

Full Council Meeting

Midsomer Norton Town Council

Midsomer Norton Town Council

Agenda - 13 May 2024

Full Council Meeting Agenda

Summons

Fire Safety – Evacuation Procedure / Recording Protocol

1 Public Question Time

2 Apologies

3 Declarations of Interest

4 Confirm Previous Minutes

5 Work at West Clewes

6 Strategy Day

7 Roller Disco

8 West Local - Bus Service

9 Clerk's Report

10 Correspondence received

11 Exclusion of the Press and Public

12 Lease for the Allotment

13 Appointment of Locum Clerk and Independent Person

14 Date of Next Meeting

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1 - Public Question Time

This section (at the Chair's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

2 - Apologies

3 - Declarations of Interest

1. Members to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
2. To receive written request for dispensation for disclosable pecuniary interests
3. To grant any request for dispensation as appropriate

| For Decision

4 - Confirm Previous Minutes

To approve the Minutes of the Town Council Meeting held on 8th April 2024 and the Extra Ordinary Meeting held on 23rd April 2024.

| For Decision

Attachments

[Draft Minutes 8th April 2024.docx](#)

[Draft Minutes 23 April 2024.docx](#)



Midsomer Norton Town Council

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

Phone: 01761 418701

Email: townclerk@msn-tc.gov.uk

Mayor: Councillor Gordon Mackay

Town Clerk: Katie Mason

Minutes

1 - Thought of the Day

Thought of the day given by Reverend Guy Scott.

2 - Present

Cllrs Shaun Hughes, Mike Moxham, Martyn Plant (Chair), Cheryl Scott, Tim Wells and Deborah Thatcher.

3 - Apologies

Cllrs Lynda Robertson and Gordon MacKay.

4 - Public Question Time

This section (at the Chair's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

There were five members of the public in attendance and no members of the Press.

A question was raised about cyclists using the footpath at Wellow Brook Walk and the addition of possible culverts to deal with flooding.

Cllr Deborah Thatcher arrived at 7.06pm

Concerns were raised about the vandalism at Silver Street Nature Reserve and the possibility of some construction work. This will be passed onto the Town Trust.

5 - Declarations of Interest

1. Members to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
2. To receive written request for dispensation for disclosable pecuniary interests
3. To grant any request for dispensation as appropriate

Decision: There were no declarations of interest or requests for dispensation.

6 - Confirm Previous Minutes

To confirm the Minutes of the Town Council Meeting held on 4th March 2024

Decision: The Council RESOLVED to accept the minutes from the Town Council meeting held on 4th March as a true record, these were signed and dated by the Chair of the meeting.

7 - Community Trust Grant Request (iaw SLA)

Proposal to approve the Grant Application from the Community Trust for events to be held throughout the year.

Decision: The Council RESOLVED to approve the grant application from the Community Trust for £35,000.

8 - Town Trust Grant Request

Proposal to approve the Grant Application from the Town Trust for a grant of £15,000 to help with running costs.

Decision: The Council RESOLVED to approve the grant application from the Town Trust for £15,000.

9 - Town hall redecorations

Proposal to appoint a Contractor to decorate the Assembly Rooms, Stairs and Upstairs Toilets.

Decision: The Council RESOLVED to appoint Smiles Decorating to decorate the stairs and Assembly Room in the Town Hall at a cost of £21,755.00 and the Council RESOLVED to appoint Ryans to sand varnish the floor at a cost of £3,600.00.

10 - To note the second interim Internal Audit for the Town Council

The second interim Internal Audit Report for 2023-2024 was noted by the Council.

11 - Discontinuation of the Town Council Newsletters

Proposal to consider ending the Town Council's commitment to producing a monthly newsletter.

Decision: The Council RESOLVED to end the Town Council's commitment to producing a monthly newsletter for the time being.

12 - Discontinuation of attendance by Councillors at the Monthly Farmers Market

Proposal to consider discontinuing the official Town Council presence at the Farmers' Market.

Decision: The Council RESOLVED to discontinue the official Town Council presence at the Farmer's Market.

13 - Repairs to the Fingerposts in the Town

Proposal to consider obtaining a quote to have the MSNTC fingers signs painted.

Decision: The Council RESOLVED to some quotes for the repainting of the Midsomer Norton Town Council finger signs, these will be brought back to a future meeting.

14 - Additional Training for Councillors and Staff

Proposal to consider finding any costs with a view to inviting ALCA for Councillor and Staff Training.

Decision: This was deferred to a future meeting

15 - Approval of the Dispensation Policy

Proposal to approve and adopt the Dispensation Policy as recommended by the Finance and Operations Committee

Decision: The Council RESOLVED to approve and adopt the Dispensation Policy

16 - Mayor's Announcements

There were no Mayor's announcements as the mayor was not in attendance.

17 - Clerk's Report

- 1. Annual Meeting of the Town update** This is taking place at Welton Rovers on Thursday 18th April, everyone is welcome.
- 2. Assistant Town Warden has begun employment with the TC, 16 hours a week effective 8 April 24.**
- 3. Town Hall update.:**
 - 1. Island work and Town Hall working together to complete respective works**
 - 2. Guttering rear elevation**
 - 3. Cross wall brick work**
 - 4. Planning consent received**
- 4. Cllrs in the Town Hall working party have been consulted on colour schemes for the Assembly Rooms. No decision yet made.**

5. **A Freedom of Information request was received (11 March 2024) concerning refurbishment costs for the Town Hall, this was responded to (14 March 24).**
6. **Update on grant applications (COF and Rural WECA).** Unfortunately these were both refused.
7. **Volunteer days with TCV and SVR in the Town Park for path construction in the Wild Meadow: 17th April, 23rd April, 1st May, 8th May.**
8. **Website (msn-tc.gov.uk) ready for launch - date**
9. **TC is working with B&NES, Community Trust and Age UK to host a workshop in Midsomer Norton to understand "What makes an Age Friendly Community" "[You can read more about Age Friendly Communities here.](#)**
10. **Alun Pughe has resigned as a Councillor**
11. **Following the resignation of Martin Thatcher the Council are able to proceed down the co-option route.**
12. **Resignation of the Town Clerk.** She was thanked in absentia for her hard work over the last six months. The effort she has put into the Council is appreciated and the council is sorry to see her go. An additional meeting will be held on Monday 15th April to discuss the next steps.

18 - To note reports from the following Committees and to ratify any actions

To receive an update from the Chairs of the following Committees

1. **Finance and Operations Committee held on 18th March** Cllr Martyn Plant gave a verbal update.
2. **Planning Committee held on 18th March** Cllr Shaun Hughes gave a verbal update.

19 - Reports from the Town Council's Working Parties

Verbal updates and to consider any recommendations for decisions from the Council working parties.

There were no updates from the Town Council's working parties.

20 - Reports from Councillors representing the Town Council on Outside Bodies

Verbal reports from Councillors representing the Town Council on Outside Bodies.

Cllr Martyn Plant gave a verbal update on the Community Trust and the upcoming events.

21 - Correspondence

- Notice of the closure of the Halifax Branch in Midsomer Norton - forwarded 13th March 2024
- WESTlink Service Changes - forwarded 13th March 2024
- Extension of the Local Plan Consultation, the deadline is now 16th April - forwarded 29th March 2024

22 - Exclusion of the Press and Public

Proposal under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Decision: The Council RESOLVED to under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

23 - Allotments

Proposal to approve the annual rent review for the Allotment Association and agree the Lease for a further five years.

Decision: Following a discussion the information will be passed to the Allotment Association for approval.

24 - Date of Next Meeting

The next Full Council Meeting will be held on Monday 13th May commencing at 7pm following The Annual Council Meeting which will start at 6pm.



1 - Midsomer Norton Town Council - Full Council Meeting

Midsomer Norton Town Council

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

Phone: 01761 418701 Email: townclerk@msn-tc.gov.uk

Mayor: Cllr Gordon Mackay Town Clerk: Katie Mason

2 - Present

Cllrs Lynda Robertson, Martyn Plant, Shaun Hughes, Tim Wells, Gordon Mackay (Chair), Mike Moxham and Charlotte Lewis

Also in attendance Katie Mason (Town Clerk), Kate Egan (Deputy Clerk), Jo Corbett (Office Manager) and six members of the public.

3 - Fire Safety – Evacuation Procedure / Recording Protocol

Cllr Gordon Mackay welcomed everyone to the meeting and gave out a verbal fire safety procedure and the recording protocol.

4 - Items

1) Apologies.

Cllr Cheryl Scott

2) Any Planning Comments

24/01162/FUL Erection of 2no. 1 bed dwellings. Land Rear of 62, High Street, Midsomer Norton. **Recommendation** The Council recommended the decision is left to the Planning Officer, although there were concerns about the demolition, the lack of information and the future use of the site

24/01161/DEM Large brick-built building in mixed use (for Class B8 storage and distribution; Class E(g) light industrial with ancillary offices and Class E(a) ancillary retail); separate free standing workshop building (metal cladding) to rear of the site; two freestanding garages (sales samples) on site frontage. St Barnabas Yard, Radstock Road, Midsomer Norton. **Recommendation** The Council recommended the decision is left to the Planning Officer, although there were concerns regarding parking and whether it would put pressure on parking on the High Street.

Cllr Charlotte Lucas joined the meeting at 7.16pm

3) Decision on the strategy to recruit the new Town Clerk following recommendations from the staffing committee.

The Council **RESOLVED** to approve the following recommendations from the Staffing Committee

- Appoint a Locum Clerk on a part-time basis.
- Deputy Clerk to increase her hours and become Acting Town Clerk until a Locum Clerk is in place.
- Appointment of an independent person to carry out an investigation across the board.
- Change the job advertisement for an Office Administrator from a 12-month contract to a permanent position.
- Recruitment of the new Town Clerk to be deferred until the investigation has been completed.
- Training to be carried out across the board, especially for the Chair of the Council, Chairs of the Committees, focusing on Civility and Respect and HR.

5 - Date of Next Meeting

The next Full Council Meeting will be held on Monday 15th May commencing at 7pm.

5 - Work at West Clewes

Proposal to accept the quote to install an aerated grid at West Clewes for either £5988.44 + VAT or £6510.65 + VAT or lay gravel for approx cost £100.

Attachments

[Quote for aerated grid at West Clewes..docx](#)

Aerated Grid at West Clewes

A request was received to install an area of aerated grid in West Clewes as it becomes muddy during the wet season.

The area being requested is 2m x 25m area.

Costs are below –

Excavate and dispose of soil

Fill with 20mm/40mm clean stone

Lay layer of sharp sand to bed grasscretes to supply and install grasscrete grids

Option 1

Fill with top soil and seed £5988.44 + VAT

Option 2

Fill with 10mm clean stone £6510.65 + VAT

Option 3

Purchase a ton of gravel to be spread over the area, approximate cost £100

Recommendation

This works has not been budgeted so would need to come out of the general reserves.

Until the final Town Hall refurbishment invoice has been received it is unknown how much extra funds are required so any major costs to be delayed until after this.

6 - Strategy Day

Proposal to appoint a consultant to work alongside the Council for a day to write a Town Council Strategy, this would ideally take place on a Saturday.
Quotes from specialists to follow.

7 - Roller Disco

Proposal for roller disco sessions to be held in the Somer Centre, the first of which to be held in June (date tbc).

Attachments

[Proposal for a Roller Disco at the Somer Centre.docx](#)

Proposal for a Roller Disco at the Somer Centre

Proposal to hold a roller disco at the Somer Centre in June, date to be confirmed.

This event would have a capacity of 40 skaters per session, totalling a maximum of 120 skaters over the entire event.

These figures are based on three sessions, two sessions for younger children and families and the final session for teens and upwards.

The company promoting the roller disco will run the ticket platform and Midsomer Town Council will run the event creation and promotion. They would also staff and manage all aspects of the session, including first aid cover and insurance.

Costs of the sessions:

- Sound and lighting provided by the Roller Disco company £650.
This would represent a costing of £5.40 per skater.
- Sound and lighting not provided (Somer Centre systems used) £480.
This would represent a costing of £4 per skater.

Sound at the Somer Centre is currently not working but is being fixed - hence the 2 cost options.

Would the Council consider sponsoring the one-off event to make the cost £3 a skater?

Town Council Sponsored Costs:

- Sound and lighting provided Frome Roller Disco £290.
- Sound and lighting not provided (Somer Centre systems used) £120.

Further Sponsorship:

If successful (well attended and survey completed by skaters to confirm they would like a monthly / weekly session – seasonal, not summer) would the Council consider sponsoring the event for a year?

Monthly -£120 x 9 = £1,080 to be taken out of the £10,000 Youth Provision budget.

Weekly - £120 x 36 = £4,320 to be taken out of the £10,000 Youth Provision budget.

8 - West Local - Bus Service

WESTLocal is a £2 million fund set up by the West of England Mayoral Combined Authority and North Somerset Council which aims to help communities design and run local bus services tailored to their specific needs. A webinar was available on Tuesday 7th May for Councillors to listen to.

Does Midsomer Norton Town Council wish to engage with this initiative?

9 - Clerk's Report

- The Town Council is now able to co-opt a Town Councillor following the resignation of Cllr Alun Pughe as there were no requests for an election.
- 2 councillor vacancies for co-option [Town Councillor Vacancy – Midsomer Norton Town Council \(msn-tc.gov.uk\)](#)
- [Grant Applications – Deadline noon – 10 June 24 – Midsomer Norton Town Council \(msn-tc.gov.uk\)](#)
- Wellow Brook Walk - BART (Bristol Avon River Trust) and SVR (Somerset Valley Rediscovered) Wellow Brook Walk proposals - update
- Town Hall - update
- Assembly rooms - update
- Office administrator recruitment - update
- D Day commemorations - update
- May Day celebrations
- Investigation tenders
- Town Trust matters
- CCTV - update

- Town Park path works - The Conservation Volunteers shedule:

| Week | Tuesday | Wednesday |
|--|---|--|
| Tuesday 7th - Wednesday 8th May | No Project | Midsomer Norton Path Construction |
| Tuesday 14th - Wednesday 15th May | Midsomer Norton Path Construction | Midsomer Norton Path Construction |
| Tuesday 21st - Wednesday 22nd May | Henleaze Lake Various Tasks | Midsomer Norton Path Construction |
| Tuesday 28th - Wednesday 29th May | Midsomer Norton Path Construction | Jubilee Park Wildflower Plug Planting |

| For Information

10 - Correspondence received

- May Bulletin from the Royal British Legion - forwarded 24th April 2024

11 - Exclusion of the Press and Public

Proposal under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

12 - Lease for the Allotment

Proposal to approve the alternative proposal from the Allotment Association regarding the lease and annual rent for the allotments.

13 - Appointment of Locum Clerk and Independent Person

Proposal to appoint a Locum Clerk and the Independent Person to carry out the investigation as agreed at the meeting on 23rd April.

For Decision

14 - Date of Next Meeting

The next Full Council Meeting will be held on Monday 3rd June commencing at 7pm.