



## MINEHEAD TOWN COUNCIL

Minutes of the Meeting of Minehead Town Council held on  
Tuesday 23<sup>rd</sup> April 2024 at 7.30 pm in  
the Community Centre, Irnham Road, Minehead TA24 5DW

There was a 10-minute presentation at the beginning of the meeting from Minehead and Coast Development Trust, who covered the following points:

Zara Aitken the Project coordinator for Minehead and Coast Development Trust (MCDT) addressed Councillors. MCDT are the organisers of Minehead Bay festival, a one-day festival of art, culture and live music that has taken place over the last 2 years. It is a nonprofit event with all proceeds being reinvested into future festivals. 2024's Festival will take place on 31<sup>st</sup> August between 12 p.m. and 6 p.m. Estimates are that 3,000 people attended in 2023 with up to 5,000 expected for 2024. The festival was set up to increase access to the arts and culture available in Minehead whilst bringing the community together and attracting visitors to the town. There is a strong focus on community feedback in order to help shape future events. MCDT had recently been successful in securing National Lottery funding but do need match funding in order to deliver projects. Councillors were asked to consider a £2,000 contribution towards the event, with this contribution going directly towards the payment for the bands on the day. MCDT have created a corporate funding package that along with the event day pitch sales would make up the additional £7,000 match funding required. Councillor C Palmer thanked MCDT for their presentation and it was agreed to bring forward the discussion about support for the Minehead Bay Festival.

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There was a 15-minute open forum at the beginning of the Meeting for residents of Minehead to raise with councillors any matters related to the town. No matters were raised.

*The meeting convened.*

**Present:** Councillors C Palmer (Chair), Lawton, Hodson, Bartlett, M Palmer, Jewell, Beynon, and Kravis.

**Apologies:** Councillor Hall.

**Not Present:** Cllr J Bonar

**In Attendance:** B Parker (Town Clerk), J Chapman (Deputy Clerk & RFO), Somerset Councillors Chilcott, Hadley, PCSO's Edwards, Cherrington-Firkins and 5 Members of the public.

**2024/57.** To receive apologies for absence.

Councillor Hall's apologies were received.

**2024/58.** To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting.

Councillor Kravis declared his membership of Somerset Council.

**2024/59.** To receive reports from Somerset Councillors and the Local Policing Team.

The neighbourhood policing team raised the following matters:

- April's newsletter has been sent out.

- A Walk and talk event had been held in April, aimed at local women to discuss areas they feel unsafe in town. This forms part of the Street Safe initiative
- They are seeking resident feedback on perceptions of safety in various town areas and will review potential actions like increased patrols or feedback to partner organisations.
- There will be a pop-up advice hub on May 17th at 11 AM in Wellington Square for crime prevention advice they will also be present at the next talking café event.

Councillors asked about an increase in anti-social behaviour in Blenheim Gardens. PCSO Cherrington-Firkins confirmed they already patrol the Gardens. However, they are aware of a need to increase patrols. It was also confirmed that Somerset Council are aware of ongoing rough sleeping in the Gardens.

A question was asked whether there had been a local increase in vehicular break ins. PCSO's Edwards and Cherrington-Firkins were unaware of this. However, Councillors were assured that incidents such as this would be actioned accordingly.

It was observed that up to 50% of all crime is cybercrime. PCSO's Edwards and Cherrington-Firkins said that their monthly newsletter often features an action fraud update. They also regularly attend local community talks to discuss cybercrime including online fraud. In addition, they work closely with local schools to discuss online safety and often provide lots of information to increase awareness.

The Neighbourhood Policing Team were thanked for their attendance and left the meeting at 19:58 to continue their patrol.

Councillor Hadley raised the following matters:

- The old Bridgwater hospital site has received a £19.7 million levelling up grant. It will become a state of the art academy for health and social care. One of the satellite buildings associated with this development is at the old seahorse centre in Minehead which will assist with providing training.
- A new electric bus will be commissioned on the 28 bus route Minehead to Taunton.
- Voting for the new Police Crime Commissioner will be on May 2<sup>nd</sup>. Anyone who wants to vote will need to take photographic ID along with them to the polling station.
- The PSPO for dog control orders in the old West Somerset area is due to go to Somerset Council's Executive Committee in May.

Councillor Chilcott raised the following matters:

- Somerset Council had their Full Council meeting today (23<sup>rd</sup> April).
- No financial reporting available as yet due to the new financial year starting in April.
- SC continue to face financial Challenges for the 2024/25 financial year.
- Further progress with homes for children where vulnerable children will have residential support that provides wrap around care including support and schooling.
- A new webpage called Screen Somerset has been launched on the SC website. They want to encourage and support filming throughout the County. Cllr Chilcott urged everyone to play their part in promoting Somerset by sharing photos of the County.

Councillor Kravis raised the following matters:

- He hoped the new electric bus is an adequate size to meet demand.
- Economic development is not a statutory service. However, he wants the work that Visit Somerset do and the role they play in promoting the area to be further recognised through funding.
- The proposed cycle path from Carhampton to Dunster has been suspended. He reiterated the importance of well connected and safe cycle routes in the area.

A question was asked about new X28 bus that goes from Minehead to Taunton without going through Watchet and Bishops Lydeard. The first express bus doesn't leave the town until 10:30 and it would be nice to see this bus operating earlier in the day. Cllr Chilcott acknowledged that a review of the timetable schedule could bring further benefits.

**2024/60.** Item 10 brought forward; To receive a request from Minehead and Coast Development Trust for funding towards Minehead Bay Festival 2024.

Item 10 on the Agenda was brought forward so that the members of Minehead and Coast Development Trust could be present for the decision. As the presentation had identified, any MTC contribution towards The Minehead Bay Festival would be spent on providing the bands. The Clerk advised Councillors that during the budget setting process for 2024/25, Councillors had allocated more funds in the Town Entertainment budget line with a view to providing more support for local events and initiatives such as this. Councillors were informed that a £2,000 contribution to this event could be made under Section 145 of The Local Government Act 1972.

**Resolved** to approve a £2,000 contribution to Minehead and Coast Development Trust for providing the bands at the Minehead Bay Festival 2024.

**2024/61.** To receive updates from councillors on Advisory Groups and Outside Bodies.

Councillor Kravis had recently attended the police and security Town meeting.

**2024/62.** To approve the [Minutes of the Full Council Meeting on 26<sup>th</sup> March 2024.](#)

**Resolved** to approve the Minutes of the Full Council Meeting on 26th March 2024.

**2024/63.** To receive the [Minutes of the Planning Committee Meeting on 2<sup>nd</sup> April 2024.](#)

The Minutes of the Planning Committee Meeting on 2nd April 2024 were **received**.

**2024/64.** To receive the Minutes of the [Finance and General Purposes Committee Meeting on 9<sup>th</sup> April 2024.](#)

The Minutes of the Finance and General Purposes Committee Meeting on 9th April 2024 were **received**.

**2024/65.** To consider an application for co-option to Minehead Town Council.

An application for co-option to Minehead Town Council was considered from a member of the public. The candidate spoke to Councillors, explaining why they wanted to join MTC. Councillors then asked questions of the candidate.

Councillors voted to suspend standing orders and the applicant and attendees of the meeting were then invited to leave the room to allow the vote to take place.

Under schedule 12 paragraph 39 of The Local Government Act 1972, an absolute majority of Councillors present and eligible to vote needed to be obtained in order for the applicant to be successful for co-option. An absolute majority of votes could not be achieved in favour of co-option and the Chair informed the applicant that they had been unsuccessful in their application.

**2024/66.** Accounts

- i) To Approve the following payments over £1,500 for April (Recommended by the Finance and General Purposes Committee):
  - *Weeding Technologies Ltd £ 2355.00 final payment for Foamstream equipment rental 6mth trial*
  - *Somerset Council £5988.00 for business rates 01.04.2024-31.03.2025 Office*
  - *Somerset Council £3143.70 for business rates 01.04.2024-31.03.2025 Community Centre.*
  - *Somerset Council £4380.22 for business rates 01.04.2024-31.03.2025 Cemetery*

**Resolved** to approve the payments recommended by the Finance and General Purposes Committee.

- ii) To note payments made for March.

The payments made for March were **Noted**.

iii) To note budget income & expenditure reports for March.

The payments budget income & expenditure reports for March were **Noted**.

iv) To note Income received for March.

The Income received for March were **Noted**.

v) To note bank reconciliations for March.

The bank reconciliations for March were **Noted**.

vi) To note the analysis and variance report for the 2023/24 budget.

The analysis and variance report for the 2023/24 budget were **Noted**.

**2024/67.** To adopt the following policies (Recommended by the Finance and General Purposes Committee)

- I. Complaints Procedure
- II. Data Breach Policy
- III. Data Protection Policy
- IV. ICT Policy
- V. Privacy Notice

The Policies were received with the amendments agreed at April's Finance and General Purposes Committee meeting made to the policies in advance.

**Resolved** to adopt all the above policies.

**2024/68.** To approve the revised Minehead Town Council Grants Policy.

The revised Grants Policy was received.

**Resolved** to approve the revised Minehead Town Council Grants Policy.

**2024/69.** To approve Minehead Town Council's Fees and Charges for 2024/25. (Recommended by the Finance and General Purposes Committee)

The recommended fees and Charges for 2024/25 were received.

**Resolved** to approve Minehead Town Council's Fees and Charges for 2024/25.

**2024/70.** To receive a request from Leigh Danter & Sons to hold an autumn fair on Marsh Common from Monday 2<sup>nd</sup> September to Monday 9<sup>th</sup> September inclusive of set up and removal.

Councillors shared some concerns raised by residents relating to the noise pollution of the event. Further concerns were raised around an increase of anti-social behaviour at the event last year. It was asked if there will be any noise control this year. Councillors were informed that the organisers had been aware of some concerns relating to noise and shortened their operational time to offset this. The Clerk reminded Councillors that before an event could go ahead, the Council would need to demonstrate a good level of due diligence when it came to risk management. As with last year's event, all relevant certification including insurance and risk assessments were required in advance along with an overall Event Management Plan. He also advised that The Town Council should request the organisers to refer themselves to the Safety Advisory Group at Somerset Council so they could ascertain if their involvement is required.

**Resolved** To accept the request from Leigh Danter & Sons on the condition that all required certification and documents are received and deemed satisfactory no later than 5 weeks before arrival and before any advertising.

**2024/71.** To receive an update on the transfer of Allotment sites between Minehead Town Council and Somerset Council and to agree associated conveyancing costs.

The Clerk informed Councillors that work associated with the transfer of the allotment sites from Somerset Council to Minehead Town Council is ongoing. These sites are Periton Lane, Periton Way, Marshfield Road and Orchard Road. However, it has become apparent that because the allotment sites had never been formally registered at land registry, it would be more appropriate for the remainder of the work to be carried out by a trained conveyancer. The Clerk had obtained an idea of cost from 3 separate local law firms. Due to the unknown time elements, estimates ranged from £1,500 - £2,500. He requested that in order to complete the asset transfer, The Clerk should be delegated the power to spend up to an agreed value. The Clerk informed Councillors let there was sufficient budget for carrying out the Asset Transfers in the Devolution budget line.

**Resolved** to authorise the Clerk with the delegated power to spend up to the value of £5,000 to carry out the work required to complete the asset transfers.

**2024/72.** To receive an update on Minehead Town Council's Foamstream Trial.

The Clerk prepared a report on the initial findings of the first weeks of Foamstream in advance of the meeting. The report was **received**.

**2024/73.** To co- opt Councillor Bartlett on to the planning Committee.

Cllr Bartlett had applied to join the planning Committee.

**Resolved** to co-opt Councillor Bartlett onto the planning committee.

The Clerk reminded Councillors that Councillor membership to Committees and Advisory Groups will need to be reviewed at next month's (May) Annual Meeting of Minehead Town Council.

**2024/74.** To note Citizens Advice West Somerset Data for Minehead and LCN 13 from April 2023 – March 2024.

The report was **Noted**.

**2024/75.** To note dates and times of Annual Town Public Meeting (Tuesday 7<sup>th</sup> May 2024 at 7:30 p.m.) and Annual Meeting of Minehead Town Council (Tuesday 14<sup>th</sup> May 2024 at 7:30 p.m.)

The dates and times of Annual Town Public Meeting and Annual Meeting of Minehead Town Council were **Noted**.

**2024/76.** To note the date of the upcoming Community Engagement Event (Friday 26<sup>th</sup> April 2024 at 12:30 – 14:30 in Community Centre, Irnham Road, Minehead TA24 5DW)

The date of the upcoming Community Engagement Event was **Noted**.

**2024/77.** To note the date of the next Local Community Network Meeting for Minehead and Watchet (Tuesday 30<sup>th</sup> April 2024 at 19:00 in EMN Hall Elworthy Monksilver & Nettlecombe Hall – Monksilver, TA4 4JE)

The date of the next Local Community Network Meeting for Minehead and Watchet was **Noted**.

Meeting Closed at 21:27.

Mayor  
April 2024