



MINEHEAD TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD ON TUESDAY 14 DECEMBER 2021 AT 7.30 PM AT
THE COMMUNITY CENTRE, IRNHAM ROAD, MINEHEAD TA24 5DW

The Meeting was digitally recorded

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 P Bolton* (Mayor)

Councillors Present: Cllr T Bloomfield, Cllr E Jones, Cllr A Kingston-James (Deputy Mayor), Cllr M Kingston-James, Cllr A Lawton, Cllr R Lillis, Cllr C Palmer*, Cllr M Palmer, Cllr H Rose,

Councillors in Attendance: Cllr M Chilcott**

Cllr B Allen*

(*denotes Somerset West and Taunton "SWaT" Councillor

**denotes Somerset County Councillor "SCC")

Councillor Absent: Cllr A Berry, Cllr O Harvey, Cllr N Hercock

Officers in Attendance: Ms S Rawle (Clerk)
Mr B Howe (Deputy Clerk)

Members of the Public: 0

Members of the Press: 0

The Mayor welcomed Councillors, Officers and those watching on Facebook. The Deputy Clerk requested Councillors when speaking to use the microphones provided.

1394 TO RECEIVE APOLOGIES FOR ABSENCE [LGA 1972 s 85 \(1\)](#)

Apologies had been received from Cllr M Burke, Cllr J Malin, Cllr T Venner.

1395 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF ANY AGENDA ITEMS [\(Localism Act 2011\)](#)

Member	Item	Interest	Time Period	Speak/Vote
Cllr A Kingston-James	1400.2	Personal	23.11.2021	Stayed in the room; didn't speak or vote
Cllr C Palmer	All	SWaT Councillor	2021	Stayed in the room, spoke and voted

DISPENSATIONS (Localism Act 2011)

No-one had requested any dispensations.

1396 TO RECEIVE REPORTS FROM:

- **Somerset West and Taunton District Council (“SWaT”)**

Cllr Benet Allen reported that SWaT had adopted the Public Realm Design Guide and district-wide Design Guide at a meeting 2 weeks previously. These were important and interesting documents about the nature of public space and architecture. They would be the principal shield and sword against nationalised planning and gave power to control and influence planning at a local level. He reminded listeners that there was free parking in SWaT owned car parks on Saturdays before Christmas and also asked residents to be mindful of the volume of recycling over Christmas and to sort recycling and compress cardboard.

Cllr C Palmer pointed out that car parking in the former West Somerset area had to be paid for on Sundays but in the ex-Taunton Deane area there was free parking all year on Sundays in Taunton. Cllr Allen said he would be happy to raise this with Cllr Rigby.

- **Somerset County Council (“SCC”)**

Cllr C Lawrence** had tried but was unable to access the meeting via Zoom.

Cllr Mandy Chilcott told the meeting that she would leave the meeting immediately after her report, bearing in mind current COVID guidance and she and Cllr Lawrence would take any questions by email after the meeting.

Cllr Chilcott told the meeting that, in aiming to reach carbon zero, SCC had commissioned Climate Guide to run a series of free accredited carbon literacy training days for city, town and parish councils. She recommended anyone to attend the training which was designed to help local authorities understand what they can do to help to combat climate change. There would be three sessions coming through.

Staff involved in the parking review had once again been called upon instead to support the vaccination programme.

As far as road improvements were concerned the planned yellow lining etc to help improve safety on the road between the Middle School and First School was scheduled, weather permitting, to start in January 2022.

Cllr Chilcott reported that there was a new on-line system for reporting problems on the highway from a smart phone or PC. This would also track progress of the report and would be a great improvement. She would send the link through to the Clerk.

- **Police**

Council had not yet received the December Police Report because the Full Council meeting was a week earlier than usual.

- **Councillors attending meetings on behalf of Minehead Town Council**

Cllr Lawton had just arrived from the monthly Minehead BID meeting. There had been 3 presentations at the meeting. The first was from new PR/Social Media contractors who had plans to integrate social media platforms as much as possible for Minehead BID which would be of benefit to the whole town. They are promoting the Minehead Gift Card and also trying to broaden the BID scope to approach more retailers and traders in the town to join Minehead BID.

The second presentation was from Richard Newton who had set up a charitable trust to provide more defibrillators throughout the town and also provide training to use them with the aim of ensuring that no-one would be more than 90 seconds away from a defibrillator and he needed as much public support as possible. There was also an interactive map set up by Chris Vivary to show where defibrillators were situated.

The third presentation had been from Minehead Museum which was currently looking for larger premises in the town as it was outgrowing its current space. It needed improved access and storage facilities for its ever-growing collection of items. Cllr Lawton had had to leave the meeting at that stage to attend the Full Council meeting.

- **Advisory and Working Groups**

There had been no Advisory or Working Group meetings.

1397 MAYOR'S ANNOUNCEMENTS

Cllr Bolton thanked all who had turned out for the Christmas lights switch-on on 26 November which had been a great success.

The Mayor reminded everyone that the Council offices would be closed from 24 December 2021, reopening on 4 January 2022. Public toilets would be closed on Christmas Day, Boxing Day and New Year's Day.

Cllr Bolton reported that elections to the new Unitary Council would be held in May 2022. Town and Parish Council elections would be brought forward to the same date.

1398 TO AGREE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 23 NOVEMBER 2021 – MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE

Proposed: Cllr Bolton

Seconded: Cllr Bloomfield

Agreed with all in favour that the Minutes were correct.

1399 TO NOTE THE MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING HELD ON 6 DECEMBER 2021 AND THE PLANNING COMMITTEE MEETING HELD ON 7 DECEMBER 2021

Cllr Bolton said the Meeting noted both sets of Minutes.

1400 FINANCE MATTERS

1400.1 *To approve Urgent Payments for December 2021*

Payments 1-6, totalling £31,389.70, including £19,806.95 staff salaries

Proposed: Cllr C Palmer Seconded: Cllr Lillis
Approved with all in favour

1400.2 *To approve Payments under £1,000 for December 2021*

Payments 7-26, totalling £5,197.87, of which payments 7-18 had already been approved for payment by Finance & Staffing Committee

Proposed: Cllr C Palmer Seconded: Cllr Rose
Approved with 1 abstention and 9 in favour

1400.3 *To approve Payments over £1,000 for December 2021*

Payments 27-29, totalling £4,608.48. Payment 27 had already been recommended for payment by Finance & Staffing Committee.

Proposed: Cllr C Palmer Seconded: Cllr Lillis
Approved with all in favour

1400.4 *To approve Regular Payments for November 2021*

Payments 1-32, totalling £9,018.86.

Proposed: Cllr C Palmer Seconded: Cllr Bolton
Approved with all in favour

1400.5 *To approve Payments by Procurement Card for November 2021*

Payments 30-36, totalling £381.75

Proposed: Cllr C Palmer Seconded: Cllr Bloomfield
Approved with all in favour

1400.6 *To approve Income Report for November 2021*

Income totalling £6,241.65

Proposed: Cllr C Palmer Seconded: Cllr Rose
Approved with all in favour

1401 TO AGREE BUDGET AND PRECEPT FOR 2022-2023

The Deputy Clerk told the meeting that it needed to agree a balanced Budget and also the Precept for 2022/2023. It was recommended from Finance & Staffing Committee that the Precept be set at £753,261. He said this was an increase of just over 4%, in an attempt to cover inflation which Cllr Bolton said was currently 4.1%.

Councillors had seen all the Budget documents.

Proposed: Cllr Bolton **Seconded: Cllr C Palmer**
Agreed with all in favour to accept the proposed Budget

Proposed: Cllr C Palmer **Seconded: Cllr Lillis**
Agreed with all in favour to set the Precept for 2022/2023 at £753,261, an increase of 4.2%.

The Deputy Clerk thanked all Councillors for their input into previous discussions about the Budget and Precept. He said that since the tax base had been amended the rise was now 4.2% rather than its original 4.25%.

1402 TO AGREE VISION AND PRIORITIES STATEMENT

Councillors had discussed and amended the draft Vision and Priorities Statement at the previous Finance & Staffing Committee meeting and all had read it.

Proposed: Cllr Bolton **Seconded: Cllr A Kingston-James**
Agreed with all in favour to accept the Vision and Priorities Statement

1403 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
(Public Bodies [Admission to Meetings] Act 1960)

Proposed: Cllr P Bolton **Seconded: Cllr Jones**
Agreed with all in favour to continue the meeting *in camera* to discuss staffing issues.

The Public Meeting closed at 7.58 pm.