



MINEHEAD TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD ON TUESDAY 22 MARCH 2022 AT 7.30 PM AT
THE COMMUNITY CENTRE, IRNHAM ROAD, MINEHEAD TA24 5DW

The Meeting was digitally recorded and posted 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

Chair: Cllr P Bolton* (Mayor)

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

Councillors in Attendance: Cllr C Lawrence**
Cllr B Allen*

(*denotes Somerset West and Taunton "SWaT" Councillor;
**denotes Somerset County Councillor "SCC")

Councillors Absent: Cllr A Berry, Cllr O Harvey

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

Members of the Public: 1

Members of the Press: 0

The Mayor welcomed Councillors, a member of the public and those watching on Facebook.

1487 TO RECEIVE APOLOGIES FOR ABSENCE [LGA 1972 s 85 \(1\)](#)

Apologies had been received from Cllr M Kingston-James.

1488 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF ANY AGENDA ITEMS [\(Localism Act 2011\)](#)

Member	Item	Interest	Time Period	Speak/Vote
Cllr T Bloomfield	1494.1 1500	Personal	22.03.2022	Stayed in the room; did not speak or vote
Cllr P Bolton	1500	Personal	22.03.2022	Stayed in the room; did not speak or vote
Cllr A Kingston-James	1494.2	Personal	22.03.2022	Stayed in the room; did not speak or vote
Cllr C Palmer	All	SWaT Councillor	2022	Stayed in the room, spoke and voted
Cllr T Venner	All	SWaT Councillor	2022	Stayed in the room, spoke and voted

DISPENSATIONS (Localism Act 2011)

No-one had requested any dispensations.

The Mayor reminded the Meeting that the Pre-Election Period (purdah) had now commenced and that Council needed to be careful when debating any matter.

1489 TO ADJOURN THE MEETING FOR PUBLIC INCLUSION (Standing Order No 3e)

No-one had asked to speak.

1490 TO RECEIVE REPORTS FROM:

- **Somerset County Council**

Cllr Christine Lawrence passed on Cllr Mandy Chilcott's apologies for being unable to attend the Meeting. She said a copy of the Tree Planting Policy for Minehead had been sent to the Clerk.

Cllr Lawrence handed her Town and Villages Briefing to the Clerk for information. She said COVID was still prevalent in towns and villages and urged everyone to take care and those over 75 or with compromised immunity to take up the latest booster, which would be offered six months after their last one.

Cllr Lawrence said SCC would be working with schools to provide food vouchers over the coming Easter holidays for families who qualify for free school meals and encouraged parents to speak to their children's schools and apply for these.

- **Somerset West and Taunton District Council**

Cllr Benet Allen gave a report from SWaT and passed his Newsletter to the Deputy Clerk.

- **Police**

Councillors had seen the Police March Newsletter so the Mayor read out the crime statistics for the benefit of those watching on Facebook.

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

Cllr Lawton had attended 2 meetings with Minehead BID. The first was with the new Director at Butlins, Matthew Rake. From this she had learned that Butlins would be re-introducing, from 1 April 2022, the Day Visitor Pass for Minehead residents and visitors to go to attractions including the Skyline, swimming pool and fairground from about 10 am to 8 pm. She had not had a satisfactory answer to her enquiry about music noise.

Cllr Lawton had also attended a BID Board meeting. There were 2 events in the near future – the Minehead eat:Festival on 2 April and the Steam Punk Weekend in May. Preparations for both were going well. There had been discussion about a visit from

the Waverley in late summer and an update on the Minehead Esplanade Development Plan.

Cllr C Palmer had attended a meeting of Plastic Free Minehead which was coming up to the anniversary of its formation. The organisation would like to have confirmation from the Council with regards to engagement with Plastic Free Minehead. He suggested this could be discussed at a future Meeting and noted in the Minutes. The next meeting would be on 12 April and PFM was hoping to have beach cleans at Minehead on 3 April and Bossington on 9 April, as well as another supermarket unwrap.

1491 MAYOR'S ANNOUNCEMENTS

The Mayor said he had no announcements to make but wanted to express his thanks to the people of Minehead whose brilliant response to the Ukraine appeal had seen 6 loads of donations despatched to Ukraine.

1492 TO AGREE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 22 FEBRUARY 2022 – *MINUTES TO BE AGREED BY COUNCILLORS WHO WERE IN ATTENDANCE*

Proposed: Cllr Bolton

Seconded: Cllr Malin

Agreed with all in favour.

1493 TO NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 1 MARCH 2022, FINANCE & STAFFING COMMITTEE MEETING HELD ON MONDAY 7 MARCH 2022 AND THE AMENITIES & ENVIRONMENT COMMITTEE MEETING HELD ON TUESDAY 8 MARCH 2022

Councillors had seen the Minutes of the 3 Committee Meetings and the Mayor said they were noted.

1494 FINANCE MATTERS

1494.1 *To approve Urgent Payments for March 2022*

Payments 1-8, totalling £37,477.06, of which £23,412.53 was for staff salaries.

The Deputy Clerk told Councillors that the figure approved at Finance & Staffing Committee for salaries had been about £29,000. This was a gross figure, although the net figure to be approved at the Meeting was higher than normal because it included back-pay for the pay rise. Items 30, 31 and 32 should be disregarded as these were included in the total and represented payments to a person who had left.

In reply to a question from Cllr Venner the Deputy Clerk confirmed that a cancellation fee for Wi-Fi, phone line and mobile represented a cancelled contract which still had one year to run but cancellation was cheaper than continuing the contract.

Proposed: Cllr C Palmer **Seconded: Cllr M Palmer**
Agreed with 11 in favour and 1 abstention.

1494.2 *To approve Payments under £1,000 for March 2022*

Payments 9-37, totalling £8,988.74, of which payments 30-32 were to be disregarded and payments 9-18 had already been recommended for approval by Finance & Staffing Committee.

Proposed: Cllr C Palmer **Seconded: Cllr Jones**
Agreed with 11 in favour and 1 abstention.

1494.3 *To approve Payments over £1,000 for March 2022*

Payments 38-43, totalling £41,430.04.

Proposed: Cllr C Palmer **Seconded: Cllr A Kingston-James**
Agreed with 11 in favour and 1 abstention.

1494.4 *To approve Payments by Procurement Card for February 2022*

Payments 44-53, totalling £550.01

Proposed: Cllr C Palmer **Seconded: Cllr Bloomfield**
Agreed with all in favour.

1494.5 *To approve Regular Payments for February 2022*

Payments 1-24, totalling £7,218.83.

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

1494.6 *To note Income Report for February 2022*

Income totalling 7,104.13.
Cllr Palmer said the Income Report was noted.

1495 **TO APPROVE NEW RATES OF PAY FOR STAFF AGREED BY THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES (NJC) APPLICABLE FROM 1 APRIL 2021**

Councillors had seen the new agreed NJC rates of pay. The Clerk explained that the pay increase followed very protracted negotiations between the employers and unions which took nearly a year rather than the usual approximately six months. It was backdated to April 2021.

Proposed: Cllr C Palmer **Seconded: Cllr Bolton**
Agreed with all in favour to adopt new rates of pay for staff agreed by the National Joint Council for Local Government Services (NJC) applicable from 1 April 2021.

- 1496 TO CONSIDER A SMALL GRANT APPLICATION FROM MINEHEAD COMMUNITY DEFIB GROUP
(REFERRED BY THE FINANCE & STAFFING COMMITTEE)

Cllr C Palmer said this application had been referred from Finance & Staffing Committee to Full Council as Councillors wished to ascertain where the defibrillator would be sited. Councillors had seen a letter from the Group giving several possible sites. Councillors heard that the lease for the equipment at the Old Hospital was due to run out in two months' time. Cllrs Lawton and M Palmer favoured siting the defibrillator at the Baptist Church or St Michael's Church. Cllr Venner hoped that there was a publicly available list of sites available to the public as people needed to know where defibrillators were situated.

Proposed: Cllr Malin

Seconded: Cllr Jones

Agreed with 8 in favour and 4 against that a Small Grant of £500 be awarded to Minehead Community Defib Group as a contribution towards a defibrillator to be sited at The Hairy Dog public house in The Avenue.

- 1497 TO RATIFY THE DECISION TO PURCHASE AN ADDITIONAL GOUPIL ELECTRIC VEHICLE
(AGREED BY BOTH THE FINANCE & STAFFING AND AMENITIES & ENVIRONMENT COMMITTEES)

Proposed: Cllr Bloomfield

Seconded: Cllr Jones

Agreed with 11 in favour and 1 abstention that an additional Goupil Electric Vehicle be purchased.

The Mayor told Councillors that, of the following items on the Agenda, numbers 11, 14, 17, 18 and 19 would need to be deferred to a future Meeting as, owing to the present Meeting being in the pre-election period, debate on these matters would not be possible.

- 1498 **Proposed: Cllr Bolton** **Seconded: Cllr A Kingston-James**

Agreed with all in favour to defer items 11, 14, 17, 18 and 19 on the Agenda for discussion at a future Meeting.

- 1499 TO AGREE THE INSTALLATION OF SOLAR STREET LIGHTING ON THE MARSH COMMON FOOTPATH (RECOMMENDED BY THE AMENITIES & ENVIRONMENT COMMITTEE)

In response to a question from Cllr Burke the Deputy Clerk said that the light was designed to store power in its battery to cope with the dark. The light would be a prototype. These lights were specialist and there appeared to be only one company which could supply them. It was hoped to put the light at the entrance to the walkway through to the hospital at the bottom of Marshfield Road. The cost of putting up a normal streetlight would be in the tens of thousands of pounds because the road would need to be dug up.

Proposed: Cllr Bloomfield

Seconded: Cllr A Kingston-James

Agreed with all in favour to suspend Council's Standing Orders as no tender process was possible for the solar streetlight.

Proposed: Cllr Bloomfield

Seconded: Cllr A Kingston-James

Agreed with all in favour to instal solar street lighting on the Marsh Common footpath.

Proposed: Cllr Bloomfield **Seconded: Cllr A Kingston-James**

Agreed with all in favour to reinstate Council's Standing Orders.

- 1500 TO AGREE AN INVITATION TO LEIGH DANTER'S FUNFAIR FROM WEDNESDAY 7 SEPTEMBER TO SUNDAY 11 SEPTEMBER 2022 INCLUSIVE (*RECOMMENDED BY THE AMENITIES & ENVIRONMENT COMMITTEE*)

Cllr M Palmer said she had received complaints from residents about the noise of the funfair which had been louder in 2021 than in previous years.

Proposed: Cllr Jones **Seconded: Cllr A Kingston-James**

Agreed with 8 in favour and 4 abstentions to invite Leigh Danter's Funfair to run from Wednesday 7 September to Sunday 11 September 2022 inclusive.

- 1501 TO RECEIVE AN UPDATE ON PLATINUM JUBILEE CELEBRATIONS AND TO ALLOCATE A BUDGET

The Jubilee working group had met on 18 March and Cllr Bloomfield would be the lead Councillor and gave the Meeting an update.

Minehead Town Council would plan celebrations in conjunction with Gateway Events. It was hoped to arrange a Family Fun Day in Blenheim Gardens on Saturday, 4 June and a more traditional day showing films relating to the Queen's reign on a large screen on Sunday, 5 June. Minehead BID had a budget for the Jubilee weekend and hoped to book street entertainers and put up bunting. Planning for the events was continuing. The working group would meet again on 1 April 2022. Cllr Bloomfield wished to put costings together and present to Full Council in April. The Deputy Clerk told the Meeting that the budget allocation would have to come from the Grants budget as there was no specific Jubilee budget. Cllr Bolton would also be making a contribution from his Mayor's allowance.

Proposed: Cllr Bloomfield **Seconded: Cllr Jones**

Agreed with all in favour to defer allocating a budget for the Jubilee celebrations to the next Full Council Meeting on 26 April 2022.

- 1502 TO AGREE THE APPOINTMENT OF MR A GILES, FINANCE SPECIALIST, TO ASSIST WITH YEAR-END ACCOUNT PROCEDURES

The Deputy Clerk asked Councillors to agree the appointment of Mr Giles on a temporary basis at the end of April to assist in closing the accounts for the year and preparing the final statement.

Proposed: Cllr Bolton **Seconded: Cllr Bloomfield**

Agreed with all in favour to appoint Mr A Giles to assist with year-end accounts procedures.

- 1503 TO AGREE THE FORMATION OF A WORKING GROUP TO CONSTRUCT THE MINEHEAD EMERGENCY PLAN (*RECOMMENDED BY THE AMENITIES & ENVIRONMENT COMMITTEE*)

It was felt that the oncoming election would disrupt any discussions about an Emergency Plan. The Deputy Clerk said there was an old Emergency Plan in the office should Councillors wish to see it.

Proposed: Cllr Bolton

Seconded: Cllr Burke

Agreed with all in favour to defer formation of a Working Group to formulate a Minehead Emergency Plan.

- 1504 TO AGREE THE DATES OF THE STATUTORY ANNUAL TOWN COUNCIL MEETING AND ANNUAL TOWN MEETING

The Clerk told Councillors they needed to agree dates for the Statutory Annual Council Meeting and the Annual Town Meeting. She recommended holding the Annual Council Meeting on 17 May 2022 and the Annual Town Meeting on 24 May 2022.

Proposed: Cllr Bolton

Seconded: Cllr A Kingston-James

Agreed with 10 in favour and 2 abstentions to hold the Statutory Annual Council Meeting on 17 May 2022.

Proposed: Cllr Malin

Seconded: Cllr A Kingston-James

Agreed with 10 in favour and 2 abstentions to hold the Annual Town Meeting on 24 May 2022.

- 1505 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Proposed: Cllr Bolton

Seconded: Cllr Burke

Agreed with all in favour to continue the Meeting *in camera* to discuss staffing issues.

The Public Meeting closed at 8.31 pm.