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Minutes of the **Annual Town Council** meeting of Shepton Mallet Town Council that took place in the Council Chamber of Mendip District Council, Cannards Grave Road, Shepton Mallet on **Tuesday 14th May 2019 at 7pm.**

Present: Cllrs W Frapple, S Hale, M Harrison, B Height, E Hobbs, C Inchley, G John, T Jones, G Kennedy, M Lovell, R Manley, G Mayall, A McGuire, N Shearn, N Tolson and T Faith (from item 01.10)

In Attendance: Charlotte Starkie, Town Clerk

Public and Press: There were 21 members of the public present, in addition to County Councillor John Parham.

PUBLIC QUESTION TIME: See Appendix A.

01.1 TO ELECT A CHAIRMAN

Nominations for the role of Chairman were sought. Cllr Chris Inchley was proposed by Cllr Hobbs and seconded by Cllr Frapple. There being no other nominations all councillors were in favour of Cllr Inchley being the Chairman of the Town Council.

Resolution:

That Cllr Chris Inchley be the Chairman of Shepton Mallet Town Council for the municipal year.

01.2 TO RECEIVE A DECLARATION OF ACCEPTANCE OF OFFICE FOR THE POSITON OF CHAIRMAN

Cllr Chris Inchley signed the Declaration of Acceptance of Office for the role of Chairman.

01.3 TO RECEIVE ANY APOLOGIES FOR NON-ATTENDANCE

All councillors were present.

01.4 TO RECEIVE ANY DECLARATIONS OF INTEREST IN MATTERS ON THIS AGENDA

Declarations were received from Cllrs Inchley and Height in relation to the planning application at the prison (item 01.17).

01.5 CHAIRMAN'S ANNOUNCEMENTS

The Chairman praised the Festival of Dogs for all their efforts in arranging and hosting a great day, attended by many.

The Chairman reported that he recently attended an awards evening for the Ups and Downs Charity, which is supported by the town council and is a very worthy cause.

01.6 TO ELECT A VICE CHAIRMAN

Nominations for the role of Vice Chairman were sought.

- a. Cllr Wayne Frapple was proposed by Cllr Kennedy and seconded by Cllr Jones.
- b. Cllr Matt Harrison was proposed by Cllr Hale and seconded by Cllr McGuire.

At the vote, with a show of hands, Cllr Frapple received 8 votes to the 7 votes received for Cllr Harrison.

Resolution:

That Cllr Wayne Frapple be the Vice Chairman of the Town Council for the municipal year.

01.7 TO RECEIVE A DECLARATION OF ACCEPTANCE OF OFFICE FOR THE POSITION OF VICE CHAIRMAN

Cllr Wayne Frapple signed the Declaration of Acceptance of Office.

01.8 TO AGREE THAT ALL COUNCILLORS MUST HAVE SIGNED THEIR STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE BY TUESDAY 4TH JUNE 2019

Resolution:

Agreed that all signed Declarations of Acceptance of Office must be submitted to the Town Clerk by Tuesday 4th June 2019.

01.9 TO CO-OPT A COUNCILLOR INTO THE VACANCY ON WEST WARD

Five applicants had applied for the vacancy on West Ward. It was agreed that each would give a brief presentation to the meeting, before councillors co-opt a new councillor. It was agreed that a paper ballot would be used rather than a show of hands.

The applicants were as follows:

- Abbie Chivers
- Derek Marvin
- Jon Hardy
- Tristan Faith
- Spencer Cox

Councillors were asked to use their ballot paper to vote for one candidate. The first round of voting eliminated Spencer Cox and Derek Marvin. The second round of voting was tied between Abbie Chivers and Jon Hardy with Tristan Faith receiving most votes. The third round of voting was the same result as the former round, with the Chairman using his casting vote to eliminate Abbie Chivers from the process. The fourth round of voting returned Tristan Faith with an absolute majority of 10 votes.

Resolution:

That Tristan Faith be the new councillor for the West Ward of the Town Council.

01.10 TO RECEIVE NOMINATIONS ONTO THE COMMITTEE AND TO AGREE THEIR COMPOSITION**POLICY & RESOURCES COMMITTEE (9 members)**

Cllr Faith	Cllr Hale	Cllr Harrison
Cllr Height	Cllr Kennedy	Cllr Manley
Cllr McGuire	Cllr Shearn	Cllr Tolson

OPEN SPACES COMMITTEE (6 members)

Cllr Faith	Cllr Height	Cllr Hobbs
Cllr Jones	Cllr Kennedy	Cllr McGuire

TOWN DEVELOPMENT & PLANNING (6 members)

Cllr Faith	Cllr Harrison	Cllr John
Cllr Jones	Cllr Mayall	Cllr Shearn

COLLETT PARK MANAGEMENT COMMITTEE (7 members)

Cllr Harrison	Cllr Hobbs	Cllr Kennedy
Cllr Lovell	Cllr Manley	Cllr Mayall
Cllr Tolson		

CENOTAPH MANAGEMENT CHARITY (5 members)

Cllr Height	Cllr Inchley	Cllr Lovell
Cllr Shearn	Cllr Tolson	

MARKET CROSS MANAGEMENT CHARITY (5 members)

Cllr Hale	Cllr Hobbs	Cllr Inchley
Cllr Kennedy	Cllr Lovell	

After a brief discussion on the terms of reference of each committee and its makeup and numbers it was agreed that the review of Standing Orders would also include a review of the numbers on each committee.

Resolution:

That the makeup of each Committee/ Charity will be as above, for the municipal year.

01.11 TO NOMINATE REPRESENTATIVES TO THE FOLLOWING TOWN ORGANISATIONS

The following councillors were nominated as representatives on the town organisations.

NEIGHBOURHOOD PLAN STEERING GROUP: Cllrs Faith and Harrison

LEISURE CENTRE COMMITTEE: Cllr Shearn

HEALTHWATCH SOMERSET: Cllrs Hobbs and Inchley

CHAMBER OF COMMERCE: Cllrs Harrison, Height and Shearn

MDC CCTV USER GROUP: Cllrs Manley and Tolson

MENDIP CITIZENS ADVICE BUREAU: Cllrs Height and John

MENDIP COMMUNITY TRANSPORT: Cllr John

REPRESENTATIVE ON MID SOMERSET SHOW: Cllr Frapple

SHEPTON MALLET CARNIVAL CLUB: Cllrs Frapple and Lovell

SHEPTON MALLET TOWN TWINNING: Cllr Lovell

YMCA AND YOUTH CLUB: Cllr Hobbs

TOURIST INFORMATION CENTRE: Cllrs Inchley and Shearn

ROYAL BRITISH LEGION: Cllr Tolson

STRAWBERRY LINE: Cllrs Hobbs and Kennedy

It was noted that a representative for the Library and for the League of Friends for the Hospital would be sought at the next meeting.

Resolution:

That the above named councillors act as the Town Council representatives on town organisations.

01.12 TO APPROVE THE COUNCIL'S BANK MANDATE FOR UNITY TRUST BANK LTD

It was agreed that names of four additional councillors be added to the bank mandate.

Resolution:

That Cllrs Frapple, Jones, Mayall and Lovell be added to the bank mandate.

01.13 TO NOTE THE CALENDAR OF MEETING FOR THE MUNICIPAL YEAR

Councillors noted the calendar of meeting for the municipal year.

01.14 TO CONSIDER IF THE COUNCIL CAN ACQUIRE THE GENERAL POWER OF COMPETENCE

Councillors noted the report provided by the Town Clerk and all agreed that the council qualified to acquire the General Power of Competence, by virtue of being an elected council (15 of the 16 councillors were elected at the election 2019) and having a town clerk holding the Certificate in Local Council Administration.

Resolution:

That the Council be qualified to use the General Power of Competence.

01.15 TO CONSIDER TRAINING REQUIREMENTS OF COUNCILLORS

Councillors noted the training report provided by the Town Clerk and were requested to send their requirements to the Town Clerk.

01.16 TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 26TH MARCH 2019

Those councillors who were present at that meeting resolved to accept the minutes as a true record of proceedings.

Resolution:

That the minutes of the Full Council meeting of 26th March 2019 were approved as being a true and accurate record and signed as such.

01.17 TO RECEIVE AND CONSIDER PLANNING APPLICATION 2019/0599/LBC AND 2019/0598/FUL

Councillors Height and Inchley left the room, having declared an interest in this matter, and did not take part in any of the discussions.

The Town Clerk explained that planning permission against applications 16/0509/FUL and 16/0510/LBC was about to expire and that new planning applications had been submitted, with no changes to the previous applications.

After a discussion that covered the previous application, car parking, affordable housing, S106, the deterioration of the building and the lack of progress under the current planning permission councillors agreed (13 in favour and one against) that they would support a renewal of the current planning permission but requested that the planning authority are informed that the town council is very disappointed to have seen no development activity under the current permission, that the building must be maintained to prevent any further deterioration and that the council supports this application for a 3 year period only and would not be in favour of an extension beyond that.

Resolution:

That the Town Council supports the planning applications 2019/0599/LBC AND 2019/0598/FUL but on the condition that these concerns are expressed to the developers that the Town Council is very disappointed to have seen no development activity under the current planning permission, that the building must be maintained to prevent any further deterioration and that the council supports this application for a 3 year period only and would not be in favour of an extension beyond that.

Cllrs Height and Inchley returned to the room.

01.18 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND TO NOTE ANY DECISIONS

Town Development and Planning: 2nd April and 23rd April
Open Spaces: 9th April 2019

Councillors noted that the draft minutes had been circulated from the above meetings

01.19 BUSINESS REFERRED BY THE TOWN CLERK

The Town Clerk reminded the councillors of the forthcoming Annual Town Meeting to be held on Tuesday 28th May 2019.

The Town Clerk updated councillors on the planned entertainment for Collett Park Day to be held on Saturday 8th June 2019.

The Chairman thanked all candidates for their application in the co-option process and congratulated Tristan Faith for successfully being co-opted onto the Town Council.

01.20 Date and time of next meeting

The next full council meeting will be held at 7pm on Tuesday 18th June 2019.
The meeting closed at 8.40pm.

APPENDIX A

PUBLIC QUESTION TIME

A member of the public raised the following points:

- That a former councillor be honoured with the award of Freeman of the Town.
- That Standing Orders currently allows for an outgoing councillor who has not secured sufficient votes in an election to re-stand for a vacancy/to be co-opted onto the town council. This would appear undemocratic and he suggested that Standing Orders be updated to prevent an outgoing councillor from standing.
- Concerns over the planning application 2019/0599/LBC AND 2019/0598/FUL that is being considered:
 - That the prison application was objected to by the people of the town, despite support from the Town Council
 - That some components of the application have changed
 - That the applicant will be unable to deliver the scheme
 - That the council meeting, at which the application was discussed, was held in private.

The Chairman responded with the following:

- That the council notes the suggestion to award Freeman of the Town to a former councillor
- That Standing Order are currently being revised
- That the Planning application to consider the prison application was discussed at a public meeting.