



**Minutes from the Full Council Meeting of Minehead Town Council
held on
Tuesday 22nd September 2026 at 7:30 p.m. in the Community Building, Irnham Road, Minehead
TA24 5DW**

Present: Councillors C Palmer (Chair), Milton, Basketfield, Bartlett, Hodson, Jeffery, Jewell, Lawton, Maycock, M Palmer and Sharjeel.

Apologies: Councillors Beynon, Bonar, Hall and Kravis.

In attendance: B Parker (Town Clerk) J Chapman (Deputy Clerk & 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. No matters were raised.

2026/148. To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)

Councillors Beynon, Bonar, Hall and Kravis' apologies for absence were received.

2026/149. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting [Localism Act 2011 S 26 - 34](#)

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

2026/150. To receive reports from Somerset Councillors and the Local Policing Team.

There were no members of the local policing team present.

Somerset Councillor Hadley reported that:

- He had completed National Planning Policy Framework (NPPF) training and highlighted a number of significant changes, including amendments to the "tilted balance" approach. He recommended that Minehead Town Council Members undertake the training.
- A motion was approved by Somerset Council to make the authority a dementia-friendly council. The initiative received cross-party support and aims to improve how the Council engages with and supports people living with dementia and their carers.
- The A39 roadworks commenced the previous day. Initial feedback suggested that traffic delays had not been as severe as anticipated.

Somerset Councillor Chilcott reported that:

- Extensive consultation regarding the A39 roadworks had taken place through the Local Community Network (LCN), including engagement with Hinkley Point bus operators.
- Further roadworks are anticipated in the Williton area, which may result in significant delays. Additional information is awaited.
- Recent NPPF changes represent a substantial shift in planning policy rather than a minor revision. The changes place greater emphasis on supporting development unless there are substantial grounds for refusal, increase requirements for higher-density development on urban sites and

expand the scope of officer delegated decision-making. Greater scrutiny of unauthorised development is also anticipated.

- A request has been submitted for short-stay parking bays outside the new Post Office on the seafront.
- As part of the 2026/27 budget process, proposals were initially put forward to increase parking charges and standardise fees across Somerset. A revised proposal is now being considered, introducing a tiered charging structure based on usage levels. This is likely to affect Minehead's most heavily used car parks, including Station, Seafront and Summerland. Town Councillors were encouraged to review the proposals and ensure Minehead's views are represented.
- She continues to pursue a response from Somerset Council regarding unpaid car parking income due to Minehead Town Council.
- Several reports had been received regarding street lighting outages across the town, including on Millbridge Road. It was noted that some faults relate to National Grid infrastructure and may take longer to resolve.

Town Councillors expressed concerns regarding parking charges on the seafront and the resulting displacement of vehicles onto nearby residential roads offering free parking. Concerns were raised that further increases in parking charges could exacerbate these issues and place additional pressure on residents. Councillors also commented that any increase in parking fees may attract greater public support if there was clearer information on how parking income is spent. Concern was also expressed that higher charges at key visitor car parks, particularly Station Car Park, could negatively affect tourism and local trade.

In response to a question regarding shopper permits and resident parking arrangements, Somerset Councillors advised that no further information had been received at this stage.

2026/151. To receive reports from councillors, advisory groups and outside bodies.

Councillor Hodson provided an update on the swimming pool project. He advised that the needs assessment has now been completed and concluded that the provision of a swimming pool in Minehead is a priority. Further design work relating to the proposed location is currently being undertaken and will be made available for Town Council comment in due course. The next project meeting is scheduled for early October.

Councillor M Palmer reported on attendance at the People's Climate Emergency Briefing, which was also attended by other Minehead Town Council Members. The briefing provided an informative overview of the global climate emergency and explored the implications and challenges for communities at a local level.

2026/152. To approve and sign the [Minutes of the Full Council Meeting held on Tuesday 25th August 2026. LGA 1972 Sch 12 para 41](#)

RESOLVED the minutes of the Full Council Meeting held on Tuesday 25th August 2026 were approved and signed by the chair as a true and accurate record.

2026/153. To receive the [Minutes of the Finance and General Purposes Committee meeting held on Tuesday 8th September 2026.](#)

The minutes of the Finance and General Purposes Committee meeting held on Tuesday 8th September 2026 were **received**.

2026/154. To receive the [Minutes of the Planning & Licencing Committee meeting held on Tuesday 1st September 2026.](#)

The minutes of the Planning & Licencing Committee meeting held on Tuesday 1st September 2026 were **received**.

2026/155. Accounts *Accounts and Audit Regulations 2015*

- i. To approve the following payments over £3,000:
 - Payment of **£6,484.21 inc. VAT** to Festive Lighting for 40% rental and 40% installation of Christmas lights. Christmas 2026. Second invoice of three. *(Discussed and approved at June 2026 Full Council Meeting; minute number 2026/103).*

RESOLVED the payment of £6,484.21 inc. VAT was approved.

- ii. To receive Payments made in August.

The payments made in August were **received**.

- iii. To receive budget income & expenditure reports for August.

The budget income & expenditure reports for August were **received**.

- iv. To receive income receipts for August.

The income receipts for August were **received**.

- v. To receive bank reconciliations for August.

The bank reconciliations for August were **received**.

2026/156. To receive a report on the Mid-Year Review of the Council's Risk Assessments and consider their re-approval.

The Clerk presented the mid-year review of the Council's Risk Assessments and outlined a number of updates to reflect changes since their approval in March 2026, including staffing changes, implementation of the Scribe accounting system, adoption of updated governance arrangements, staff training and qualification developments, progress with the Civic.ly asset management system and increased councillor capacity. Members were invited to review the assessments to ensure they continued to provide an adequate and effective framework for risk management. It was noted that no significant new risks had been identified and no changes to risk scores were proposed.

RESOLVED that, having reviewed the updated Risk Assessments, Members approve and re-adopt them as the Council's current Risk Assessments.

2026/157. To consider a quotation for a review of the town's security and monitoring requirements.

The Clerk presented a report on the future provision of public CCTV within Minehead. Members were advised that the town's CCTV infrastructure is ageing and requires a comprehensive technical assessment to establish its condition, capability and suitability for future use. The proposed review would assess the existing network infrastructure, including cameras, cabling, mounting structures and associated equipment and consider whether current camera locations remain appropriate.

During discussion, Members questioned the need for the assessment given the known condition of the existing system. It was noted that the review would extend beyond the cameras themselves and provide a

detailed appraisal of the wider infrastructure, creating an evidence base to support any future procurement exercise should the Council decide to invest in a replacement system.

Members also discussed future monitoring arrangements. It was noted that options could include integration with Somerset Council's monitored CCTV service or a system managed directly by Minehead Town Council. Whilst consideration of monitoring arrangements was premature at this stage, Members were advised that centrally monitored systems typically involve higher installation and ongoing costs.

Members noted that commissioning the assessment would not commit the Council to any future CCTV upgrade or replacement programme but would provide the information necessary to support informed decision-making.

RESOLVED that the quotation of £1,500 plus VAT for a CCTV needs assessment and technical review of the town's existing CCTV infrastructure be approved.

2026/158. To reconsider a quote for the repairs to the bank along the stream at the Parkhouse Road entrance of Parks Walk following the deferral agreed at the previous meeting pending confirmation of ownership information.

Members reconsidered the quotation for repairs to the bank adjacent to the stream at the Parkhouse Road entrance to Parks Walk, which had been deferred from the previous Full Council meeting.

It is understood that the issue is likely being caused by a roadside surface water drain, believed to be the responsibility of Somerset Council. Members noted that there appeared to be little doubt that the asset falls under Somerset Council's ownership. It was further noted that there may be a potential compensation claim under relevant legislation, although no discussions had yet taken place regarding whether Somerset Council would accept liability or contribute towards remedial works.

During discussion, Members expressed the view that any compensation alone may not adequately address the issue and that the drainage asset itself should first be investigated and repaired by Somerset Council. Concerns were raised that delaying works could result in further deterioration of the bank. Members suggested that a survey of the drainage pipe would be a sensible first step in determining the extent of any damage and identifying the most appropriate remedy.

Somerset Councillors offered to explore whether a representative of the Highways Service could attend the site to investigate further.

RESOLVED by majority to defer consideration of the quotation pending a site inspection by Somerset Council Highways and any subsequent findings or recommendations arising from that inspection.

2026/157. To receive an update on the planning application for the conversion of the shelter and former public toilets at Blenheim Gardens, consider the draft tender documentation and determine whether authority should be delegated to the Town Clerk to issue the tender documentation upon receipt of planning approval.

The Clerk confirmed that the outstanding bat survey had been completed and that the Council was now awaiting a determination from Somerset Council on the planning application. Members noted that no evidence of bats had been identified; however, the survey recommended that no works should be undertaken on any structure or feature being used by nesting birds. The Clerk advised that, should planning permission be granted, it would be beneficial for the Council to be in a position to commence the procurement process promptly in order to minimise any unnecessary delays.

The Clerk presented the draft tender documentation, which had been prepared based on the approved plans and lessons learnt from previous Council projects. It was further noted that the procurement process would need to be undertaken in accordance with Financial Regulations, the Procurement Act 2023 and associated procurement requirements.

Following consideration, Members reviewed the draft tender documentation and the proposal to delegate authority to the Clerk to commence the procurement process should planning permission be granted.

RESOLVED that the draft tender documentation be approved and that delegated authority be granted to the Clerk to commence the tender process in the event that planning permission is granted.

2026/158. To receive an update on the Christmas Light Switch on Event planning due to take place on Friday 27th November 2026.

The Clerk provided an update on arrangements for the 2026 Christmas Light Switch-On Event, due to take place on Friday 27th November 2026. Councillors were advised that, following feedback from previous years and ongoing concerns regarding crowds gathering in Wellington Square outside the existing road closure area, plans had been developed to extend the road closure to include Park Street and Friday Street in order to improve public safety and event management. The extended traffic management arrangements will be delivered by Highbridge & Burnham Carnival Club. The event will once again include a street market, community groups, local performances and entertainment. It was also noted that the Victorian theme would not be actively pursued this year due to limited participation, with a greater focus instead being placed on a community-led festive event.

The update was **noted**.

2026/159. To co – opt Councillor Basketfield to the Planning and Licencing Committee.

In accordance with the Committee's Terms of Reference, appointments of new Members to committees must be approved by Full Council.

RESOLVED that Councillor Basketfield be appointed to the Planning and Licensing Committee.

2026/160. To note the upcoming Tree planting and Apple Celebration Day taking place at Ellicombe Open Space (Off Ellicombe Roundabout) on Saturday 26th September 12 – 4 pm.

The Clerk provided an update on the forthcoming tree planting and apple celebration day at Ellicombe Open Space. Members were advised that the Town Council was working in partnership with the National Trust to deliver a community event featuring the planting of 12 trees, including apple varieties and the locally significant Dunster Plum. The event will also include forest school activities, a biodiversity bioblitz, tree grafting demonstrations, apple pressing and a range of family-friendly activities aimed at promoting community engagement and environmental awareness.

The Update was **noted**.

2026/161. To receive an update on staffing recruitment and associated vacancies.

The Clerk confirmed that the new Administration Officer commenced employment on 14th September 2026 and had successfully completed their induction. Members were advised that the appointment would strengthen office resilience and support the Council's objective of providing a five-day-a-week office presence.

The Clerk also provided an update on the recruitment of a Head of Amenities and Assets. Members were advised that the position had been re-advertised and was being promoted through a range of recruitment websites, social media channels and local press. Further information is available on the Council's website, with applications closing on 16th October 2026.

The update was **noted**.

Meeting closed at 20:38

Councillor Craig Palmer
Chair of Minehead Town Council
September 2026