avenue (recommendation from Amenities & Environment Committee)
The Clerk reported that a meeting had been held with Minehead BID and officers from SCC. BID had offered to put in funding of up to £1,000 per tree, to include incidental costs. They had identified 3 sites in The Avenue where trees had been cut leaving stumps. She was waiting to hear back from SCC officers about suitable species of tree and needed to carry out some research about what precisely was needed. In response to a question from Cllr Venner the Clerk confirmed that this would be a rolling programme, starting with trees in The Avenue to deal with these stumps. In future years trees in The Parade should be considered and provisions made in the budget.

Proposed: Cllr Bloomfield Seconded: Cllr M Palmer

Agreed with all in favour to proceed with the replacement of 3 trees in The Avenue.

- 109 To agree** standards and conditions for collection of green waste, litter and plastic on behalf of voluntary organisations (recommendation from Amenities & Environment Committee)

The Deputy Clerk told the meeting that MTC was collecting waste cleared up by the Wombles, Steven Heard and now also the Plastic Free Minehead group. He considered that, in the interests of the Amenities Team who picked up the waste, there should be some standards set for bagging, sorting and place of collection.

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

Proposed: Cllr M Kingston-James Seconded: Cllr Malin

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

The meeting closed at 7.50 pm.