



CREWKERNE TOWN COUNCIL

TOWN HALL
MARKET SQUARE
CREWKERNE
SOMERSET TA18 7LN
TEL: 01460 74001

Email: towncouncil@crewkerne-tc.gov.uk

Councillors are hereby summoned and members of the press and public are invited to attend a meeting of the **Full Council** to be held on **Monday 28 February 2022**, starting at **18.45** in the Beech Suite, George Reynolds Centre, Crewkerne.

Note:

- Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan, Town Clerk
22 February 2022

A G E N D A

Open Forum: Questions may be put to the Council during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person. Issues received by the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Wednesday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.

1. **To note apologies for absence**
2. **Declarations of interest** in items on the agenda.
3. **To confirm the minutes of the Town Council Meeting** held on 24 January 2022.
4. **To receive reports from the County and District Councillors.**
5. **Clerk's progress report:** to receive an update report (for information).
6. **Finance:**
 - a) To approve the accounts for payment for February 2022 as listed.
 - b) To report the bank reconciliation for January 2022 has been completed.
7. **Meetings 2022/23:** to approve the calendar of meetings for the forthcoming municipal year.
8. **Scheme of Delegation:** to ratify decisions made at informal meetings held on 10 January 2022.
9. **Toilet Twinning:** to consider a proposal to 'twin' the new Falkland Square toilets.
10. **Jubilee Celebrations:** to receive an update on planned Platinum Jubilee celebrations.
11. **Welcome Back Fund:** to receive an update on the WBF projects.
12. **Local Heritage List:** to consider nominations for inclusion on the Local Heritage List.
13. **SSDC Playday:** to consider a request from SSDC to run a summer play event at Henhayes.
14. **To receive Committee and Working Group minutes and approve any recommendations contained therein:**
 - a) Joint Burial Committee held on 7 December 2021
 - b) Policy & Resources Committee held on 14 February 2022
 - c) Planning & Highways Committee held on 14 February 2022
15. **To receive Matters of Report** (for information only).
16. **Next meeting** on Monday 28 March 2022, 18.45, George Reynolds Centre.



In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), to resolve that the press and members of the public be excluded from following items having regard to the confidential issues to be discussed.

Confidential Session: Exclusion of the Press & Public – Procedural matter

ACCOUNTS FOR PAYMENT - FEBRUARY 28th 2022

Chq No.	Gross	Vat	Net	Payee	Description
O P Feb 1	£36.00	£6.00	£30.00	Society of Local Council Clerks	Course Fees - Town Clerk
O P Feb 2	£65.09		£65.09	James Hardware	Sundries
O P Feb 3	£9.10	£0.43	£8.67	British Gas	Cemetery Lodge Gas 19/12 - 15/1/22
O P Feb 4	£6,912.00	£1,152.00	£5,760.00	Knight Electrical Ltd	Christmas lights installation and removal
O P Feb 5	£93.13	£15.52	£77.61	Ricoh Uk Ltd	Printer photocopier rental Oct - Dec 21
O P Feb 5	£5.74	£0.96	£4.78	Ricoh Uk Ltd	Photocopier/printer rental Jan 22
O P Feb 5	£234.00	£39.00	£195.00	Ricoh Uk Ltd	Photocopier/printer security data erase
O P Feb 6	£1,363.92		£1,363.92	Active Learning & Skills	Provision of youth service Jan 22
O P Feb 7	£2,970.04		£2,970.04	SCC Pension Fund	Pension Contributions Jan 22
O P Feb 8	£2,576.38		£2,576.38	HM Revenue & Customs	Tax & NI Contributions Jan 22
DD22	£9.76	£0.46	£9.30	British Gas Business	Gas Victoria Hall 8/12/21 - 7/1/22
DD23	£332.22	£55.37	£276.85	British Gas Business	Electricity Town Hall 20/12/21 - 22/1/22
DD21	£74.41	£3.54	£70.87	British Gas Business	Electricity Happy Valley Floodlights 18/12/21 - 18/1/22
DD31	£256.66	£42.78	£213.88	Iris Business Software Ltd	Payroll remote hosting software Oct - Feb
DD55	£170.00		£170.00	SSDC	Council Tax Cemetery Lodge Feb 22
DD31	£15.01	£2.50	£12.51	Iris Business Software Ltd	Payroll Auto Enrolment software Dec 21
DD13	£1,371.52		£1,371.52	Royal and Sun Alliance	Insurance Feb 22
DD30	£225.33	£37.55	£187.78	British Gas Business	Electricity Public Toilets 29/12/21 - 19/1/22
DD17b	£12.08	£0.58	£11.50	Edf Energy 1 Ltd	Electricity Street Lighting Henhayes 22/12/21 - 21/1/22
DD17c	£13.61	£0.65	£12.96	Edf Energy 1 Ltd	Electricity Street Lighting Middle Path 22/12/21 - 21/1/22
O P Feb 9	£44.40	£7.40	£37.00	Paperchase Recycling	Cemetery general waste collection Jan 22
O P Feb 10	£96.00	£16.00	£80.00	Britchards	Town Hall unsafe boiler decommission
O P Feb 11	£35.00	£5.83	£29.17	Allen Computer Services	Ink cartridge
O P Feb 12	£10.25	£1.07	£9.18	Hewitt P	Refreshments for Mayor's civic event
O P Feb 13	£260.00		£260.00	Parkland Property Service	Cemetery Lodge repairs
O P Feb 14	£415.97	£69.33	£346.64	Hoistway	Annual lift contract Victoria Hall
O P Feb 15	£1,330.00		£1,330.00	M C Commercial Cleaning	Cleaning Jan 22
O P Feb 16	£79.20	£13.20	£66.00	Ocean Fire & Security	GRC Monthly fire/intruder alarm/CCTV Feb 22
O P Feb 17	£399.00		£399.00	SCC Pension Fund	Pension Deficit recharge Feb 22
O P Feb 18	£936.00	£156.00	£780.00	Fern Garden Tree Services	Barn Street ash tree pollarding
O P Feb 19	£773.53	£128.92	£644.61	Boilerman Ltd	Town Hall boiler repair
O P Feb 20	£432.00		£432.00	CUDOS	Tickets for Mayor's Civic event
DD46	£104.88	£17.48	£87.40	Somerset Web Services Lrd	Email hosting Feb 22
DD47	£21.58	£3.60	£17.98	Biffa	Grounds Maint hire of skip Jan 22
DD49	£81.88	£13.65	£68.23	The Business	Fuel Jan 22
DD57	£168.84	£28.14	£140.70	British Telecom	GRC telephone & broadband Feb 22
DD25	£32.80	£5.47	£27.33	Southern Communications	Mobile phone charges Feb 22
DD31	£7.26	£1.21	£6.05	Iris Business Software Ltd	Payroll payslip software Jan 22
DD53	£21.90	£3.65	£18.25	O2	Mobile WIFI Jan 22
DD22	£2.83	£0.13	£2.70	British Gas Business	Gas Victoria Hall 8/1 - 16/1/22
DD33	£14.31		£14.31	Lloyds Bank	Bank charges Jan 22
O P Feb 21	£35,409.00	£5,901.50	£29,507.50	Danfo (UK) Limited	Refurbishment of Public Toilets - 50%
O P Feb 22	£270.00		£270.00	Society of Local Council Clerks	Membership Fee - Town Clerk
O P Feb 23	£130.31	£21.72	£108.59	Bradfords	Cemetery Lodge repairs
O P Feb 23	£58.90	£9.82	£49.08	Bradfords	Circular saw hire
O P Feb 24	£82.98	£13.82	£69.16	Screwfix Direct Ltd	Sundries
O P Feb 25	£105.60	£17.60	£88.00	Ocean Fire & Security	GRC CCTV call out
O P Feb 26	£897.00	£149.50	£747.50	Zonkey Solutions Ltd	Crewkerne Business Group website - deposit
O P Feb 27	£135.60	£22.60	£113.00	Paperchase Recycling	GRC general waste collection Dec/Jan
O P Feb 28	£2,860.00		£2,860.00	ARB Tree & Garden Services	Pruning of vegetation Bincombe/Pythers Court
O P Feb 29	£75.24		£75.24	James Hardware	Sundries
O P Feb 30	£300.00		£300.00	Spark Somerset CIO	GRC Facilitation services
O P Feb 31	£22.80	£3.80	£19.00	Bobs Tyres Ltd	Vehicle tyre repair
O P Feb 32	£368.33		£368.33	Parkland Property Service	Public Toilets gutter repairs
O P Feb 33	£180.00	£30.00	£150.00	Earthsense Systems Ltd	Air Quality monitor replacement part
O P Feb 34	£1,301.84	£216.97	£1,084.87	Yarcombe Woodland Products Lt	Sleepers for Public Toilets garden
O P Feb 35	£8,632.38	£1,438.73	£7,193.65	Avalon Surfacing & Construction	Cemetery path works
O P Feb 36	£1,702.00	£240.00	£1,462.00	Stokes Partnership	Costs to SSDC for aquisition of land
	£9,510.99		£9,510.99	Telepay	Salaries February 22
Total	£84,056.60	£9,894.48	£74,162.12		

Signed:.....Date:.....

CREWKERNE TOWN COUNCIL			
BANK RECONCILIATION AS AT 31/01/2022			
	Cash in Hand 01/04/2021		£203,093.47
	ADD		
	Receipts 01/04/2021 - 31/01/2022		£538,174.14
	SUBTRACT		
	Payments 01/04/2021 - 31/01/2022		£450,091.69
A	CASH IN HAND 31/01/22		£291,175.92
	(per Cash Book)		
	Cash in Hand per Bank Statements 31st January 2022		
	LLOYDS - Business Call Account	£241,025.92	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - 32 Day Notice Account	£0.00	
	GRC Bar Cash Float	£0.00	
	Petty Cash	£125.00	
	Wednesday Market Cash Float	£25.00	
			£291,175.92
	Less unrepresented cheques		
			£0.00
	Plus unrepresented receipts		
B	ADJUSTED BANK BALANCE		£291,175.92
	A = B Checks out OK		



CREWKERNE TOWN COUNCIL

Programme of Council and Committee Meetings – Municipal Year 2022-23

Meetings are held on a Monday starting at 6.45pm, except Joint Burial Committee on a Tuesday

	Planning & Highways Committee	Amenities Committee	Policy & Resources Committee	Town Council	Joint Burial Committee
MAY 2022	23			16 Annual Town Council Meeting	
JUNE	13	13	13	27	7 TBC Annual Meeting
JULY	11	11		25	
AUGUST	8				
SEPTEMBER	12	12	12	26	
OCTOBER	10			24	4 TBC
NOVEMBER	14	14		28	
DECEMBER	12		12*	12	6 TBC
JANUARY 2023	9	9		23	
FEBRUARY	13			27	
MARCH	13	13	13	27	
APRIL	17			24	4 TBC
MAY	8	8		22 Annual Town Council Meeting	

*Limited agenda: review of grant applications and of budget

Annual Town Meeting of Electors: Monday 4 April 2022

Crewkerne Town Council, Town Hall, Market Square, Crewkerne, Somerset TA18 7LN
 Telephone: 01460 74001 Email: towncouncil@crewkerne-tc.gov.uk Website: www.crewkerne-tc.gov.uk

Agenda Item 8 – Scheme of Delegation.

To ratify decisions made at informal meetings held on Monday 10 January 2022.

Policy & Resources:

1. To Approve the Minutes of the Previous Meeting

It was **AGREED** that the minutes of the meeting of the Policy and Resources Committee held on Monday 11 October 2021 be APPROVED.

2. Finance.

To review the draft proposal for award of grants for recommendations to Full Council

Cllr Bond requested that CAB be asked to confirm that the previous year's grant was fully spent. The Clerk was asked to invite the Chief Executive of the CAB to discuss future plans.

It was **AGREED** to recommend the proposal to Full Council for formal ratification.

3. To consider the draft budget and associated precept calculation for recommendation to Full Council.

Noting that the Earmarked Reserves for Youth Service provision were now spent, Councillors considered the draft budget for the forthcoming financial year and **AGREED** that it should be recommended to Full Council for formal approval.

Amenities:

1. To Confirm the Minutes of the Previous Meeting

It was **AGREED** that the Minutes of the meeting of the Amenities Committee held on Monday 8 November be APPROVED.

2. Mid-season review of charges to sports clubs

A report relating to the mid-season review of charges was received and the recommendations contained therein were **AGREED**.

Planning & Highways:

1. To Confirm the Minutes of the Previous Meeting

It was **AGREED** that the minutes of the Planning and Highways Committee held on Monday 13 December 2021 be APPROVED.

Agenda Item 9 - Toilet Twinning

www.toilettwinning.org

By donating £60 to twin a toilet, a poor community is helped to fund a project that will enable families to build a basic toilet, have access to clean water and learn about hygiene – a vital combination that saves lives.

Twinned Toilets receive a certificate to hang in the loo – showing a photograph of the overseas toilet twin and GPS coordinates so you can look up the twin's location on Google Maps!



PRESS RELEASE

EMBARGO: FOR IMMEDIATE RELEASE

14 Feb 2022

Community Call to Help Protect Local Heritage

The Local Heritage List helps to protect buildings, sites and structures that local people regard as important - from medieval cottages to unusual postboxes. Somerset residents are being invited to nominate what's valuable in their community as part of a new project being delivered by the South West Heritage Trust.

Somerset and Exmoor National Park were chosen by the Ministry of Housing, Communities and Local Government as one of 22 national pilots for a Local Heritage List Project. The Local Heritage List is different from the national statutory list. It focuses on buildings, sites and structures that local people regard as important. Local listing will stop locally significant sites from being overlooked, and will offer some increased protections through the planning system.

Mary Andrews, Local Heritage List Project Manager, said: "Anyone can have a say in deciding what's valuable to their community by nominating a site. Nominations might feature rare materials or historical connections and could be anything from a factory to a front doorstep, a postbox to a historic landscape. Places where important events took place, or where minority identities are celebrated, are also promising candidates. The key thing is that the site matters to the life and culture of the local community."

There are several ways to make a nomination, including through the 'Know Your Place' website, or by post or email. Find out more at swheritage.org.uk/local-heritage-list.

SOMERSET'S LOCAL LIST: Q&A

What is the List?

The Local Heritage List (LHL) records the 'heritage assets' - buildings, structures, and places - which have cultural significance in Somerset and Exmoor National Park. It's a way to recognise the rare, valuable, and threatened places which enrich the county - even if they don't meet the strict requirements for [national listing](#). Buildings on the LHL are meaningful at a local level - and this project will make sure they don't stay overlooked.

This is your chance to have a say, because individuals and community groups will help to choose what gets listed by identifying candidates. Nominate a site - whether it's a factory or a front doorstep - and help shape heritage across Somerset and Exmoor.

How do I submit a nomination?

There are different ways to send it to us:

1. Use Know Your Place, an interactive website mapping South West heritage. Go to <https://swheritage.org.uk/local-heritage-list> and click 'Know Your Place Guide'.
2. Download the form available at <https://swheritage.org.uk/historic-environment-service/local-heritage-list/nominations/> - great for nominating a single property and adding lots of detail.
3. If you have multiple assets to put forward, request a nomination spreadsheet by emailing hl@swheritage.org.uk.
4. Send a letter or postcard to:

Local Heritage List
Somerset Heritage Centre
Brunel Way
Norton Fitzwarren
Taunton
TA2 6SF



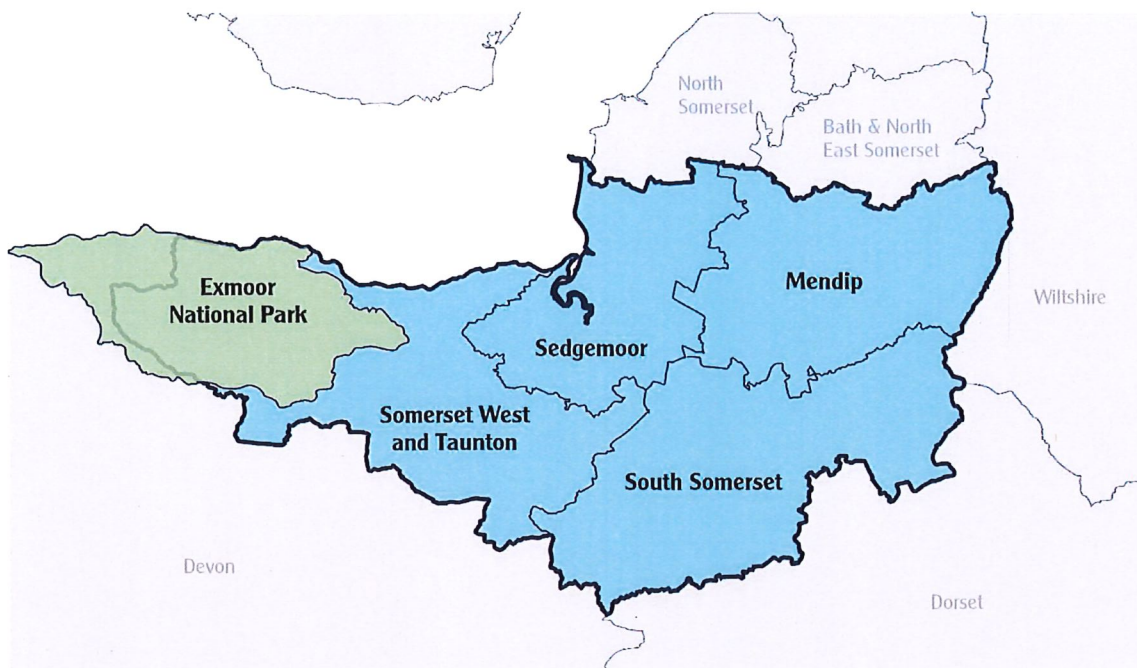
What kind of places can I nominate?

A wide range of buildings, structures, and man-made environments count as heritage assets and can go on the List. You could tell us about a house, a war memorial, a public artwork – if it's part of Somerset and Exmoor's diverse heritage, we're keen to hear about it.

Think about whether your nomination meets one or more of these criteria:

- **Age** – this gives an asset substantial value (but newer places will be considered too).
- **Rarity** in a structure's purpose, type, or features. It might be rare within a region, or a very local area.
- **Distinctive design** – for instance construction using local materials, rare crafting techniques, or by a noteworthy architect.
- **Group value** – multiple structures connected to each other by history or design, such as terraced houses or the parts of a factory complex.
- **Evidential value** – material evidence of past human activity which shows how people and places have developed. This might be buried archaeology or above ground. A preserved garden layout, a gravestone, or an abandoned village would all qualify.
- **Historical association** – for example with a famous person, a powerful memory, or a story from the past.
- **Social and communal value** – places of treasured local identity, including where community interactions, acts of worship, and cultural events have taken place; or where strong group memories were made. They can be valuable without wide recognition.

Places on the Local Heritage List don't necessarily have to be grand or famous. Their significance to you might even be very personal. There's a more detailed explanation at [our website](#).



Heritage assets in these five areas can be nominated.

What information should I try and provide?

- The asset's name, address, and type of place (e.g. 'war memorial').
- A detailed description. Consider:
 - The asset's appearance and noteworthy features or history
 - Its age (or a rough estimate) and condition
 - Any risks to its survival
 - Why it's important to our heritage: who values the site, how it meets the selection criteria
- Your name, organisation, and contact details (optional). Used solely to contact you if we need more info.
- Any images and website links you have.

Does the list give buildings legal protection from changes?

Local listing is very different to national listing, and does not impose restrictions or responsibilities. The main intention is to celebrate local culture and encourage good management.

If a building is added to the Local Heritage List, it will be recognised as a culturally significant heritage asset. This will not (in itself) give the structure any additional protection, but it will inform decisions by owners and public bodies. Early recognition is important when submitting or deciding a planning application as it avoids late interventions and delay.

Is there a selection process?

Yes. A team of heritage professionals at the South West Heritage Trust will assess all entries against the criteria, then make decisions about which to add to the final List. The project team will also look at other sources (such as the [Historic Environment Record](#)), to identify appropriate sites. Difficult cases will be referred to experts. Assessment of Exmoor National Park nominations will be led by the Exmoor National Park Authority.

What's the outcome?

The main project lasts a year. After this, we will have an extensive catalogue of locally important heritage assets. This collection will be visible as a map layer on Know Your Place, and as a database. A Local Heritage List can never be complete, so we will add to and review it periodically in years to come.

The project is managed by the South West Heritage Trust.
ihl@swheritage.org.uk

From: Julia Guy

Sent: 14 February 2022 14:20

To: deputyclerk@crewkerne-tc.gov.uk

Subject: Play Day Tuesday 16th August 2022

Good Afternoon

I was wondering if you can update me to let me know if you want us to go ahead with the Play Day at Henhayes Park in Crewkerne on Tuesday 16th August 2022?

Many thanks

Julia

Julia Guy

Locality Officer

Service Delivery

South Somerset District Council