



## MINEHEAD TOWN COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING

HELD ON TUESDAY 28 MARCH 2023 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**

Deputy Mayor: Cllr T Bloomfield  
Councillors: Cllr B Hodson, Cllr M Kingston-James, Cllr M Kravis\* \*\*, Cllr A Lawton,  
Cllr C Palmer\*, Cllr M Palmer, Cllr S Slade, Cllr T Venner\*  
*(\* denotes Somerset West and Taunton Councillor "SWaT")  
(\*\* denotes Somerset County Councillor "SCC")*

**Officers in Attendance:** Mr B Howe (Deputy Clerk)  
Mr Ben Parker (Operations Manager)  
Mrs J Notley (Notetaker)

**Councillors in Attendance:** Cllr M Chilcott \*\*

**Police in Attendance:** PCSO Melanie Cherrington-Firkins  
PCSO Sammie Edwards

**Members of the Public:** 2

**Members of the Press:** 0

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

**359 To receive** Apologies for Absence [LGA 1972 s 85 \(1\)](#)  
Apologies had been received from Cllr J Bonar, Cllr C Gilberto and Cllr J Malin.

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

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Member	Item	Interest	Time Period	Speak/Vote
Cllr M Kravis	All Item 373	SWaT Councillor SCC Councillor	2023	Stayed in the room, spoke and voted Stayed in the room; did not vote
Cllr C Palmer	All	SWaT Councillor	2023	Stayed in the room, spoke and voted
Cllr S Slade	Item 371	Personal	28 03 2023	Stayed in the room; did not speak or vote
Cllr T Venner	All	SWaT Councillor	2023	Stayed in the room, spoke and voted

Dispensations [Localism Act 2011](#)  
None.

**361 To receive** resignation of Cllr A Kingston-James and elect a Chairperson/Mayor.

**Proposed: Cllr Bloomfield**

**Seconded: Cllr Slade**

**Agreed** with all in favour to accept the resignation of Cllr A Kingston-James

Cllr Lawton, seconded by Cllr Hodson, proposed Cllr C Palmer be elected Chair  
Cllr Venner thought it best for Cllr Bloomfield to continue as Chair until the Annual Meeting in May when the Chair/Mayor is normally elected. Cllr Slade seconded.

Following a vote Cllr C Palmer was elected Chair by 6 votes for and 3 against.

**Proposed: Cllr Lawton**

**Seconded Cllr Hodson**

**Agreed** with 6 in favour and 3 against that Cllr C Palmer be elected Chair/Mayor.

Cllr C Palmer thanked Councillors and thanked Cllr A Kingston-James for his service as Mayor for the previous year and Deputy Mayor for the two years prior to that.

**362 To receive** reports from:

- Somerset County Council (SCC)  
Cllr Mandy Chilcott gave apologies from Cllr Christine Lawrence and Cllr Andy Hadley as they were unable to attend.  
Cllr Chilcott reported that SCC continues to show a significant projected overspend which stood at £23.1million at the end of month 10. The budget for the new Council had been proposed and debated in February 2023 and there were significant challenges in delivering this budget. It had been a huge challenge to bring all 5 budgets together for the one new Council.  
Cllr Chilcott told the meeting that members of the new Council from all political parties had signed up to the Debate Not Hate campaign following a Councillor census which revealed that 7 in 10 Councillors had reported abuse.  
Cllr Chilcott passed details of school term dates consultations, Independent Living Centres and Somerset Integrated Domestic Abuse Service helpline over for the Clerk. She also confirmed that after vesting day on 1 April 2023 there will be one single website – [www.somerset.gov.uk](http://www.somerset.gov.uk) and one single telephone number – 0300 123 2224 for the new Somerset Council.

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*The Deputy Clerk apologised to those watching on Facebook for problems with the screen. Hopefully this was now fixed.*

- Somerset West and Taunton District Council (SWaT)  
There was no SWaT report.
  
- Police  
PCSO Melanie Cherrington-Firkins and PCSO Sammie Edwards attended the meeting. They told Councillors the latest newsletter had now been sent out. They reported that all PCSOs had now undergone fraud prevention training and had much useful information which they could bring to talks with the public. They stressed that only around 20% of attempted fraud is reported and that the best way to deal with this was by reporting it to Action Fraud. Residents should not feel embarrassed to do this because fraudsters were very slick and anyone could be deceived by them.

*The PCSOs left to resume their patrols at 8.00 pm.*

- Councillors attending Meetings on behalf of Minehead Town Council (MTC)
  - Minehead BID (Cllrs Bloomfield and Venner)

Cllr Bloomfield reported that she had attended part of a meeting of Minehead BID which was presently making preparations for the upcoming ballot and finalising its business plan.

- Advisory and Working Groups

Cllr Lawton said she and Cllrs C Palmer and M Palmer had had regular meetings with an officer from SWaT about potential improvements around Minehead. One such project was the benches at Culvercliffe. Funding from SWaT had been obtained for work around the Harbour and at Culvercliffe. All the benches at Culvercliffe had been removed and both pads and benches were being replaced. This would be followed by work on the shelters and benches around the Harbour. The Deputy Clerk added that replacements for existing plaques on the benches had been ordered. The Operations Manager told the meeting that benches around the Harbour would be removed and replaced in rotation so there would always be benches for people to use.

- 363 To adjourn** the Meeting for Public Inclusion [Standing Order No 3e](#)  
Mr Julian Luke – Minehead Museum Premises Appeal and SLA

Mr Luke gave a presentation to the meeting regarding the progress of Minehead Museum's Appeal. He said that £175,000 had already been raised and the Museum would be seeking matched funding in their quest to purchase new premises.

- 364 Mayor's Announcements**

Cllr Bloomfield had no announcements. Cllr C Palmer said he had received tickets to attend a music event which he and Cllr M Palmer had very much enjoyed.

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**365** To agree the Minutes of the Full Council Meeting held on Tuesday 28 February 2023 –  
*Minutes to be agreed by Councillors who were in attendance*

**Proposed: Cllr M Kingston-James**

**Seconded: Cllr M Kravis**

**Agreed** with all in favour

**366** To note the Minutes of the Planning Committee meeting held on Tuesday 7 March 2023, the Finance & Staffing Committee meeting held on 13 March 2023 and the Amenities & Environment Committee meeting held on 14 March 2023

The Mayor said the Minutes were noted.

**367 Finance Matters**

**367.1** To approve Urgent Payments for March 2023  
Payments 1-6, totalling £38,431.25

**Proposed: Cllr Hodson**

**Seconded: Cllr M Palmer**

**Approved** with all in favour.

**367.2** To approve Payments under £1,500 for March 2023  
Payments 7-39, totalling £12,125.21

Cllr M Palmer said she had had questions about payments but all had been satisfactorily answered, thanks to the Finance Assistant.

**Proposed: Cllr Slade**

**Seconded: Cllr C Palmer**

**Approved** with all in favour.

**367.3** To approve Payments over £1,500 for March 2023  
Payments 40-46, totalling £35,236.07

**Proposed: Cllr M Palmer**

**Seconded: Cllr Kravis**

**Approved** with all in favour.

**367.4** To approve Payments by Procurement Card for February 2023  
Payments 47-55, totalling £1,214.78

**Proposed: Cllr Hodson**

**Seconded: Cllr Lawton**

**Approved** with all in favour.

**367.5** To approve Regular Payments for February 2023  
Payments 1-29, totalling £7,216.33

**Proposed: Cllr Lawton**

**Seconded: Cllr Kravis**

**Approved** with all in favour.

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**367.6 To note** Income Report for February 2023  
Income totalling £5,239.22 plus interest of £366.34 and £519.64.  
The Chair said the Income Report was noted.

**368 To approve** planting of memorial hedge in Queen Elizabeth Memorial Garden by local school children to celebrate King Charles III's Coronation  
*(Recommended by Amenities & Environment Committee)*

The Operations Manager had made a Report to Councillors about the proposal to plant a hedge in the area formerly known as the Rose Garden. He had spoken to local schools and the feedback had been positive. Planting would take place in the Coronation term (Term 5 up to 26 May 2023) and would involve up to 450 children. He was also looking for Councillors to help and make this a real community effort. Any shortfall in the budget for the Coronation could be found from other budgets as the hedge would benefit MTC and was on MTC owned land.

*(Cllr Bloomfield left the meeting at 8.22 pm).*

Cllr M Palmer told the meeting that it was presently impossible to source the whips for the hedging locally but all would be British grown.

**Proposed: Cllr Kravis**

**Seconded: Cllr C Palmer**

**Agreed** with all in favour to take forward the plan to plant a memorial hedge in Queen Elizabeth Memorial Garden to celebrate the King's Coronation

**369 To agree** plans for celebrations of King Charles' Coronation in May 2023

The Deputy Clerk told the meeting that flags and bunting for Wellington Square and The Parade had already been bought. Nothing so far had been planned for The Avenue. Minehead Football Club would be showing the Coronation on a screen at the Community Centre and the bar, refreshments, stalls, music and games would be available. This would be advertised on the MTC Facebook page. Everyone was welcome to attend.

**370 To approve** new entrance path to Queen Elizabeth Memorial Garden

*(Recommended by Finance & Staffing Committee)*

The Operations Manager told Councillors that this was an important first step in the improvements to the Garden and would make access much more pleasant.

**Proposed: Cllr Kravis**

**Seconded: Cllr Lawton**

**Approved** with all in favour

**371 To approve** – grants to West Somerset Advice Bureau and the Minehead Museum from the 2023/24 budget.

The Deputy Clerk reminded Councillors that a grant had been agreed for West Somerset Advice Bureau subject to finance being found from an appropriate budget. After discussion with Mr Giles it was found that MTC had £5,000 available in the 2022/2023 budget which could be

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forwarded to the 2023/2024 budget for this purpose. MTC would then look at setting up an SLA for the following financial year for WSAB.

**Proposed: Cllr Lawton**

**Seconded: Cllr Hodson**

**Agreed** with 1 abstention and 7 in favour to move £5,000 from the 2022/2023 budget to the 2023/2024 budget and awarding a £5,000 grant to West Somerset Advice Bureau.

The Deputy Clerk reminded Councillors that it was nearing the end of the financial year and if MTC wished to award a grant of £5,000 to Minehead Museum it would need to be moved from the present budget to the 2023/2024 budget.

**Proposed: Cllr C Palmer**

**Seconded: Cllr Venner**

**Agreed** with 1 abstention and 7 in favour to move £5,000 from the present budget into the 2023/2024 budget and formally agree in April to award a £5,000 grant to Minehead Museum.

**372 To agree** reviewed MTC Policies:

- (a) Weed Control Policy
- (b) Employee Safety Handbook
- (c) Driver Handbook
- (d) Volunteer Agreement

The Operations Manager said the Policy Advisory Group had been meeting regularly and had approved the four Policies. The Weed Control Policy would be implemented to provide a modern approach to weed control concentrating on physical removal. The Volunteer Agreement would encourage a consistent approach to support of voluntary groups. The two Handbooks had been provided by MTC's Business Safe partner.

Cllr Venner said he had had plenty of positive feedback about weed removal in the town and could thanks be conveyed to the Amenities Team.

**Proposed: Cllr C Palmer**

**Seconded: Cllr M Palmer**

**Agreed** with all in favour to implement the four reviewed policies.

Cllr M Palmer wished to thank the Operations Manager for all his hard work in reworking the Policies.

**373 To approve:**

- (a) Trial MTC Rewilding Areas
- (b) County Grass Cutting 2023

The Operations Manager described the proposed trial of rewilding certain areas, mainly perimeter areas. Further information would be provided to the public in these areas via a QR code to ensure the public knew what was happening. The Operations Manager described the plan to reduce grass cutting from a reactive service to a monthly cut. He felt MTC needed to evolve how it maintained the public open spaces to be more environmentally friendly.

Cllr Venner said this would need to be monitored and not to let some areas, for example near Butlins, descend into rubbish tips.

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**Proposed: Cllr Slade**                      **Seconded: Cllr Lawton**  
**Agreed** with 1 abstention and 7 in favour.

- 374 To agree** date for Annual Town Meeting-  
Dates - Statutory Annual Meeting of Council will be held on 23 May 2023.  
Suggested dates for Annual Town Meeting are 16 or 30 May 2023.

**Proposed: Cllr M Kingston-James**      **Seconded: Cllr C Palmer**  
**Agreed** with all in favour that the Statutory Annual Council meeting would take place on 23 May 2023 and the Annual Town Meeting would be on 30 May 2023.

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

**Proposed: Cllr C Palmer**                      **Seconded: Cllr M Kravis**  
**Agreed** with all in favour to continue the meeting *in camera* to discuss matters that were commercial in confidence.

The public meeting ended at 9.00 pm.

DRAFT