



MINEHEAD TOWN COUNCIL

Minutes from the Meeting of Minehead Town Council held on
Tuesday 28th October 2025 at 7.30 pm in
the Community Centre, Irnham Road, Minehead TA24 5DW

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:

A member of the public raised concerns regarding the Exmoor Gate development, on Hopcott Road, being left in an unfinished state, citing the ongoing housing shortage in Minehead.

It was reported that the developer has gone into administration, and it was noted the site is due to go to auction, although further details are currently unavailable. Security is now present at the development.

Present: Councillor C Palmer (Chair) Lawton, Hodson, Jewell, M Palmer, Sharjeel, Milton, Bartlett, Beynon and Hall.

Apologies: Councillors Kravis and Bonar

In Attendance: B Parker (Town Clerk), Somerset Councillors Chilcott, Hadley, Strom and 3 members of the public.

2025/170. To receive apologies for absence.

Councillors Kravis and Bonar's apologies were received.

2025/171. To receive disclosures of unregistered or other interests and to consider any prior requests for dispensations from councillors on matters to be considered at the meeting.

Councillor Jewell declared a business interest in Agenda Item 15 (Minute Number 2025/184.) Stayed in room, did not Speak, did not Vote.

There were no further disclosures of unregistered or other interests from councillors on matters to be considered at the meeting.

2025/172. To receive reports from Somerset Councillors and the Local Policing Team.

There were no representatives from the local policing team present.

Councillor Chilcott gave the following update:

- Spark Somerset, which supports the voluntary sector across the county, now has a staff member working in West Somerset and is currently conducting a local needs survey.
- Members of the public are welcome to attend Local Community Network (LCN) meetings. The January meeting will be held online.
- At the last LCN meeting, two working groups were established: one focusing on public transport (aiming to explore a Bridgwater–Minehead Bus link and local Active Travel routes), and another on coastal flood defence. These groups operate between meetings and are open to all.
- Somerset Council is reviewing its community engagement approach and evaluating the structure and function of LCNs.

- Garden waste subscription fees have increased. Collection rounds will be reorganised, affecting approximately 53,000 households. Affected residents will receive notification letters, with changes expected to begin in November.
- Salt barns are fully stocked for winter, with over 6,000 tonnes of salt prepared for use.
- Somerset Council has launched an interactive map showing current and upcoming roadworks, including gulley(drain) emptying. It was noted that blocked drains will be inspected, but if surrounding drains are clear, they may not be emptied outside the scheduled cycle.
- Minehead Library is running its winter coat exchange scheme again. Last year, 2,500 coats were donated across Somerset.
- Updates on street lighting are available via Somerset Council's Facebook Page. Somerset Council aims to inspect faults within three working days. If the issue involves a power supply, National Grid has up to 20 working days to respond. Most current outages are due to supply issues.

Councillor Hadley gave the following update:

- Somerset Council is purchasing 15 new houses, across the County, using a £3.5 million housing underspend. These properties will initially be used for temporary emergency accommodation before being integrated into the general housing stock.
- The Planning Committee at Somerset Council remains under special measures.

Councillor Strom gave the following update:

- Councillor Strom, newly elected following the recent by-election, attended the meeting to introduce herself. Her Dunster Division includes Alcombe.

Regarding the gulley emptying frequencies, concerns were raised about whether Minehead, as a coastal town, could be considered a special case for gulley emptying due to sand around the seafront. Residents were encouraged to continue reporting issues. Epicormic tree growth in the town was also highlighted, with frustration expressed over the lack of updates on planned works. Issues with leaf fall and street cleansing were discussed, and there was ongoing discussions to obtain and make public the street cleansing round information.

2025/173. To receive updates from councillors on Advisory groups and Outside Bodies.

There were no Councillor updates.

2025/174. To approve and sign the Minutes of the [Full Council Meeting held on Tuesday 23rd September 2025](#)

RESOLVED the Minutes of the Full Council Meeting held on Tuesday 23rd September 2025 were approved and signed by the chair as a true and accurate record.

2025/175. To receive the Minutes of the [Planning & Licencing Committee Meeting held on Tuesday 7th October 2025](#)

The Minutes of the Planning & Licencing Committee Meeting held on Tuesday 7th October 2025 were **received**.

2025/176. To receive the Minutes of the [Finance and General Purposes Committee held on Tuesday 14th October 2025](#).

The Minutes of the Finance and General Purposes Committee held on Tuesday 14th October 2025 were **received**.

2025/177. Accounts

- i. To approve the following payments over £1,500 (*Payments recommended by October's Finance and General Purposes Committee*):
 - Payment of **£1,766.40 inc. VAT** to Eagle Plant for 2 x Hedge Cutter and 1 x Strimmer for Amenities Team. (*Delegated authority for machinery purchases up to £1,500 per item given to clerk in June 2025 Full Council Minute Number 2025/110*)

RESOLVED the payment of £1,766.40 inc. VAT was approved.

- ii. To approve the following urgent Payments:
 - Payment of **£726.00 inc. VAT** to Exmoor Skip Hire for 2 x skip exchanges at Marshfield Road Compound.
 - Payment of **£2000** to A. Binding for seasonal tractor-mounted hedge cutting and grass topping on Minehead Town Council maintained areas. (*Works agreed at the September 2025 Full Council meeting, Minute Number 2025/161*)

RESOLVED the payments of £726.00 inc. VAT and £2000 were approved.

- iii. To note payments made in September.

The payments made in September were **noted**.

- iv. To note budget income & expenditure reports for September.

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

- v. To note income receipts for September.

The income receipts for September were **noted**.

- vi. To note bank reconciliations for September.

It was noted that there is a significant balance in the current account, and it was suggested that transferring funds to a higher interest account would be more beneficial. The Clerk was asked to action this.

Councillors Lawton and M. Palmer confirmed they had completed the account spot checks and reported that all records are up to date.

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

2025/178. To receive and review the Quarter 2 Financial Report for Minehead Town Council.

It was noted that the written financial report, provided alongside the accounting system report, helped improve understanding of the Council's financial processes. However, the accounting system itself was considered difficult to navigate. It was agreed that the Council should review its accounting system provider in the near future to support greater transparency and usability in financial reporting.

The Quarter 2 Financial Report for Minehead Town Council was **received**.

2025/179. To consider earmarking a parcel of Town Council land for the development of a community pump track.

The item was introduced with reference to several potential sites that had been discussed for a proposed pump track, a facility similar to a BMX track but without a defined start or finish, suitable for various wheeled users. The Amenities Advisory Group had met and raised concerns about identifying a suitable location without first reviewing a general business case and understanding the associated costs. The group also felt that access to nearby public toilets should be a consideration when selecting a site.

It was confirmed that the Town Council supports the project in principle but requires further information to assess its viability and to assist with site allocation.

RESOLVED To defer the decision until a later date, pending receipt of a general business case. This should include likely funding sources, provision for end-of-life decommissioning (e.g. Sinking Fund), and details on how the facility will be managed and operated.

2025/180. To receive a report on the repainting of the exterior of the Town Council offices and to consider the recommendations.

A report on the repainting of the exterior of the Town Council offices was **received**.

The Clerk reported that, following the securing of a 999-year leasehold for the Town Council offices, it was noted that the exterior of the building requires a refresh to maintain a presentable and welcoming appearance in the short term. This work is intended as an interim measure ahead of a more comprehensive review of the internal layout. Weather permitting, it is hoped the works can be completed during the milder autumn period.

Concerns were raised about whether it was appropriate to proceed with external works while the internal layout is under review, which may ultimately affect the building's exterior. As the offices are located within a conservation area and the planning authority is currently experiencing delays in processing applications, the timeframe for any major refurbishment remains uncertain. It was further noted that no formal plans for internal works have yet been drawn up, which will impact the overall project timeline.

The Clerk clarified that the quotes received were from handymen rather than professional decorators, reflecting the nature of the proposed refresh rather than a full redecoration. The deterioration of the building's condition was attributed to previous uncertainty over maintenance responsibilities under the old lease. Now that the long-term leasehold has been secured, responsibility clearly lies with the Town Council.

RESOLVED by majority to accept Quote A for £1,350 and authorise the Clerk to engage the contractor to commence the works.

2025/181. To receive a report on the replacement of bus shelters in Minehead and to consider the recommendations.

The Clerk provided an update on the bus shelter project, supported by a written report outlining the background, delays, and recommended actions. The report detailed Minehead Town Council's

(MTC) efforts to progress the installation of three urgently needed shelters, including securing quotes and proposing to use its devolution budget to expedite delivery. Since the report was written, a meeting between Somerset Council (SC), division councillors, and MTC has resulted in SC agreeing to accept the preparatory work completed by MTC as part of the procurement process. SC is now in a position to raise a purchase order and deliver the project directly, as originally intended.

However, the Clerk asked councillors to still consider the recommendations in the report as a contingency plan, should SC delay further.

RESOLVED

- That Quote D remains the Council's preferred option, with the shelter to be supplied in black.
- That the Council supports SC delivering the project but authorises the Clerk to proceed with the alternative arrangements outlined in the report if necessary, including use of the devolution budget and securing required permissions.

2025/182. To consider the adoption of Civic.ly, a new asset management system for local councils.

The Clerk introduced the item, explaining that Civic.ly is an asset management system designed to help the Council meet its legislative and legal responsibilities in managing public assets. Beyond compliance, the system would enable the Council to plan proactively, allowing for better budgeting and long-term decision-making rather than operating reactively.

As an early adopter, the Town Council would gain access to all bolt-on modules, and the system would help standardise asset and maintenance processes while significantly reducing administrative workload. Other councils using Civic.ly have reported high satisfaction. It was also noted that the system includes an accounting module that could be explored further.

Councillors raised concerns about the projected savings in the business case and the possibility of a contractual tie-in. The Clerk confirmed there is no tie-in period and, while the financial savings may vary, the system would deliver meaningful efficiencies in officer time. A question was raised about the ability to revert to previous systems if needed, and it was confirmed this could be done easily.

RESOLVED

- To adopt Civic.ly, making full use of the free trial period, and to prepare a budget line for the annual subscription from April 2026.
- To approve in principle a policy change allowing staff to use personal mobile phones for work purposes, with a monthly contribution from the Council, effective April 2026.
- To contact the provider to seek assurances regarding data storage, system reliability, and the process for reverting if the system proves unsuitable.

2025/183. To receive an update on the first payment due from Somerset Council for Alexandra Road and North Road car parks, and to appoint two councillors to witness the sealing of the amended Car Park Management Service Level Agreement (SLA) with Somerset Council, in accordance with Standing Orders. *(Deferred to Full Council from the Finance and General Purposes Committee)*

The Clerk confirmed that income from the car park, due for the first quarter under the devolution agreement, could not yet be processed by Somerset Council as the SLA had not been finalised.

The latest draft required minor adjustments which, due to staff annual leave at SC, had not yet been addressed. As a result, the updated SLA was not available for signatory nomination.

RESOLVED To defer the item to the next Full Council meeting.

2025/184. To consider the appointment of a traffic management contractor to assist with the road closure for the Christmas Light Switch-On event on 28th November 2025.

The Clerk advised that he had initially intended to raise concerns regarding traffic management for the Christmas light switch-on event as an agenda item. However, since the agenda was published, traffic management arrangements have been successfully organised through Core Highways at a favourable rate, reflecting the community value of the event. The cost of £972.68 exc. VAT falls well within the Clerk's delegated authority of up to £1,500 per single item. (Minute number 2025/108.)

The update was **noted**.

2025/185. To note the Quarter 2 data report from Citizens Advice West Somerset.

The Citizen Advice West Somerset Quarter 2 data report was **noted**.

2025/186. To note recent vandalism to the War Memorial at Martlett Road and urgent repairs carried out at a cost of £3,000 inc. VAT, following email approval from councillors as per Financial Regulation 5.14.

The Clerk reported that following recent vandalism to the war memorial, prompt cleaning of the structure was arranged. Although this action fell outside standard delegated authority, it was permissible under Financial Regulation 5.14 as an immediate risk to service delivery. All councillors were notified of the intention to incur expenditure via email. The graffiti removal and cleaning work has now been completed, and the repainting of lettering is scheduled to be completed shortly.

The update was **noted**.

2025/187. To note the following time changes to the upcoming committee meetings to be held at the Minehead Town Council Offices:

- Planning and Licencing Committee to be held on Tuesday 4th November at 6:30 pm.
- Finance and General Purposes Meeting to be held on Tuesday 11th November at 6:30 p.m.

The changes to times of the upcoming committee meetings were **noted**.

The meeting closed at 20:57

Councillor Craig Palmer

Chair of Minehead Town Council

October 2025

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