

**Minutes of the Town Council Meeting
held on Monday 9 July 2018 at 7.00 pm**

Present: Cllr Benham, Cllr Bowden, Cllr de Renzy-Martin, Cllr Irven (Chair), Cllr Johnson, Cllr Murphy, Cllr Nuttall, Cllr Westcott and Cllr Whetlor

In attendance: Sarah Reed – Town Clerk and County Cllr Davies

18/19 To receive Apologies: Cllr Irven proposed *‘to accept apologies given from Cllrs Silvester, Richards and Waterman’*. Seconded by Cllr Whetlor. Carried.

18/20 To receive Declarations of Interest:

Name	Minute No:	Description of Interest	Personal / Prejudicial	Action Taken
Cllrs Murphy & Westcott	All items	As District Cllrs	Personal	Cllrs remained in the room and took part in the discussion and voting
Cllrs Irven & Murphy	18/27a	As members of FOSL, and WLF	Personal	Cllrs remained in the room and took part in the discussion and voting
Cllr Whetlor	18/27a	As a member of FOSL	Personal	Cllr remained in the room and took part in the discussion and voting

18/21 Town Council Minutes - to confirm and sign the Minutes of the Full Council Meeting held on 11 June 2018 (LGA 1972, Sch 12 Para 41(1)): Cllr Irven proposed that *‘the minutes of the meeting held on 11 June 2018 are adopted as a true and correct record’*. Seconded by Cllr Nuttall. Carried.

18/22 Chairman’s Report – Cllr Irven reported the following:

- In support of the Clerk on 26 June 2018, we met with the director of the Onion Collective to help evaluate possible positions for the gifted Ceramic Poppy to the Town. This item will be reported under agenda item 18/28.
- Having been delegated by Council on 28 June 2018, I attended the WSC Planning meeting and spoke in support of the East Quay Planning application by Onion Collective. I was also delegated by WCCT to similarly express detailed support. I was one of several speakers extolling the benefits of the approach which was supported by the WSC Officer and his recommendation and was unanimously approved. I will leave our ward members to comment on this in more detail from a WSC perspective, whilst hoping that this Council will continue to support wherever possible, such community based schemes providing such wide benefit.

18/23 Reports from the Principle Authority Members:

County Cllr Davies reported the following:

- Reshaping operations at SW Ambulance Service NHS Foundation (SWASFT) - the Operations Directorate comprises Frontline 999 operations, the 999 Clinical Hubs based in Bristol and Urgent Care Services located in Dorset and Tiverton. There will now be a change programme entitled ‘Reshaping Operations’ which moves the Trust away from the Divisional Model to a County based model. The principal of the new structure is to put in place an operational structure that delivers quality of care and service for patients within the funding available in the Trust.
- Roadworks – resurfacing of A39 Bath Road to College Way (Bridgwater) on 23 July 2018 from 9.30am to 3.30ppm for approximately 15 days, excluding weekends.

- Taunton Deane Borough Council and SCC have jointly developed the draft Taunton Transport Strategy, this provides a vision for transport in Taunton and brings together investment plans and proposals from the County and Taunton Borough Councils along with other organisations that are involved in, fund, or provide transport services – consultation timeline runs from the 22 June to 17 August 2018.
- In light of the application to reduce the speed of vehicles in Swain Street to 20mph through the SIS being rejected County Cllr Davies had queried how this matter could be progressed and has conveyed that it could be pursued by the Community with the initial cost of a feasibility study of £2000. The Clerk was asked to put this matter on the Environment & Planning Committee agenda for the July meeting to progress it further.
- Library Service Consultation – next steps SCC considering making potential changes to the future delivery of Library Services in Somerset, draft proposals were the subject of a Public Consultation starting on 29 January and ending on 13 June 2018. The attached paper sets out the intended next steps.
- Somerset Unsung Heroes Award Ceremony – The Engagement and Participation Team for special educational needs and disabilities in partnership with Somerset Carer Forum are looking for examples of what's working well across Somerset. Young people and parent carers are planning an event to celebrate Somerset's Unsung Heroes, and are looking for nominations – see attached paper.
- Have your say on 'Improving Lives' – 9 week consultation launched on 15 June 2018, inviting residents, organisations and communities to have their say on health and wellbeing priorities in the County – See attached paper.
- Name change for the Quantock Coast division shelved.

Questions from the floor: None.

District Cllr Murphy reported the following:

- Attended Shadow Authority meeting on 25 June 2018 in Taunton where I was appointed Chair of the Shadow Scrutiny Committee for the remainder of the municipal year, and Cllr Frederica Smith Roberts (Liberal Cllr for Taunton) was appointed Vice Chair. At this meeting the following was discussed:
 1. Council Tax Support Scheme options for 2019/20
 2. Forward Plan – in the process of being finalised and would be shared in due course, purpose of the Shadow Authority and by extension the Shadow Scrutiny Committee would be to monitor the implementation of the delivery plan for the new council.

Planning applications discussed at the meeting held on the 20 June 2018:

3/07/18/004 Approved	Erection of glazed link, two storey extension and double garage. Leigh Mill Farm, Taunton
3/07/18/005 Approved	Erection of glazed link, two storey extension and internal alterations together with alterations to the vehicular access and outhouse. Leigh Mill Farm, Taunton
3/18/18/001 Refused	Erection of a yurt on decking area with mobile shower/toilet facility for use as a holiday let. Alfoxton Cottage, Kolve
3/21/18/012 Refused	Installation of a flue cube chimney cowl. Drop Anchor, 37 Quay Street, Minehead
3/21/18/026 Approved	Demolition of bungalow and erection of 6 bed bungalow as assisted living unit annexe to Dene Lodge Nursing Home and associated car parking (amended scheme to 3/21/17/025), 19 Dunster Close, Minehead
3/37/17/030 Approved	Replacement of buildings with erection of 5 No. self-catering holiday pods, a gallery (Class D1), ancillary offices, workshops/studios (Class B1), marina offices and ancillary wc and restaurant (Class A3) with upgrades to coastal path. East Quay Site, Harbour Road, Watchet

Questions from the floor: None.

District Cllr Westcott reported the following:

- At a recent licencing meeting there was a long debate about the differences in licencing regulations in Taunton Deane and West Somerset Council, both authorities liaised and

discussed how to streamline the differences to make the regulations the same for both authorities, but there was still a question over the taxi businesses in both areas and how licencing regulations affect them differently, this is yet to be resolved.

- Setting up the new Council is taking a lot of time and effort from both members and officers. Staffing and planning are raising particular concern.

Questions from the floor:

Cllr Whetlor asked: Does the Shadow Council need to have a Shadow Committee, it doesn't seem to serve any purpose?

Cllr Murphy responded: The Shadow Committee is working to align new and different policies with the Scrutiny Committee who will recommend adoption of the policies to the new Council.

Cllr Whetlor asked: Why will the new Council make loans to businesses, what is the purpose of this?

Cllr Murphy responded: This matter was discussed at Shadow Council and approved by Full Council to fund two businesses that already have funds from the Public Works Loans Board (PWLB). These loans will make income for the Council as they will receive more back than initially paid out.

There was no report from District Cllr Woods.

18/24

Reports from representatives of Outside Organisations:

Cllr Murphy as Council representative on the **Watchet Coastal Community Team** reported:

- AGM held on 23 May 2018, the Directors were re-elected and the accounts approved. Three new members have joined
 1. Community Choir
 2. Knights Templar School
 3. Watchet Roots
- There was a workshop on the 'Place Based Social Action Programme' which is being run by central government and also the Big Lottery who are looking at ways in which the

Communities can help fund solutions to their economic, social and environmental difficulties. It is the task of WCCT to create a plan for community action to be submitted by October, with a chance of winning £240k of funding in order to deliver the suggested projects. Currently Watchet is one of the 20 places on the Programme, with only 10 receiving funding and only a further 5 places will get through to the year three funding. Consultation on suggested projects to include in this plan will follow soon.

Cllr Johnson as Council representative on the **Watchet Carnival Committee** reported:

- Asking members to help people be aware of the Carnival Procession on Sunday 29 July 2018 as more entries are needed.
- Carnival Fete all planned and the 'Fly Pass' will go ahead. Would encourage more people to buy raffle tickets.
- St George's flags went up on 9 July 2018, which were requested by businesses.

Cllr Whetlor as Council representative on the **Area Panel** reported:

Watchet Williton and Quantock Vale Panel Meeting was held on 19th June 2018 and the main topic of conversation was of course the new Council set up. There were lots of questions asked by very few people:

1. Who came up with the number of councillors for each area?
2. Doesn't seem to be a political proportionality. My comment was it shouldn't be political and then there wouldn't be a problem.
3. Maybe clustering would be better than what has been decided. A unitary could work on that basis. Also locality working would be better.
4. Comments were made about community identity being lost i.e. in the case of Watchet and Williton - two distinctly different types of community.
5. Where would the main new council office be? Bruce Lang said that the transformation would use IT in different council buildings. Still no answer as to where the main office would be.
6. Staff morale is low as they have to apply for their jobs. We are losing people with

dedicated skills from both sides.

7. Some staff will not want to travel to Taunton or wherever the main office will be. If you don't drive how do you get there without buses?
8. The crunch is that Town and Parish Councils and their councillors will have to do more (councillors unpaid). Having attended the first meeting of the Shadow Council myself it was stated that the new Deputy Leader had said that District Councillors will have to work harder!
 - One bit of good news for Watchet is that the Highways have agreed to put double yellow lines on the corner of Maglands/Liddymore Road junction.
 - Long discussion about yellow lines in Long Street Williton which will affect anyone driving on the A39.
 - There had been complaints about the new lighting system which is deemed too bright in some areas and shades may have to be put on one side to stop them shining into properties. Seems a wasteful exercise.
 - There was also the question of whether there would still be Panels which are very useful. Taunton still has some type of partnership working with other statutory organisations, particularly on housing. This is something that needs to be explored and answered. These Panels work well in all areas of West Somerset and it's for those councils that attend them to push for their retention

Cllr Whetlor as Council representative on the **SALC Committee** reported:

Attended the West Area Meeting (which I chaired) as SALC rep at which was discussed the new Somerset West and Taunton District Council, the non parished area of Taunton town and the Boundary Commission changes proposed for the new area.

The Boundary Commission is on the agenda for discussion this evening - unparished area, this will be dealt with after May 2019. There will be a Community Governance Review which is a very complicated process. Also there will be questions over the mayoral status of Taunton.

New Council set up has caused instability regarding jobs. One member of audience asked why staff had to apply for their jobs if the councils have been working as one team since 2014.

Apparently there will need to be more cuts.

Another said that with the new council set up he is horrified as they haven't seen a District Councillor at their parish meeting for 3 years! So extending boundaries and fewer Councillors will make situation worse.

Questions were asked whether we will know what officers are in which department. It is also hoped to improve the telephone system. No assurance as to where the main office will be.

With the boundary changes there were concerns that wards will be larger with fewer Councillors to represent them. Taunton people will be making decisions for West Somerset and vice versa. You could have someone from Taunton standing in Watchet!

Was felt that better warding must happen and did the Boundary Commission have the right information. I was concerned that the possibility of another 1,000 people minimum over the next five years will come to live in Watchet alone and this will put more pressure on the District Councillors.

It was felt that the geographical spread of the area hadn't been taken into account not just in West Somerset but the other side of Taunton as well.

If you feel that the Boundary Commission has got it wrong then please answer the consultation but make sure you give good evidence.

They have tried to do commonality of places when creating the wards. Businesses can have their say so we must get the word out to them. If you don't like what's given come up with an alternative.

Cllr Irven as Council representative on the **Quantock Foodbank** reported:

- Thank you to the Town Council for agreeing he is a voting member, this helped greatly with setting up the governance of the Committee.
- Currently trying to plan how to store the boxes in the building and the best installation of storage.
- Things progressing well, and trying to establish itself as a non-registered Charity, had an obstacle with authorisation with the Bank, hoping this will be resolved soon.

County Cllr Davies left the meeting at 7.46pm.

18/25 To receive and sign minutes of the following committees and to adopt the resolutions and recommendations contained therein:

- **Watchet Community Centre Management Committee:**

Cllr de Renzy-Martin as Chair of the Watchet Community Centre Management Committee proposed ***'to adopt the minutes of the meeting held on 12 June 2018 as a true and correct record'***. Seconded by Cllr Murphy. Carried.

Matters to report - None

- **Tourism & Leisure Committee:**

Cllr Whetlor as Chair of the Tourism & Leisure Committee proposed ***'to adopt the minutes of the meeting held on 14 June 2018 as a true and correct record'***. Seconded by Cllr Irven. Carried.

Matters to report - None

- **Finance & General Purposes Committee:**

Cllr Murphy as Chair of the Finance & General Purposes Committee proposed ***'to adopt the minutes of the meeting held on 18 June 2018 as a true and correct record'***. Seconded by Cllr Irven. Carried.

Matters to report – None

- **Environment and Planning Committee:**

Cllr Nuttall as Chair of the Environment & Planning Committee reported with reference to excluded notes 18/19EX agenda item 18/22B and that there had been a development that would affect the decision made by the Committee with regard to allowing a period of grace of 21 days for a tenant to vacate their allotment in West Street Car Park, therefore Cllr Nuttall proposed that ***'the minutes of the meeting held on 21 June 2018 are adopted as a true and correct record excluding item 18/22B, and this matter will be deferred back to the Committee at the July meeting for further discussion'***. Seconded by Cllr de Renzy-Martin. Carried.

Matters to report – None

18/26 Verbal reports from sub-Committees, Working Groups, and other outside organisations where Watchet Town Council does not have representation:

No notifications received.

18/27 Reports from Working Groups:- Any relevant paperwork will be issued at the meeting:

- (i) **Library- Update and recommendations**

Cllr de Renzy-Martin presented the following report on behalf of the **Library Working Group**:

Introduction:

At Full Council in June, it was approved that:

'the response produced by the Working Group is submitted to SCC by the deadline date of 13 June 2018 and that the group continue negotiations with SCC and WSC. In order to submit the response by the deadline date, the Clerk will invoke Standing Order 13 'Urgent Business' and providing a consensus in favour is received, will submit by close of business on 12 June 2018'.

The input was submitted and subsequent negotiations with SCC have clarified that the costs of running a Community Library Partnership (CLP) model for the minimum of 10 hours as required by SCC can be achieved within the budget set by Watchet Town Council at their Extraordinary meeting of October 2017 and the budget subsequently set by the Council for 2018 / 19.

Further information is still awaited from WSC regarding the Community Asset Transfer (CAT) of the library building requested some considerable time ago.

Discussion:

In order to demonstrate serious intent to SCC and to show West Somerset Council that there is an urgency and overriding community need for the asset transfer, it is proposed that this Council sign a Letter of Intent (LOI) to form a Community Library Partnership with SCC. This letter, (appendix 1), makes it clear that Watchet Town Council's commitment is conditional upon increased funding above the current £5,000 on offer from SCC and the CAT of the building.

In November 2018, SCC will require an Expression of Interest to be signed by Watchet Town Council to permit the CLP to proceed. By then, SCC will have made decisions about libraries and

the level of funding on offer will be clearer. If the CLP comes into being on 1st April 2019, there is the potential to consider an increase back towards the current 17.5 hours a week and to consider the wider community use of the building when the library is **closed**.

Recommendation

That WTC provides a joint letter of intent (LOI) with SCC to form a Community Partnership Library (CPL) based initially on 10 hours opening per week and delegates the Clerk with advice from the Working group to execute such a letter based on the draft provided as appendix 1, subject to the caveats contained within this report.

Cllr Johnson proposed ***‘the recommendation from the Library Working Group is accepted’***.
Seconded by Cllr Nuttall. Carried.

18/28 The gift to the Town from the Quantock Masonic Lodge of a ceramic poppy made for the art installation ‘Blood Swept Lands and Seas of Red’ displayed at the Tower of London in 2014 – Update:

At this point Cllr Whetlor declared a personal interest in this item as her spouse is a member of the Quantock Lodge (Cllr Whetlor remained in the room and took part in the discussion and voting).

The Clerk reported the location within the Visitor Centre, agreed by the Clerk, Chair of Council, representatives of the Quantock Lodge, and the Visitor Centre Manager. There was a brief discussion where Cllr Nuttall proposed that ***‘the location for the ceramic poppy display within the Watchet Visitor Centre is approved’***. Seconded by Cllr de Renzy-Martin. Carried with 7 votes for, 1 vote against and 1 abstention.

18/29 Annual Governance and Accountability Return (AGAR) for 2017-18 to address the Internal Auditors Report as per the Clerks Report – (Appendix 1):

The Clerk had circulated the Internal Auditors Report prior to the meeting via **Appendix 1**.

Cllr Irven proposed that ***‘the Clerk is formally congratulated for her input into an excellent report with reference to “Watchet Town Council is a busy, engaging, forward thinking, Community Council which is involved in many events and services in the Town and is now set up to take on more functions from District Council if required. I find Watchet Town Council to be operation in a very satisfying manner and has provided excellent accounts and documents to enable an audit to be undertaken”***. Seconded by Cllr Nuttall. Carried.

Recommendations:

1. Cllr Irven proposed that ***“the Auditors report and the advice contained within is noted’***. Seconded by Cllr de Renzy-Martin. Carried.
2. Cllr de Renzy-Martin proposed that ***‘a letter signed by the Chair of Council informing the Internal Auditor that all points contained within his report have been addressed is approved, signed and duly sent’***. Seconded by Cllr Irven. Carried.
3. Cllr Whetlor proposed that ***‘payment for the Internal Auditors services is approved at £743.50’***. Seconded by Cllr de Renzy-Martin. Carried.

18/30 General Data Protection Regulation (GDPR):

- (i) To approve the ‘Retention and Disposal’ Policy document (**Appendix 2**):

The ‘Retention and Disposal’ Policy document was circulated to members prior to the meeting via **Appendix 2**.

Cllr Irven proposed that ***‘the policy document is approved, but as part of ongoing actions for GDPR, the Clerk explores and researches members having their private individual email addresses for Council business only’***. Seconded by Cllr Whetlor. Carried.

Cllr Whetlor interjected that NALC were recommending that this is the way forward with regard to GDPR and members privacy.

18/31 To approve the Annual Report 2017/18 – (Appendix 3):

The Clerk circulated the draft Annual Report for 2017/18 outlining the Council's activities over the last year to members prior to the meeting via **Appendix 3**. Cllr Westcott proposed that **'the draft is approved and circulated in the same way as the previous year's report'**. Seconded by Cllr Johnson. Carried.

18/32 Recommendation from the Finance & General Purposes Committee to be considered for approval:

- (i) **Financial Regulation Review - (Appendix 4)** – The draft with revisions presented by the Clerk is recommended to Full Council for approval:

Cllr Murphy proposed as Chair of the Finance & General Purposes Committee that **'the draft revisions to the Financial Regulations as presented by the Clerk are adopted by Full Council'**. Seconded by Cllr Whetlor. Carried.

18/33 Local Government Boundary Commission:

- 1. Electoral review of Somerset West and Taunton consultation – discuss a collective response to be submitted by the deadline date of 27 August 2018 – **(Appendix 5):**

Members had received the recommendations proposed by the Boundary Commission via **Appendix 5** prior to the meeting, circulated by the Clerk and online. Many views were expressed but as little evidence could support the suggestions made, Cllr Murphy proposed that **'the draft recommendations presented by the Boundary Commission in relation to the formation of the new Local Authority called Somerset West and Taunton Council are noted'**. Seconded by Cllr Nuttall. Carried.

18/34 Matters of Correspondence for Report:

Correspondence is addressed on a daily basis and filed; the file is available for all Councillors to inspect at their leisure.

The Clerk made reference to:

- 1. **Watchet Live CIC** – Thank you to Watchet Town Council for the grant of £3,500, which will go towards the entertainment on the Carnival day, as there will be an acrobatic display involving two aircrafts as well as a bike display team and Circus Act.
- 2. **CLOWNS** – Thank you to Watchet Town Council for the grant of £400 towards the work of CLOWNS in Watchet, your support is gratefully received and will help support vulnerable and isolated children and families in West Somerset.

18/35 Accounts for Payment:

Cllr de Renzy-Martin proposed that **'the June Schedule of accounts for payment (paid in July) is approved and duly paid'**. Seconded by Cllr Murphy. Carried.

18/36 Matters for the next meeting: Liaise with Clerk.

The Chair of Council closed the meeting at 8.42pm wishing all members a well-deserved break and enjoyment of the holiday season.

Signed:

Dated: