



Midsomer Norton Town Council

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Mayor: Cllr Paul Myers BEM

Town Clerk: Donna Ford PSLCC

Minutes of the Annual Meeting of the Town Council held in the Assembly Room at the Town Hall, Midsomer Norton on Monday 14th May 2018

Commencing at 7.00pm

Present: Town Mayor: Councillor P Myers

Councillors: Councillor A Slade (Deputy Mayor)
Councillor M Evans
Councillor B Lawrence
Councillor G Mackay
Councillor S Plumley
Councillor A Purchase (7.09pm)
Councillor M Rich
Councillor L Robertson
Councillor R Robertson

Also Present: Four (4) Members of the Public

In Attendance: Donna Ford - Town Clerk
Carole Sims – Assistant Clerk

Fire Safety – Evacuation Procedure / Recording Protocol

The Officer present explained the fire evacuation procedure and the Town Council's recording protocol.

1.	<p><u>Election of Mayor</u></p> <p>The Town Clerk sought nominations for the position of Mayor of Midsomer Norton for the Municipal Year 2018/2019. Councillor P Myers was duly nominated and elected.</p> <p>Resolved: That Councillor P Myers be elected as Mayor of Midsomer Norton for the Municipal Year 2018/2019.</p> <p>The Mayor made, in the presence of the Proper Officer, and delivered to the Council a declaration of acceptance of the office as prescribed in the Local Elections (Declaration of Acceptance of Office) Order 2001 (SI 2001 No 3941).</p>
2.	<p><u>Election of Deputy Mayor</u></p> <p>The Mayor sought nominations for the position of Deputy Mayor of Midsomer Norton for the Municipal Year 2018/2019. Councillor A Slade was duly nominated and elected.</p> <p>Resolved: That Councillor A Slade be elected as Deputy Mayor of Midsomer Norton for the Municipal Year 2018/2019.</p>

3.	<p><u>Apologies for Absence and to consider the reasons given</u></p> <p>Apologies for Absence were received from Councillor G Davis who had a business engagement.</p> <p>Resolved: To accept the apologies with the reasons given.</p> <p>Members were asked to note Councillor attendance for 2017/2018.</p> <p>Resolved: That the Councillor attendance for 2017/2018 be noted.</p>
4.	<p><u>Declarations of interest</u></p> <p>There were no Declarations of Interest</p> <p>The Council received written requests for dispensation for disclosable pecuniary interests and to grant any request for dispensation as appropriate.</p> <p>Resolved: That the Town Council approves the dispensation for disclosable pecuniary interests and grant any dispensations as appropriate.</p>
5	<p><u>Exclusion of the Press and Public</u></p> <p>To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 28.1.</p> <p>Resolved: That in view of the confidentiality of Agenda Item 25 and 26, the Public and Press be excluded from the meeting.</p>
6.	<p><u>Minutes</u></p> <p>The Minutes of the Meeting of Midsomer Norton Town Council held on Monday 9th April 2018 had been circulated with the Agenda.</p> <p>Resolved: That the Minutes of the Meeting of the Town Council held on Monday 9th April 2018 be signed and adopted as a correct record. The Mayor subsequently signed the minutes.</p>
7.	<p><u>To Review and Appoint Members to serve on Standing Committees'/Calendar of Meetings 2018/2019 (Revised)</u></p> <p>The Council was asked to review and appoint Members to serve on the Council's Standing Committees' for the municipal year 2018/2019 and to agree a revised Calendar of Meetings for 2018/2019</p> <p>Resolved: That the new governance structure to include a Planning, Finance, Operations and Planning Standing Committee be approved.</p> <p>Resolved: That the following Members be appointed to serve on the Council's Standing Committees.</p> <p>Planning Committee</p> <p>Councillor Michael Evans</p>

Councillor Brian Lawrence
 Councillor Gordon Mackay
 Councillor Paul Myers (Mayor)
 Councillor Lynda Robertson
 Councillor Richard Robertson
 Councillor Alastair Slade (Deputy Mayor)

Finance Committee

Councillor Brian Lawrence
 Councillor Paul Myers
 Councillor Steve Plumley
 Councillor Richard Robertson
 Councillor Alastair Slade (Deputy Mayor)

Operations Committee

Councillor Paul Myers (Mayor)
 Councillor Steve Plumley
 Councillor Amy Purchase
 Councillor Lynda Robertson
 Councillor Richard Robertson
 Councillor Alastair Slade (Deputy Mayor)

Personnel Working Party

Councillor Michael Evans
 Councillor Paul Myers (Mayor)
 Councillor Richard Robertson
 Councillor Alastair Slade (Deputy Mayor)

Committees will elect a Chair and Vice Chair at their first meeting.

Resolved: That the revised Calendar of Meetings for 2018/2019 be approved and that Full Council meetings would be held bi-monthly.

8. Appointment of Representatives on Outside Bodies

The Council was asked to appoint representative(s) to serve on outside bodies for the ensuing year 2018/2019. Members were allocated responsibilities as follows:

Name of Organisation	Representative
ALCA/NALC	Councillor L Robertson Councillor R Robertson
Sarah Ann Trust Management Committee	Councillor P Myers
Midsomer Norton NDP	Councillor M Evans Councillor B Lawrence Councillor P Myers
South Wansdyke Advice Network (SWAN)	Councillor M Evans
Welton Rovers Football Club	Councillor S Plumley
Somer Valley Forum	Councillor A Slade
Midsomer Norton and District Twinning Committee	Councillor S Plumley

Midsomer Norton Society	Councillor L Robertson
Somer Valley Chamber of Commerce	Councillor A Slade
Midsomer Norton Community Association	Councillor P Myers Councillor S Plumley
Parish Liaison Meetings	Councillor A Slade
Public Safety Committee (Incorporating CAP)	Councillor M Evans Councillor P Myers Councillor M Rich Councillor L Robertson
Midsomer Norton Community Trust	Councillor Mackay Councillor S Plumley Councillor L Robertson Councillor A Slade
Midsomer Norton Town Trust	Councillor M Evans Councillor B Lawrence Councillor P Myers Councillor R Robertson
Allotment Association (Radstock Road)	Councillor R Robertson
Somerset & Dorset Railway Heritage Trust	Councillor G Mackay Councillor P Myers Councillor R Robertson
Writhlington Sports Trust	Councillor S Plumley
Midsomer Norton Cricket Club	Councillor G Mackay

Resolved: The Members in the table above be appointed to serve on outside bodies.

9.	<p><u>To Review the Committees' Terms of Reference</u></p> <p>The Council was asked to review the existing Planning Committee Terms of Reference and the new Finance and Operations Committees' Terms of Reference.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • That the Planning Committee Terms of Reference be adopted after an amendment to Item c 'Frequency of Committee Meetings': 'monthly' • That the Terms of Reference for the Finance Committee be adopted. • That the Terms of Reference for the Operations Committee be adopted.
10.	<p><u>System of Internal Controls</u></p> <p>The Council considered the draft System of Internal Controls for adoption.</p> <p>Resolved: That the Public Sector Deposit Fund be incorporated within the Policy and that once the following amendments have been made that the System of Internal Controls be adopted.</p> <p>Item 3 Internal Control Environment (e): 'bi-monthly' Item 4 Principal Financial Components of Systems of Controls (d): 'Co-operative Bank'</p>

<p>11.</p>	<p><u>Standing Orders</u></p> <p>The Council considered revising and updating the Standing Orders to coincide with the adopted Terms of Reference for the Finance Committee and Operations Committee.</p> <p>Resolved: That Appendix B (Standing Committees of the Council) be updated to include the Terms of Reference for the Finance and Operations Committees and issue date and the recommended revisions applied.</p>
<p>12.</p>	<p><u>Financial Regulations</u></p> <p>The Council considered revising and updating the Financial Regulations to coincide with the adopted Terms of Reference for the Finance Committee and Operations Committee.</p> <p>Resolved: That the revised Financial Regulations be adopted in accordance with the adopted Terms of Reference for the Financial Committee and Operations Committee.</p>
<p>13.</p>	<p><u>Mayor's Announcements</u></p> <p>The Mayor informed Members that as Mayor, his theme for the municipal 2018/2019 would be 'Youth', engaging more with the younger residents of the town.</p> <p>The Mayor expressed his hope that the Asset Transfer would be completed within the year.</p> <p>With the formation of the Finance and Operations Committees and the election of new Chairs and Vice Chairs there would be more direct Councillors involvement with the Council's projects.</p> <p>The Mayor had attended a gathering of the 'Old Boys' at Midsomer Norton Rugby Club, he had also attended the local football derby between Welton Rovers and Radstock Town Football Club witnessing Welton Rovers win 2 – 0.</p> <p>The 173 bus continued to be an issue and residents from Chilcompton were contacting the Bus Company.</p> <p>The Mayor along with the Town Clerk and Councillor Slade had attended a 'Breaking the Mould' Seminar in Frome which had been very informative.</p> <p>The Mayor noted how the flowers in the town were looking lovely and the river planting was much improved.</p> <p>Welton Village Group had offered the Town Council its gardening equipment which they no longer had use for and the offer had been gratefully accepted.</p>
<p>14.</p>	<p><u>Town Clerk's Report</u></p> <p>The updated Master Park Plan will be presented to the working group on the 21st May.</p> <p>A Signage and Wayfinding stakeholder's consultation was held on 17th April to</p>

	<p>discuss the type of signage to be used and prioritise destinations; a full report has been received from B&NES.</p> <p>The Grounds Maintenance Officer revised role has been advertised in both the Journal and on Indeed, to date 27 applicants have applied with 4 full applications being received.</p> <p>Accounts close down has now been completed, the internal audit is due to take place on the 18th May.</p> <p>I attended a course on GDPR on the 18th April in Swindon, this enabled me to push forward the data in preparation for the deadline and compile appropriate policies and notices.</p> <p>A meeting took place with Hags playground provider on the 23rd April to ascertain a design and quote for new equipment at West Clewes, further meetings have been arranged with Kompan and Wicksteed. I have started on the application to the National Lottery for further funds but unable to proceed further until the final design has been agreed and the full costings have been resolved. I also completed a playground maintenance course for safety inspections on the 1st May, of which a certificate will be issued in due course.</p> <p>The Annual Town meeting was successful and positive feedback received with 19 in attendance.</p>
15.	<p><u>To hear Reports from Councillors attending Meetings of Outside Bodies</u></p> <p>The Council representing the Council on outside bodies reported back to the Council.</p> <p>Resolved: That the reports from Outside Bodies be noted.</p>
16.	<p><u>Midsomer Norton High Street - Regeneration</u></p> <p>The Council received a verbal update from Councillor P Myers on the Midsomer Norton High Street Regeneration.</p> <p>The Mayor reported that the Wetherspoons development was well underway. A meeting of the local Landlords was scheduled for Thursday 17th May 2018 and it was expected to be well attended.</p> <p>Resolved:</p>
17.	<p><u>Accounts for Payment – March 2018</u></p> <p>The Council reviewed the list of accounts for payment for March 2018</p> <p>Resolved: That the Accounts for Payment for be approved.</p>
18.	<p><u>Annual Investment Strategy</u></p> <p>The Council was asked to approve and adopt the Annual Investment Strategy.</p> <p>Resolved: That the Council adopts the Annual Investment Strategy dated 14th May 2018.</p>

19. Planning Applications for Consideration

Members considered a schedule of applications for planning consent that had been submitted for consultation by the local planning authority

Resolved: That the Local Authority be advised of the observations of the Council on the submitted applications below:

- a. 18/01272/FUL (18/19/01) Mr Swift, Sunlife Buildings, South View Place MSN. Erection of 1no. 2 bed residential dwelling, hard and soft landscaping and associated works, following demolition of existing building.

No Objection

- b. 18/01336/FUL (18/19/02) Mr A Fear & Mrs S Keeling, 6 Charlton Road, MSN BA3 4AD (**Amended Proposal**) Erection of a single storey rear extension.

No Objection

- c. 18/01534/FUL (2018/19/03) Mr Nicholas Day, J B Autos, Radstock Road, MSN BA3 2AA. Demolition of the car workshop and erection of a terrace of 4 no. industrial and storage units with associated landscaping.

No Objection

- d. 18/01645/FUL (18/18/04) Ms Erin Houlihan, 54 Paulton Road, MSN BA3 2QP. Erection of two storey side extension.

No Objection

- e. 18/01711/OUT (18/19/05) Mr & Mrs Vining, Four Winds, Monger Lane, Welton, MSN BA3 2SP. Outline application for the erection of up to 2no. dwellings and access with all other matters reserved (Resubmission).

Objection – The proposed dwellings lie outside the Housing Development Boundary.

- f. 18/01571/FUL (18/19/06) Mr J Wood, FDC Law Solicitors, 73 Norton House, High Street, MSN BA3 2DF. Change of use from A1 to A2.

No Objection

- g. 18/01572/AR (18/19/07) Mr J Wood, FDC Law Solicitors, 73 Norton House, High Street, MNS BA3 2DF. Display of 1no. replacement, non-illuminated fascia sign.

No Objection

- h. 18/01884/AR (18/19/08) Tesco Stores Plc, Tesco, Old Mills, Paulton, Bristol BS39 7SW. Display of 2 no. vinyl graphics.

No Objection

<p>20.</p>	<p><u>General Data Protection Regulation – New Data Protection Laws</u></p> <p>The Council considered the draft policies, privacy notices and associated documents as listed below for formal adoption.</p> <p>The Management of Transferable Data Policy</p> <p>Social Media & Electronic Communication Policy</p> <p>Information & Data Protection Policy</p> <p>Retention & Disposal Policy</p> <p>Appendix A: A List of Documents for Retention or Disposal</p> <p>Data Security Breach Policy</p> <p>Privacy Notice</p> <p>General Data Protection Regulations Allotment Tenants Privacy Notice</p> <p>Email Contact Privacy Notice</p> <p>Councillor Privacy Notice</p> <p>General Data Protection Regulations (Service) Consent to hold Contact Information</p> <p>Subject Access Request Form</p> <p>Resolved: That all the listed policies, privacy notices and associated documents be adopted.</p>						
<p>21.</p>	<p><u>Community Events 2018/2019</u></p> <p>The Council considered releasing the agreed budget funds to Midsomer Norton Community Trust for the following events.</p> <table data-bbox="225 1417 655 1525"> <tr> <td>Arts Programme</td> <td>£4,000.00</td> </tr> <tr> <td>Arts Festival</td> <td>£5,000.00</td> </tr> <tr> <td>Summer Fayre</td> <td>£15,000.00</td> </tr> </table> <p>Resolved: That the agreed budget funds for community events be released to the Midsomer Norton Community Trust.</p>	Arts Programme	£4,000.00	Arts Festival	£5,000.00	Summer Fayre	£15,000.00
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Summer Fayre	£15,000.00						
<p>22.</p>	<p><u>Midsomer Norton Community Trust Grant 2018/2019</u></p> <p>The Council considered releasing the £15,000.00 grant to Midsomer Norton Community Trust as agreed in the budget.</p> <p>Resolved: That the agreed budget for the Midsomer Norton Community Trust Grant be released.</p>						
<p>23.</p>	<p><u>Tree Works at Radstock Road Allotments</u></p> <p>The Council considered a quote from the Tree Team at Bath & North East Somerset Council for tree works at the allotment site.</p>						

	<p>Resolved: That the quote for £1,540.00 + VAT be accepted and the Town Clerk instruct the tree team from Bath & North East Somerset Council to carry out the work.</p>
24.	<p><u>Confidential Business</u></p> <p>Resolved: That in view of the confidentiality of the business remaining to be discussed, being staffing matters, the Public and Press be excluded from the meeting.</p>
25.	<p><u>Clerks Salary Pay Award</u></p> <p>The Council were asked to note that the Town Clerk had passed her CiLCA qualification in March and that in line with her contact with the Town Council, her salary increased by one spine point.</p> <p>Resolved: To note the increase in salary by one spine point.</p>
26.	<p><u>Officer Pay - National Salary Award 2018-2019</u></p> <p>The Council considered a recommendation that Officer Pay be increased in accordance with the national agreement of 2% for 2018/2019.</p> <p>Resolved: That the nationally agreed Officer Pay increase be implemented.</p>

Meeting finished at: 8.40pm

A signed copy of the minutes can be viewed at the Town Council Offices

Signed:

Dated: