



MINEHEAD TOWN COUNCIL

Minutes from the Meeting of Minehead Town Council held on
Tuesday 25th June 2024 at 7.30 pm in
the Community Centre, Irnham Road, Minehead TA24 5DW

Present: Councillor C Palmer (Chair), Lawton, M Palmer, Bartlett, Bonar, Jewell and Hodson

Apologies: Councillors Hall, Kravis and Beynon

In Attendance: B Parker (Town Clerk), J Chapman (Deputy Clerk and RFO), Somerset Councillors Chilcott, Hadley and 1 member of the public.

There was a 15-minute open forum prior to the start of the Meeting for residents of Minehead to raise with councillors any matters related to the town. The following matters were raised:

The street weeds on a nearby street had been recently treated by MTC using Foam Stream. It appeared that the weeds did not completely die off and are now resprouting.

The Clerk acknowledged that the Foam Stream trial has provided varying levels of success throughout the town and he encouraged anyone who has any feedback on the trial to fill out the online feedback form found on the Town Council website: <https://mineheadtowncouncil.co.uk/your-council/foam-stream-trial>

2024/96. To receive apologies for absence.

Councillors Beynon, Hall and Kravis apologies were received.

2024/97. To receive disclosures of unregistered or other interests from councillors on matters to be considered at the meeting.

There were no disclosures.

2024/98. To receive reports from Somerset Councillors and the Local Policing Team.

There were no representatives from the Local Policing Team present.

Councillor Chilcott raised the following matters:

- She has received a number of positive comments relating to the Public Toilets in Summerland Road Car Park.
- The staffing restructure at Somerset Council is ongoing.
- The Clanville Gardens site auction has now taken place and the site has been sold to an unknown bidder.
- The first new homes at Rainbow Way are due to be completed very soon.

Councillor Hadley raised the following matters:

- A General Election is coming up, the deadline for proxy votes is Wednesday 26th June.
- All people wanting to vote will need to remember to take photo ID with them to the polling station on 4th July.
- There has been an increase of small gas canister disposals in roadside recycling waste. Roadside recycling does not accept small gas canisters. They should instead be taken to the nearest recycling centre for disposal.
- Somerset Council are seeking landowners interested in selling land for phosphate mitigation.
- The E scooter trial in Minehead has now been extended to 31st May 2026.

2024/99. To receive updates from Councillors on Advisory groups and Outside Bodies.

Councillor C Palmer and the Town Clerk attended the Minehead People and Place Partnership Meeting held on Tuesday 18th June 2024. The meeting confirmed imminent installation of poetry competition transparencies on the seafront shelters. The Chair thanked all parties involved for their work in the project.

As a trustee for the Quirkies Almshouses, the Chair confirmed that two new residents have been accepted meaning the Almshouses are now fully occupied.

2024/100. To approve and sign the [Minutes of the Statutory Annual Meeting of Minehead Town Council held on Tuesday 14th May 2024.](#)

RESOLVED the Minutes of the Statutory Annual Meeting of Minehead Town Council held on Tuesday 14th May 2024 were approved and signed by the Chair.

2024/101. To receive the [Minutes of the Planning Committee meeting held on Tuesday 4th June 2024.](#)

The Minutes of the Planning Committee meeting held on Tuesday 4th June 2024 were **received**.

2024/102. To receive the [Minutes of the Finance and General Purposes Committee meeting held on Tuesday 11th June 2024.](#)

The minutes of the Finance and General purposes Committee Meeting held on Tuesday 11th June 2024 were **received**.

2024/103. Accounts

- To Approve the following payments over £1,500 for June (*Recommended by the Finance and General Purposes Committee*)
 - Payment of **£3,339.84** inc. VAT to Wicksteed Leisure limited for replacement parts to play equipment at Irnham Recreation ground and Cross Farm Park.

RESOLVED the payment of £3,339.84 inc. VAT to Wicksteed Leisure Limited was approved.

- To Approve the following urgent payments over £1,500 for June:

- Payment of **£3,242.27** inc. VAT for 40% of Christmas Lights Hire value for 2024 to Festive Lighting Co Ltd.

Councillors were reminded that Council had resolved to approve to extend the festive lighting contract for an additional 2 years in December 2023. This invoice was for 40% of the total hire price of £6,754.72 only. The Clerk said that due to how the contract had been extended, this did not include the £6,000 installation/take down cost would be separately invoiced directly by the electrical contractor.

RESOLVED the payment of £3,242.27 inc. VAT to Festive Lighting Co Ltd was approved.

- iii. To Note payments made for May

The payments made for May were **noted**.

- iv. To Note budget income & expenditure reports for May

The budget income & expenditure reports for May were **noted**.

- v. To Note income received for May

The income received for May was **noted**.

- vi. To Note bank reconciliations for May

The bank reconciliations for May were **noted**.

2024/104. To adopt the following policies (*Recommendation from the Finance and General Purposes Committee*)

- i. Tree Risk Management Strategy.
- ii. Health and Safety Policy Procedures.

RESOLVED The Tree Risk Management Strategy and The Health and Safety Policy and Procedures were adopted.

2024/105. To appoint the preferred contractor to undertake retrenchment pruning to Willow Trees at Marsh Common at a cost of £3,580 + VAT. (*Recommendation from the Finance and General Purposes Committee*)

The Clerk's report, distributed with the agenda, highlighted necessary work on trees at Marsh Common based on a recent condition survey. The proposed retrenchment pruning, aimed at tree health and public safety, would initiate the process of creating a low pollarded tree group. While the work must occur during the growing season, environmental impact is expected to be minimal. The June Finance and General purposes committee meeting reviewed 3 contractor quotations and Contractor B had been recommended.

RESOLVED to appoint the preferred contractor to undertake retrenchment pruning to Willow Trees at Marsh Common at a cost of £3,580 + VAT.

2024/106. To discuss and approve annual floral bedding plans for Spring 2025.

The Clerk's report and proposed bedding schemes with costs were sent to Councillors with the agenda. Concerns were raised about providing winter bedding in Blenheim Gardens (owned by Somerset Council) and the environmental impact and high cost of annual bedding town wide. The Clerk acknowledged these concerns, noting MTC's ongoing transition to sustainable, permanent bedding schemes. He confirmed that both the annual bedding budget and devolution budget for mitigating Somerset Council's service delivery cuts had adequate funds for Spring bedding.

RESOLVED the plans for providing the annual floral bedding for Spring 2025 in Blenheim Gardens and throughout Minehead and Alcombe were approved.

2024/107. To agree for Minehead Town Council to undertake the required repair works to the central island wall in The Parade and to approve quotation for works.

The wall of the central flower beds in The Parade has been damaged for 18 months. While MTC maintains the floral displays, Somerset Council owns the asset. Repair responsibility has been contested due to unclear maintenance agreements and the Health and Safety challenges of the location. The Clerk has received permission by SC for MTC to repair at its own cost. After difficulties obtaining quotes, a quote had been received by a local contractor for Councillors to review. The Clerk asked Council for approval to finance the work using the local contractor before submitting their Risk Assessment Method Statements (RAMS) to Somerset Council for final approval.

RESOLVED that Minehead Town Council agree to finance a one off repair to the wall at the central island in The Parade. MTC, will accept the provided quotation and engage the contractor to undertake the works subject to Somerset Council's approval of the RAMS provided by the contractor.

2024/108. To delegate the Clerk with the authority to spend up to £8,000 from the Higher Tier stewardship agreement with The Rural Payments Agency. *(Recommendation from the Finance and General Purposes Committee)*

The Clerk prepared a written report that was sent out to Councillors with the agenda that provided a background of Alcombe Common, what type of maintenance work is required and why delegating authority to The Clerk was appropriate.

RESOLVED to approve to delegate The Clerk with the authority to spend up to £8,000 from the Higher Tier Stewardship agreement funding with the Rural Payments Agency for works at Alcombe Common.

2024/109. To approve Minehead Town Council's Community Engagement Events Calendar for 2024 – 2025.

RESOLVED Minehead Town Council's Community Engagement Events Calendar for 2024 – 2025 was approved.

2024/110. To note the alteration of an Amenities Team Operative’s contract from a temporary to permanent placement.

At May’s annual meeting of Minehead Town Council, Councillors agreed to fill a vacant Full Time permanent position within the Amenities Team via an internal recruitment process. The recruitment process was delegated to the Clerk and is now complete.

The alteration of an Amenities Team Operative’s contract from a temporary to permanent placement was **noted**.

Meeting closed at 20:21.

Councillor Craig Palmer

Chair of Minehead Town Council

June 2024.