



## **MINEHEAD TOWN COUNCIL**

### **MINUTES OF THE FULL COUNCIL MEETING**

HELD ON TUESDAY 23 MAY 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*

Mayor: Cllr C Palmer  
Councillors: Cllr J Bonar, Cllr B Hodson, Cllr M Kingston-James, Cllr M Kravis\*, Cllr A Lawton,  
Cllr J Malin, Cllr M Palmer, Cllr S Slade, Cllr T Venner  
*(\* denotes Somerset Councillor "SC")*

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

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

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

**Members of the Public:** 3  
**Members of the Press:** 0

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

- 1 Confirmation that a Quorum is present** [LGA 1972, Sch.12, paras 12, 28](#)  
With 10 Councillors present, the Mayor confirmed the meeting was quorate.

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**2 Election of Mayor and Acceptance of Office** LGA1972s14 (1), 15(1&2), 33(1) and 34(1&2)

Cllr Hodson nominated Cllr C Palmer as Mayor, seconded by Cllr Lawton. Cllr C Palmer agreed to the nomination and, no other nominations being received, a vote was held.

Cllr C Palmer was elected as Mayor for 2023-2024 with 5 votes in favour, 3 against and 2 abstentions.

**RESOLVED: That Cllr C Palmer be elected Mayor, unless he resigns or becomes disqualified, and shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.**

**The Mayor signed the Declaration of Acceptance of Office, witnessed by the Town Clerk.**

**3 To receive** apologies for absence LGA 1972 s 85 (1)  
All Councillors were present.

**4 To receive:**  
Declarations of Interest in respect of any Agenda items (Localism Act 2011)

There were no Declarations of Interest and no Dispensations requested.

**5 Election of Deputy Mayor**  
There were no nominations for Deputy Mayor.

**6 To receive** resignation of Cllr C Gilberto  
The Mayor said Cllr Gilberto's resignation was noted.

**7 To receive** reports from:

- Police  
The PCSOs hoped Councillors had seen the May Neighbourhood Policing Newsletter and reported that during the previous month there had been reports of young people accessing empty properties and climbing on flat roofs. They urged anyone who sees anything suspicious around empty properties to report the matter to the Police.

*The PCSOs left to resume their beat at 7.41 pm.*

- Somerset Council (SC)

Cllr Andy Hadley had sent his apologies.

Cllr Mandy Chilcott reported on the extension of the £2 bus fares until the end of October, the Blue Anchor coastal protection work and the existence of the new Taunton Town Council. Cllr Chilcott told the meeting that the night and day working on the A39 cycle path would start the following week. The first meeting of the new

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Planning Committee had taken place and the Local Community Networks (LCNs) would start holding their meetings throughout the summer.

Cllr Christine Lawrence said how pleased she was with the bus service which she had tried herself. The bus from Taunton to Minehead had been full of local residents and particularly young people. She urged residents to try the £2 bus fare scheme. Cllr Lawrence emphasised the importance of Councillors attending the LCN meetings. Cllr Kravis told the meeting the next one would be at Crowcombe on 13 July 2023. Cllr Lawrence asked for any feedback from people using the 0300 123 2224 number for Somerset Council.

Cllr Kravis said SC were now combining the licensing policies of the previous District Councils. MTC should soon receive the new Liquor Licensing Policy and he urged Councillors to look at this and respond promptly with any comments. This would be followed by new licensing policies for gambling, taxis, caravan parks etc.

Responding to a question from Cllr Venner, Cllr Chilcott said the bus shelter was 15 metres away from the bus stop because of underground services in that area. She told him the new large road sign would contain all the information on the previous three signs and there would be no further signs on that stretch of road. The size was dictated by Government legislation concerning A roads.

- Councillors attending Meetings on behalf of Minehead Town Council (MTC)
- Minehead BID (Cllr Venner)  
Cllr Venner said he had been invited to the latest BID meeting but could not get into the system. He apologised for his non-attendance.
- Advisory and Working Groups  
There were no reports from Advisory or Working Groups.

**8 To agree** the Minutes of the Full Council Meeting held on Tuesday 25 April – *Minutes to be agreed by Councillors who were in attendance*

**Proposed: Cllr C Palmer**

**Seconded: Cllr Hodson**

**Agreed** with 7 in favour and 3 abstentions (Councillors absent) to approve the Minutes of the Full Council Meeting held on Tuesday 25 April.

**9 To note** the Minutes of the Planning Committee Meeting held on Tuesday 2 May 2023, Minutes of the Finance & Staffing Committee Meeting held on 9 May 2023

The Mayor said the Minutes were noted.

**10 To agree** the appointment of members to Committees

All Councillors would serve on the **Finance & General Purposes Committee**.

Councillors Hodson, Lawton and M Palmer volunteered to serve on the **Planning Committee**

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**11 To agree the appointment of Committee Chairs**

**Finance & General Purposes Committee**

Cllr Malin nominated Cllr Kingston-James, seconded by Cllr Kravis

Cllr M Palmer nominated Cllr Lawton, seconded by Cllr Hodson.

After two rounds of voting Cllr Kingston-James was unanimously elected Chair of the Finance & General Purposes Committee.

**Planning Committee**

Cllr C Palmer nominated Cllr M Palmer, seconded by Cllr Hodson.

Cllr M Palmer was unanimously elected Chair of the Planning Committee.

**12 To agree the appointment of members to Advisory/Working Groups**

**Operations Advisory Group**

Cllrs Hodson, Lawton and M Palmer volunteered to serve on the Operations Advisory Group.

**Staffing Advisory Group**

Cllrs Kingston-James, Kravis and M Palmer volunteered to serve on the Staffing Advisory Group.

**Public Conveniences Advisory Group**

Cllr M Palmer volunteered to serve on the Public Conveniences Advisory Group.

**Policy & Procedures Advisory Group**

Cllrs Hodson, C Palmer and M Palmer volunteered to serve on the Policy and Procedures Advisory Group.

**Swimming Pool Advisory Group**

Cllrs Hodson and Kravis volunteered to serve on the Swimming Pool Advisory Group.

**13 To agree Town Council representation on outside bodies**

**Minehead BID** – Cllr Venner, the present sole representative, suggested deferring this to the next Full Council meeting which would be after the upcoming BID ballot.

**League of Friends of Minehead Hospital** – Cllr Slade said she would be pleased to do this while she could.

**Minehead People and Place Partnership** – The Mayor said he would represent MTC on MPPP.

**Minehead & Porlock Bus Group** – Cllr Venner said the Bus Group had not met for four years and MTC needed to find out if it was still in operation. This could be clarified with Somerset Council.

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**Minehead Twinning Group** – Cllr Kingston-James said he was already heavily involved with this group and would be pleased to represent MTC.

**Minehead Youth Club** – Cllr Venner said there had been no meetings of the Youth Club to which he had been invited since pre-pandemic. He wondered if a younger person would be interested in representing MTC. Cllr C Palmer said Council should contact the Youth Club.

**Plastic-Free Community Group** – Cllrs Hodson and Lawton volunteered to be MTC representatives on this Group.

**Quirke's Almshouses** – Cllrs Bonar and Malin were content to remain as Trustees. Cllr Hodson volunteered to fill the vacancy for another Trustee.

**West Somerset Flood Group** – Cllrs Kravis and C Palmer were content to remain as MTC's representatives on the Group.

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

**15 Finance Matters**

**15.1 To approve** Urgent Payments for May 2023  
Payments 1-7, totalling £35,271.30

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

**15.2 To approve** Payments under £1,500 for May 2023  
Payments 8-30, totalling £8,680.95

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

**15.3 To approve** Payments over £1,500 for May 2023  
Payments 31-34, totalling £20,675.60

**Proposed: Cllr Bonar**                      **Seconded: Cllr Slade**  
**Agreed** with 9 in favour and 1 abstention.

**15.4 To approve** Payments by Procurement Card for April 2023  
Payments 36-50, totalling £1,405.60

Cllr Lawton queried two payments of fuel for the Cemetery digger. The Clerk said the office would need to look into this and get back to her.

**Proposed: Cllr Hodson**                      **Seconded: Cllr Slade**  
**Agreed** (deferring payments 47 and 49) with all in favour.

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**15.5 To approve** Regular Payments for April 2023  
Payments 1-28, totalling £5,355.51

**Proposed: Cllr Lawton                      Seconded: Cllr Bonar**  
**Agreed** with all in favour

**15.6 To note** Income Report for April 2023  
Income totalling £77,4695.51, plus £1,027.86 interest.

The Chair of Finance & Staffing said the Income Report was noted.

**16 To receive** bank reconciliation report as at 30 April 2023  
The Mayor said this had not yet been completed and would be done later in the month.

**17 To agree** to pay the fee of £1,500 plus VAT to APS Pool Contracting Ltd in respect of a feasibility study on the vacated land at Irnham Road Recreation Ground – *Recommendation from Finance & Staffing Committee*  
(Item 35 on the Payments Report)

**Proposed: Cllr Malin                                      Seconded: Cllr Kingston-James**  
**Agreed** with 6 in favour and 4 abstentions.

**18 To approve:**  
18a Risk Report for 2022-23 - *Recommendation from Finance & Staffing Committee*

**Proposed: Cllr Kingston-James                      Seconded: Cllr C Palmer**  
**Agreed** with all in favour

18b Asset Register as at 31 March 2023 - *Recommendation from Finance & Staffing Committee*

**Proposed: Cllr Kingston-James                      Seconded: Cllr Hodson**  
**Agreed** with all in favour

18c Reserves Report as at 31 March 2023

**Proposed: Cllr Kingston-James                      Seconded: Cllr Slade**  
**Agreed** with all in favour

**19 AGAR 2022-23 & Internal Audit Report Final Update**

**19a To approve** the Annual Governance Statement

**Proposed: Cllr Hodson                                      Seconded: Cllr M Palmer**  
**Agreed** with all in favour

**19b To approve** the Annual Accounting Statement

**Proposed: Cllr Hodson                                      Seconded: Cllr C Palmer**

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Agreed with all in favour

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To resolve to exclude members of the press and public (Public Bodies [Admission to Meetings] Act 1960

Proposed: Cllr C Palmer  
Agreed with all in favour

Seconded: Cllr Slade

The meeting closed at 8.23 pm.

DRAFT