



Midsomer Norton Town Council

Council Offices, Town Hall, The Island, Midsomer Norton, Bath BA3 2HQ

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Mayor: Cllr Paul Myers BEM Town Clerk: Donna Ford PSLCC

Minutes of the Meeting of the Council held in the Beauchamp Room at the Town Hall, Midsomer Norton on Monday 3rd September 2018 Commencing at 7.00pm

Present: Town Mayor: Councillor P Myers

Councillors: Councillor G Davis
Councillor M Evans
Councillor B Lawrence
Councillor G Mackay
Councillor S Plumley
Councillor A Purchase (7.14pm)
Councillor M Rich
Councillor L Robertson
Councillor R Robertson
Councillor A Slade (Deputy Mayor)

Also Present: Three (3) Members of the Public

In Attendance: 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.

45.	<u>Apologies for Absence and to consider the reasons given</u> All members were present at the meeting.
46.	<u>Mayor's Announcements</u> The Mayor gave a summary of the events that had happened over the Summer and since the last meeting of the Town Council in June, including the Arts Festival, Town Fayre, M-Fest, the Big Dig and the visit from the French Twinning Association. The Mayor advised that he had been invited to open the new Wetherspoons establishment on 18 th September 2018. The Mayor asked if Councillors could leave Sunday 11 th November free to attend the traditional Remembrance Day Parade, this year would be special as it marked the 100 th Anniversary of the end of the First World War. Full details of the event had been published in the Autumn edition of Midsomer Norton Life. The Mayor asked if Councillors could also leave Friday 7 th December free to attend the annual Christmas Event.

47.

Clerk's Report

Town Park - The clear masterplan has now gone through the final consultation process during the Town Fayre and for a further 21 days. The masterplan was available on the website and from the Town Council office as well as the Town Fayre. We received some comments and ideas all of which were mostly positive but identified the need to make a start on the project asap. I applied to draw down the S106 funds of £225,000 to implement the masterplan and this has been successful, the funds will be in our account shortly. Prior to the Town Fayre some clearing and thinning of the site was carried out, this made a big impact and further work and a maintenance plan is now being looked at with Mark Cassidy from B&NES.

During the Town Fayre I ran the consultation in regards to play equipment and what types of equipment the children would like to see at West Clewes Play Park. The event proved popular with the children and several items were identified as clear favourites. I have now engaged with the preferred supplier and put a final design plan together which has been received and will be going through Ops. The Town Council has a budget of £7,500 to improve and add to the existing equipment, I am currently looking to try and raise some further funding through the National Lottery Awards For All to be able to increase the budget to be able to accept the final design plan.

During the summer the fencing at West Clewes was vandalised and we needed to replace it, this has now been completed.

Dave Paisey joined the team as the Town Warden on the 1st August, since Dave started he has made good progress in going through the task lists provided and is proving himself to be a very valuable member of the team. We have now received the gardening equipment from Welton Village group and have a nice collection of equipment starting. As a result of the new equipment and the need for storage and a base for Dave I will be looking at having a storage shed erected in the yard of the Town Hall. Dave has been set up with a Town Council email address: Townwarden@midsomernortontowncouncil.co.uk so please use this for any communication with Dave, a mobile phone has also been ordered and I will send out the number once received, the contact details will be displayed on the website.

Environmental Agency – To date no further communication has been received in regards to Stonebarn and the environmental agency investigation, all correspondence requested has been sent to the EA and full co-operation has been given. A meeting is due to take place with Jon Wheatley in regards to the future and plan for the river contract and management in the next couple of weeks.

Wayfinding – The project is nearing its final stages and we will soon be looking at the final designs being displayed for a 14 day period, the contractors will soon be testing the areas for the finger posts and the time scale has been set to be installed and completed by Xmas 2018.

	<p>We have been in a process of pulling up the Himalayan Balsam on the upper reaches of the Wellow Brook Walk over the last three years and have been successful in almost irradiating it in that part of our land. However, in order to address the area along the river bank contractors were booked to work at the Wellow Brook as part of a concerted grounds maintenance effort at the same time as preparing the Town Park for the annual fayre. As a result the Wellow Brook walk was mowed to provide access for a team of workers to pull up the Himalayan Balsam along the river edge which in previous years has proved difficult to access. We are currently looking finally at gaining access to the actual river bed in order to pull out the last remaining Himalayan Balsam identified.</p> <p>Resolved: That the Clerk's report be noted.</p>
<p>48.</p>	<p><u>Declarations of Interest.</u></p> <p>There were no Declarations of Interest.</p>
<p>49.</p>	<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. There were no items that required the Public and Press to be excluded from the meeting.</p>
<p>50.</p>	<p><u>Minutes</u></p> <p>Resolved: That the Minutes of the Meeting of the Midsomer Norton Town Council held on Monday 11th June 2018 be signed and adopted as a correct record. The Mayor subsequently signed the minutes.</p>
<p>51.</p>	<p><u>Standing Committees</u></p> <p>Minutes of Meetings of the following Standing Committees had been circulated.</p> <ul style="list-style-type: none"> a. Finance Committee b. Operations Committee c. Planning Committee <p>Resolved: That the Minutes of the above Meetings be noted.</p>
<p>52.</p>	<p><u>To Receive Reports from Councillors on Outside Bodies</u></p> <p>Members received verbal reports from Councillor Plumley on the Twinning Visit, Councillor Slade on the Somer Valley Enterprise Zone and Councillor Rich on his concerns with speed limits.</p> <p>Resolved: That the verbal reports from Outside Bodies be noted and that the issues raised by Councillor Rich be an Operations Committee Agenda item for discussion.</p>

53.	<p><u>Recruitment of a Professional Data Protection Company</u></p> <p>Members received a report and quotations from three (3) Professional Data Protection Companies.</p> <p>GDPR Auditing Griffin House Consultancy Bruce & Butler</p> <p>One further quote had been circulated to all Councillors following the distribution of the Agenda.</p> <p>I-West</p> <p>Resolved: That I-West be appointed to carry out an audit and act as the Data Protection Officer (DPO) as per their quotation.</p>
54.	<p><u>The Local Government Boundary Commission for England</u></p> <p>Members received the final recommendations for the Electoral Review of Bath & North East Somerset.</p> <p>Resolved: That the Town Clerk contact the Boundary Commission and request confirmation of how many Councillors there would be in each Ward.</p>
55.	<p><u>Adoption of Employees Handbook</u></p> <p>Members considered the adoption of an Employees Handbook prepared by the Town Clerk and Ellis Whittam.</p> <p>Resolved: That the Employees Handbook be adopted.</p>
56.	<p><u>Community Governance Level 4</u></p> <p>Members considered the Clerk completing the Community Governance Level 4 qualification over a two year period.</p> <p>Members agreed in principle and considered the qualification to be an asset to the Council. However, slight concerns were raised should the Town Clerk leave either prior to or on completion of the course after the Town Council had incurred the cost of the course.</p> <p>Resolved: That Councillor Myers contact Ellis Whittam for advice as to whether a separate agreement to the Town Clerks contract of employment be reached.</p> <p>Resolved: That the advice from Ellis Whittam be presented to the Operations Committee.</p>

<p>57.</p>	<p><u>Litter Pick</u></p> <p>Members considered possible dates for the Midsomer Norton Community Litter Pick.</p> <p>Members agreed that two (2) litter picks a year would be sufficient</p> <p>Resolved: That the dates for the next two (2) litter picks be as follows:</p> <p>Sunday 30th September 2018 Sunday 31st March 2018</p>
	<p><u>Town Park</u></p> <p>Members received a verbal report from Councillor P Myers on the progress of the Town Park Masterplan.</p> <p>Resolved: That the verbal report be noted.</p> <p>Members considered the management and tender process to implement the Master Plan</p> <p>Resolved: That the Masterplan be agreed and implemented as soon as possible.</p>
<p>59.</p>	<p><u>Wayfinding</u></p> <p>Members received a verbal report from Councillor Myers on the Wayfinding Project.</p> <p>Resolved: That the verbal report be noted.</p> <p><i>Councillor Purchase left the meeting at 8.12pm</i></p> <p><i>Councillor Purchase rejoined the meeting at 8.14pm</i></p> <p>Members considered the design choices of the Finials.</p> <p>Resolved: That the Finial Ref C be the design choice without a green fade at a cost of £235.00 each.</p>
<p>60.</p>	<p><u>Asset Transfer</u></p> <p>Members received a verbal report from Councillor Myers on the progress of the Asset Transfer.</p> <p>Resolved: That the verbal report be noted.</p>

61.	<p><u>November Council Meeting</u></p> <p>Member considered changing the date of the November Full Council Meeting.</p> <p>Resolved: That the November Council Meeting be held on Tuesday 6th November 2018.</p>
62.	<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>
63.	<p><u>Recruitment of a Deputy Town Clerk</u></p> <p>Members considered a report from the Town Clerk on the recruitment of a Deputy Clerk.</p> <p>Members again raised concerns should the Deputy Clerk leave on completion of gaining the CiLCA qualification after the Town Council had incurred the cost of qualification.</p> <p>Resolved: That the position of a Deputy Town Clerk be advertised after advice had been sought form Ellis Whittam and that this advice be presented to the Operations Committee.</p>

Meeting closed at 8.46pm

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

Signed:

(Mayor)
6th November 2018

Dated: