

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the Full Council to be held on Monday 28 March 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 March 2022

## Agenda

Open Forum: Questions may be put to the Council in person during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to 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 28 February 2022.
4. To receive reports from the County and District Councillors.
5. Clerk's progress report: to receive an update report (for information).
6. Planning: to consider applications due before the next meeting of Planning and Highways
  - a. 21/03833/FUL: Land south of Cloudshill, Hewish Lane, Crewkerne. Change of use from agricultural to residential land, Erection of a detached dwelling, detached garage & formation of new access
7. Finance:
  - a) To approve the accounts for payment for March 2022 as listed.
  - b) To report the bank reconciliation for February 2022 has been completed.
  - c) To note a review of internal controls has been carried out.
8. Meeting dates 2022-23: to approve meeting dates for the forthcoming municipal year.
9. South West in Bloom finals 2022: to receive an update on plans for the SWiB award ceremony.
10. Jubilee Celebrations: to receive an update on planned Platinum Jubilee celebrations.
11. NABMA: to note a report from NABMA regarding market days and future use of the charter.
12. SSSDC Ranger Service: to approve the temporary use of the SSSDC Ranger Service to support the Grounds Maintenance team.
13. Falkland Square unclaimed waste bins: to consider a request regarding the proposed removal of an unclaimed bin.
14. Barn Street Recreation Ground: to receive an update following recent public meetings.
15. To receive Committee and Working Group minutes and approve any recommendations contained therein:
  - a) Planning & Highways Committee held on 14 February 2022.
16. To receive Matters of Report (for information only).
17. Next meeting on Monday 25 April 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 – Contractual matter

ACCOUNTS FOR PAYMENT - MARCH 28th 2022

Chq No.	Gross	Vat	Net	Payee	Description
DD31	£14.94	£2.49	£12.45	Iris Business Software Ltd	Payroll Auto enrolment software Dec 21
DD52	£319.79	£53.30	£266.49	Gamma Business Communication	Telephone & broadband Feb 22
DD22	£9.76	£0.46	£9.30	British Gas Business	Gas Town Hall 2/1 - 1/2/22
DD50	£511.50	£85.25	£426.25	British Gas Business	Electricity GRC 1/1 - 1/1/22
DD33 C.Card	£122.40	£20.40	£102.00	Wix.com	LIC Website
DD8	£35.00		£35.00	Information Commissioners Office	Data Protection renewal
DD13	£1,371.52		£1,371.52	Royal and Sun Alliance	Insurance Mar 22
DD55	£170.00		£170.00	SSDC	Cemetery Lodge Council Tax March 22
DD31	£51.33	£8.55	£42.78	Iris Business Software Ltd	Payroll remote hosting Mar 22
DD21	£87.58	£4.17	£83.41	British Gas Business	Electricity Happy Valley Floodlights 18/1 - 18/2/22
DD17b	£10.90	£0.52	£10.38	Edf Energy 1 Ltd	Electricity Street Lighting Henhayes 22/1 - 18/2/22
DD17c	£12.29	£0.59	£11.70	Edf Energy 1 Ltd	Electricity Street Lighting Middle Path 22/1 - 18/2/22
DD30	£315.15	£52.52	£262.63	British Gas Business	Electricity Public Toilets 20/1 - 8/2/22
DD33 C.Card	£28.50	£4.75	£23.75	Amazon Marketplace	Handsoap
DD33 C.Card	£5.70	£0.95	£4.75	Amazon Marketplace	Handsoap
DD23	£330.17	£55.03	£275.14	British Gas Business	Electricity Town Hall 21/1 - 21/2/22
DD31	£14.94	£2.49	£12.45	Iris Business Software Ltd	Payroll Auto enrolment software Jan 22
DD22	£7.61	£0.36	£7.25	British Gas Business	Gas Victoria Hall 17/1 - 14/2/22
DD44	£133.31		£133.31	Everflow Water	Water rates Mar 22
DD48	£38.46	£1.83	£36.63	E.on	Electricity Grounds workshop 1/1 - 31/1/22
DD27	£156.19	£7.44	£148.75	E.on	Electricity Victoria Hall 1/1 - 31/1/22
DD33 C.Card	£9.59	£1.60	£7.99	Amazon Marketplace	Tea towels
DD33 C.Card	£14.44	£2.41	£12.03	Amazon Marketplace	Stationery/Brush & dustpan
DD33 C.Card	£6.00		£6.00	Land Registry	Land ownership search
O P Mar 1	£51.54	£8.59	£42.95	T M Electronics	Thermometer calibration
O P Mar 2	£2,528.93		£2,528.93	HM Revenue & Customs	Tax & NI Contributions Feb 22
O P Mar 3	£3,014.94		£3,014.94	SCC Pension Fund	Pension Contributions Feb 22
O P Mar 4	£516.00	£86.00	£430.00	Fern Garden Tree Services	Chipper hire/Cemetery grass cutting
O P Mar 5	£240.06	£40.01	£200.05	Ricoh Uk Ltd	Printer/photocopier rental 1/2 - 30/4/22
O P Mar 6	£1,363.92		£1,363.92	Active Learning & Skills	Provision of Youth Service Feb 22
O P Mar 7	£9.53	£0.45	£9.08	British Gas Business	Gas Cemetery Lodge 16/1 - 15/2/22
O P Mar 8	£83.60	£13.93	£69.67	Lewis Warren	Reimbursement for vehicle fuel
O P Mar 9	£73.28	£12.21	£61.07	Acopia	Public Toilet soap
O P Mar 10	£186.30	£31.05	£155.25	Greenlink Groundworks	Topsoil/Chippings
O P Mar 11	£279.00	£46.50	£232.50	Knight Electrical Ltd	Town CCTV repairs
O P Mar 12	£44.40	£7.40	£37.00	Paperchase Recycling	Cemetery general waste collection Feb 22
DD33 C.Card	-£8.32		-£8.32	Lloyds Bank	Membership fee refund - PD
O P Mar 13	£36.37		£36.37	Shehan, Katharine	Travel expenses - Tripartite meeting/Refreshments
O P Mar 14	£216.00	£36.00	£180.00	Controlled Climate Ltd	Victoria Hall air conditioning service
O P Mar 15	£1,370.50		£1,370.50	M C Commercial Cleaning	Cleaning Feb 22
O P Mar 16	£336.00	£56.00	£280.00	Fern Garden Tree Services	Henhayes treework
O P Mar 16	£96.00	£16.00	£80.00	Fern Garden Tree Services	St Bart's churchyard treework
O P Mar 17	£1,190.00		£1,190.00	Verily Victoria Vocalises	Fiver Fest (Grant funded)
O P Mar 18	£3,000.00		£3,000.00	Genius PR & Events Ltd	Provision of Crewkerne Comedy nights (Grant funded)
O P Mar 19	£126.85		£126.85	Fontana J	Purchase of pots for trees/refreshments
O P Mar 20	£543.60	£90.60	£453.00	Prism	Newsletters
O P Mar 20	£27.42	£4.57	£22.85	Prism	GRC toilet rolls
O P Mar 20	£46.40	£7.73	£38.67	Prism	Town Hall toilet rolls
O P Mar 21	£34.09	£5.68	£28.41	Bradford's	Public Toilets pipe insulation
O P Mar 21	£23.96	£3.99	£19.97	Bradford's	Cemetery - sand/cement
O P Mar 22	£35.92	£5.99	£29.93	Screwfix Direct Ltd	Victoria Hall light tubes
O P Mar 22	£57.47	£9.57	£47.90	Screwfix Direct Ltd	Heater for LIC/workshop padlock
O P Mar 23	£117.00	£19.50	£97.50	SSDC	Bedding plants
O P Mar 23	£381.60	£63.60	£318.00	SSDC	Operational playground inspection
O P Mar 24	£700.00		£700.00	Stewart, Simon	Delivery of newsletters
O P Mar 25	£79.20	£13.20	£66.00	Ocean Fire & Security	GRC monthly fire/intruder/CCTV
O P Mar 26	£1,200.00		£1,200.00	Gales Building Conservation	Cemetery Chapel internal replastering
O P Mar 27	£1,500.00		£1,500.00	Genius PR & Events Ltd	Crewkerne Comedy night - Balance (Grant funded)
O P Mar 28	£91.23		£91.23	James Hardware	Sundries
O P Mar 28a	£168.00	£28.00	£140.00	Fern Garden Tree Services	Bincombe allotment tree work
O P Mar 29	£36.00	£6.00	£30.00	Allen Computer Services	Grounds workshop ink cartridge
O P Mar 30	55.66		55.66	Butler D	Reimbursement for LIC domain renewal

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

ACCOUNTS FOR PAYMENT - MARCH 28th 2022

O P Mar 31	£231.88	£38.65	£193.23	Groves Nurseries	Plants/compost for Public Toilets
O P Mar 32	£228.23		£228.23	P.Davidson	Backdated Salary uplift
O P Mar 34	£36,639.00	£6,106.50	£30,532.50	Danfo (UK) Limited	Public toilet refurbishment - Balance
O P Mar 35	£94.20	£15.70	£78.50	Fluke (UK) Ltd	Thermometer
O P Mar 36	£417.60	£69.60	£348.00	Purple Chilli Ltd	Silent Disco for Jubilee Fete - hire of equipment
O P Mar 37	£159.65	£26.61	£133.04	Knight Electrical Ltd	Happy Valley floodlights time clock
DD46	£104.88	£17.48	£87.40	Somerset Web Services Lrd	Email hosting Mar 22
DD42	-£110.15	-£5.25	-£104.90	SSE	Electricity Cemetery Chapel refund 7/8 - 15/11/21
DD49	£0.60	£0.10	£0.50	The Business	Fuel card charge Feb 22
DD47	£19.49	£3.25	£16.24	Biffa	Grounds skip hire Feb 22
DD57	£168.84	£28.14	£140.70	British Telecom	GRC Telephone & broadband Mar 22
DD52	£319.84	£53.31	£266.53	Gamma Business Communication	Telephone & broadband Mar 22
DD31	£14.94	£2.49	£12.45	Iris Business Software Ltd	Payroll auto enrolment software Feb 22
DD9	£32.80	£5.47	£27.33	Southern Communications	Mobile phone charges Mar 22
DD31	£7.26	£1.21	£6.05	Iris Business Software Ltd	Payroll payslips software Feb 22
DD46	£60.00	£10.00	£50.00	Somerset Web Services Lrd	Website domain renewal 7/6/22 - 6/6/23
DD53	£21.90	£3.65	£18.25	O2	Mobile WIFI Feb 22
DD43	£14.50		£14.50	Lloyds Bank	Bank charges Feb 22
DD26	£297.55	£49.59	£247.96	British Gas Business	Gas Town Hall 2/2 - 1/3/22
DD50	£369.98	£61.66	£308.32	British Gas Business	Electricity GRC 1/2 - 28/2/22
DD27	£853.43	£142.24	£711.19	E. O N	Electricity Victoria Hall 1/2 - 28/2/22
DD33 C.Card	£6.00		£6.00	Land Registry	Land ownership search
DD33 C.Card	£6.00		£6.00	Land Registry	Land ownership search
DD44	£115.40		£115.40	Everfow Ltd	Water rates Apr 22
DD48	£30.05	£1.43	£28.62	E. O N	Electricity Grounds workshop 1/2 - 28/2/22
DD33 C.Card	£20.00	£0.00	£20.00	British Gas Business	Electricity Cemetery Lodge
DD33 C.Card	£150.00	£25.00	£125.00	SSDC	Car park season ticket SC 29/3 - 28/9/22
DD33 C.Card	£14.99	£2.50	£12.49	Amazon Marketplace	Office clock
DD33 C.Card	£10.99	£1.83	£9.16	Amazon Marketplace	Poly pockets
DD33 C.Card	£6.28		£6.28	Amazon Marketplace	Measuring jug
DD33 C.Card	£6.25	£1.04	£5.21	Amazon Marketplace	Teaspoons
DD22	£8.14	£0.39	£7.75	British Gas Business	Gas Victoria Hall 14/2 - 17/3/22
DD23	£195.94	£32.66	£163.28	British Gas Business	Electricity Town Hall 21/2 - 21/3/22
O P Mar 38	£86.48		£86.48	Mole Valley Farmers Ltd	Grass seed
O P Mar 39	£2,997.00	£499.50	£2,497.50	Zonkey Solutions Ltd	New TC website - balance
O P Mar 40	£2,500.00		£2,500.00	Verily Victoria Vocalises	Crewkerne Business Fair arrangement (Grant funded)
O P Mar 41	£8.61	£0.41	£8.20	British Gas Business	Cemetery Lodge Gas 16/2 - 15/3/22
	£9,885.87		£9,885.87	Telepay	Salaries March 2022
Total	£79,623.94	£8,112.84	£71,511.10		

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

CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 28/02/2022			
	Cash in Hand 01/04/2021		£203,093.47
	ADD		
	Receipts 01/04/2021 - 28/02/2022		£540,119.04
	SUBTRACT		
	Payments 01/04/2021 - 28/02/2022		£535,337.15
<b>A</b>	<b>CASH IN HAND 28/02/22</b> (per Cash Book)		<b>£207,875.36</b>
	Cash in Hand per Bank Statements 28th February 2022		
	LLOYDS - Business Call Account	£157,725.36	
	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	
			£207,875.36
	Less unrepresented cheques		
			£0.00
	Plus unrepresented receipts		
<b>B</b>	<b>ADJUSTED BANK BALANCE</b>		<b>£207,875.36</b>
	<b>A = B Checks out OK</b>		



## 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
<b>MAY 2022</b>	23	23		16 Annual Town Council Meeting	
<b>JUNE</b>	13		13	27	7 Annual Meeting
<b>JULY</b>	11	11		25	
<b>AUGUST</b>	8				
<b>SEPTEMBER</b>	12	12		26	
<b>OCTOBER</b>	10		10	24	4
<b>NOVEMBER</b>	14	14		28	
<b>DECEMBER</b>	12			12	6
<b>JANUARY 2023</b>	9	9	9*	23	
<b>FEBRUARY</b>	13			27	
<b>MARCH</b>	13	13		27	
<b>APRIL</b>	17			24	4
<b>MAY</b>	8	8		22 Annual Town Council Meeting	

\*Limited agenda: review of grant applications and of budget

**Annual Town Meeting of Electors: Monday 24 April 2023 (tbc)**

Crewkerne Town Council, Town Hall, Market Square, Crewkerne, Somerset TA18 7LN

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## **Full Council Monday 11 April 2022**

### **Agenda Item 11.**

NABMA: to note a report from NABMA regarding market days and future use of the charter.

South Somerset District Council engaged the National Association of British Market Authorities (NABMA) to provide support to Local Councils in respect of the provision of markets in the area. Crewkerne was one of the towns benefitting from the support.

The project was to provide advice and help on market operational issues, policies and procedures and all relevant aspect of market law.

Crewkerne had the benefit of a Royal Charter but the details of the charter are unclear.

NABMA's advice was to use the Royal Charter as a focal point of the market, celebrating history and a Royal connection but the Council should make a declaration that Part III of the Food Act 1984 would be used to operate and manage any market. Part III was the modern statutory framework for markets.

Using Part III would enable Crewkerne Town Council to hold a market on any day of the week and stipulate the hours that it be held. It would also provide a statutory basis for market charges.

The Council, if in agreement, should declare that in respect of any market event, the powers contained in Part III would be used as appropriate.

Part III does not include road closures.

This work is being funded through The Welcome Back Fund.