

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 12 December 2022, following a meeting of the Planning and Highways Committee, in the Council Chamber, Town Hall, Market Square, 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 (signed on original)  
6 December 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 November 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 December 2022 as listed.
  - b. To report the bank reconciliation for November 2022 has been completed.
  - c. To clarify Minute 41/22-23 as per recommendation of the internal auditor.
  - d. To agree two additional signatories to the bank accounts.
  - e. To note that the method of payments of staff salaries will change from telepay to BACS from January 2023.
7. Commemorative tree: to consider a request from the Rotary Club of Crewkerne to plant a 70<sup>th</sup> anniversary commemorative tree and determine location and species.
8. Bincombe Beeches: to consider a proposal for compensatory tree planting of 100 donated trees or donation to an earmarked tree planting fund.
9. Coronation Celebration: to consider the arrangements for a Coronation Celebration in Crewkerne in May 2023.

9. To receive the following minutes and approve any recommendations contained therein:
  - a. Planning & Highways Committee 14 November 2022
  - b. Neighbourhood Plan Steering Group 8 November 2022
  - c. Joint Burial Committee 4 October 2022
  - d. Staffing Committee 11 March 2022
  - e. Reports from Town Council representatives to outside bodies

10. To receive Matters of Report (for information only).

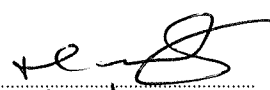
11. Next meeting: Monday 16 January 2023 at 18.45, Council Chamber, Town Hall.

*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

12. Unpaid Invoice: to consider next steps in respect of an unpaid invoice.

ACCOUNTS FOR PAYMENT - DECEMBER 12th 2022


Checked by: 

Date: 7/12/22

Chq No.	Gross	Vat	Net	Payee	Description
O P Dec 1	£9.38	£0.44	£8.94	British Gas Business	Gas Cemetery Lodge 19/10 - 15/11/22
O P Dec 2	£417.00	£69.50	£347.50	Boilerman Ltd	GRC gas boiler service
O P Dec 3	£60.00		£60.00	Bilbys	Gift vouchers
O P Dec 4	£5,433.02		£5,433.02	SCC Pension Fund	Pension Contributions Nov 22
O P Dec 5	£5,902.86		£5,902.86	HM Revenue & Customs	Tax & NI Contributions Nov 22
O P Dec 6	£250.00		£250.00	Stokes Partners LLP	Land search fees - WMG
O P Dec 7	£380.00		£380.00	Clive Brown	GRC Maintenance
O P Dec 8	£2,976.00	£496.00	£2,480.00	Fern Garden Tree Services	Cemetery grass & hedge cutting Sep-Oct 22
DD17c	£12.84	£0.61	£12.23	Edf Energy 1 Ltd	Electricity Street Lighting Middle Path 23/10 - 20/11/22
DD48	£35.91	£1.71	£34.20	E. O N	Electricity Grounds Workshop 1/10 - 16/11/22
O P Dec 9	£62.51	£10.42	£52.09	Loxston Groundcare Ltd	Battery
O P Dec 10	£518.50	£86.42	£432.08	Prosound Solutions (SW) Limited	Stage hire package Lighting Up night - Balance
O P Dec 11	£95.00		£95.00	Steve Carpenter	Presenter for Lighting Up night
O P Dec 12	£45.00		£45.00	Warren L	Grounds Vehicle MOT
O P Dec 13	£336.00	£56.00	£280.00	Fern Garden Tree Services	Hedge cutting Barn Street
O P Dec 14	£15.00		£15.00	Somerset PFA	Somerset Playing Field Assoc membership
O P Dec 15	£330.00	£55.00	£275.00	Altegra Integrated Solutions Ltd	Hire of cherry picker - Christmas lights
O P Dec 16	£375.96	£62.66	£313.30	Darkin Miller Ltd	Internal audit fees 22/23 1st visit
DD52	£319.79	£53.30	£266.49	Gamma	Telephone & Broadband Nov 22
O P Dec 17	£500.00		£500.00	M C Commercial Cleaning	Cleaning GRC Nov 22
O P Dec 17	£840.00		£840.00	M C Commercial Cleaning	Cleaning Nov 22
O P Dec 18	£225.00	£37.50	£187.50	Boilerman Ltd	Pipe work repair GRC
O P Dec 19	£534.00	£89.00	£445.00	Knight Electrical Ltd	Street light bulb replacement Aqua Centre
O P Dec 20	£4.70		£4.70	Morris, J	Coffee with councillors expenses
O P Dec 21	£64.75	£3.79	£60.96	Screwfix Direct Ltd	Disinfectant/PPE
O P Dec 22	£4.25	£0.71	£3.54	Bradfords	Drill bits
O P Dec 22	£5.68	£0.95	£4.73	Bradfords	Hanging basket fixture
O P Dec 22	£39.12	£6.52	£32.60	Bradfords	Paint/fixing Cemetery bench
O P Dec 22	£44.19	£7.37	£36.82	Bradfords	Luccome oak fence repairs
O P Dec 22	£13.18	£2.20	£10.98	Bradfords	Luccome oak fence repair
O P Dec 22	£35.53	£5.92	£29.61	Bradfords	Cemetery bench repairs
O P Dec 22	£14.35	£2.39	£11.96	Bradfords	Hanging basket fixings
O P Dec 23	£1,457.67		£1,457.67	Active Learning & Skills	Provision of Youth service Nov 22
DD47	£31.32	£5.22	£26.10	Biffa	Grounds Maint skip hire Nov 22
DD49	£187.13	£31.19	£155.94	The Business	Fuel Nov 22
DD13	£1,562.29		£1,562.29	Aviva Credit Services UK Ltd	Insurance Dec 22
DD55	£443.62		£443.62	SSDC	Council Tax Cemetery Lodge Dec 22
DD51	£319.00		£319.00	SSDC	Rates Cemetery Chapels Dec 22
DD2	£1,073.00		£1,073.00	SSDC	Rates Town Hall/Victoria Hall Dec 22
DD11	£549.00		£549.00	SSDC	Rates Grounds workshop Dec 22
DD50	£871.95	£145.33	£726.62	British Gas Business	Electricity GRC 1/10 - 31/10/22
DD33 C.Card	£143.48		£143.48	Amazon Marketplace	Ink cartridge LIC printer
DD33 C.Card	£6.99	£1.17	£5.82	Amazon Marketplace	Wheely bin stickers
DD33 C.Card	£6.89	£1.15	£5.74	Amazon Marketplace	Stationery
DD33 C.Card	£4.99	£0.83	£4.16	Amazon Marketplace	Stationery
DD33 C.Card	£16.58	£2.76	£13.82	Amazon Marketplace	Stationery
DD33 C.Card	£38.71	£6.46	£32.25	Amazon Marketplace	Stationery
DD33 C.Card	£11.99	£2.00	£9.99	Amazon Marketplace	Stationery
DD59	£1,088.16	£181.36	£906.80	British Gas Business	Gas GRC 1/10 - 21/11/22
DD17b	£11.41	£0.54	£10.87	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 23/10 - 20/11/22
DD33 C.Card	£159.00		£159.00	TV Licensing	GRC TV Licence
DD33 C.Card	£292.50		£292.50	DVLA	Grounds Vehicle Tax
DD51	£724.00		£724.00	SSDC	Rates GRC Dec 22
O P Dec 24	£46.98	£7.84	£39.14	Katharine Sheehan	Expenses
O P Dec 25	£79.20	£13.20	£66.00	Ocean Fire & Security	Fire/Intruder alarm/CCTV Dec 22
O P Dec 26	£312.00	£52.00	£260.00	Relay Electrical Services	Christmas Lights installation Crooked Swan
O P Dec 27	£414.00		£414.00	SCC Pension Fund	Pension Deficit recharge Dec 22
DD33 C.Card	£21.00	£3.50	£17.50	Requestaplan	Plan to support Lodge planning application
DD33 C.Card	£10.20	£1.70	£8.50	Requestaplan	Plan to support Lodge planning application
DD50	£1,089.34	£181.56	£907.78	British Gas Business	Electricity GRC 1/11 - 30/11/22
DD57	£152.80	£25.47	£127.33	British Telecom	Telephone & broadband GRC Dec 22
DD26	£82.99	£3.95	£79.04	British Gas Business	Gas Town Hall 2/10 - 1/11/22
DD26	£-54.09	£-2.57	£-51.52	British Gas Business	CREDIT NOTE Gas Town Hall 2/9 - 1/10/22

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

ACCOUNTS FOR PAYMENT - DECEMBER 12th 2022

Checked by:   
 Date: 2/12/22

DD26	£53.97	£2.57	£51.40	British Gas Business	Gas Town Hall 2/9 - 1/10/22
DD46	£104.88	£17.48	£87.40	Somerset Web Services	Email hosting Dec 22
DD53	£23.60	£3.93	£19.67	O2	Mobile Wifi Nov 22
Total	£31,236.07	£1,737.05	£29,499.02		

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

CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 30/11/2022			
	Cash in Hand 01/04/2022		£280,666.98
	ADD		
	Receipts 01/04/2022 - 30/11/2022		£606,015.55
	SUBTRACT		
	Payments 01/04/2022 - 30/11/2022		£360,755.63
<b>A</b>	<b>CASH IN HAND 30/11/22</b> (per Cash Book)		<b>£525,926.90</b>
	Cash in Hand per Bank Statements 30th November 2022		
	LLOYDS - Business Call Account	£360,991.10 ✓	
	LLOYDS - Current Account	£50,086.10 ✓	
	LLOYDS - Burial Account	£115,100.70 ✓	
	Wednesday Market Cash Float	£25.00	
			£526,202.90
	Less unrepresented cheques		
	9589	£276.00	£276.00
	Plus unrepresented receipts		
<b>B</b>	<b>ADJUSTED BANK BALANCE</b>		<b>£525,926.90</b>
	<b>A = B Checks out OK</b>		
	Town Clerk: <i>A. Sheehan</i>		
	Date: <i>6th December 2022</i>		
	Checked by: <i>[Signature]</i>		
	Date: <i>2/12/22</i>		

**SUPPORTING REPORTS TO FULL COUNCIL – 12 DECEMBER 2022**

**Agenda Item 4c:** To clarify Minute 41/22-23 as per the recommendation of the internal auditor.

**Background:**

Minute 41/22-23 of the Full Council meeting held on 27 June 2022 reads:

- 41 TO RECEIVE THE FOLLOWING MINUTES AND APPROVE ANY RECOMMENDATIONS CONTAINED  
22/23 THEREIN:*
- a. Staffing Committee 6 June 2022.*
  - b. Planning and Highways Committee 11 April 2022 and 23 May 2022.*
  - c. Joint Burial Committee 5 April 2022.*
  - d. Amenities Committee 14 May 2022.*

The internal auditor notes that the minutes do not state that these sets of minutes were received and any recommendations formally approved.

**Recommendation:**

The recommendation of the internal auditor is that Full Council resolves that these minutes were in fact received and any recommendations approved.

**Agenda Item 7: Bincombe Beeches:** to consider a proposal for compensatory tree planting of 100 donated trees or donation to an earmarked tree planting fund.

**Background:**

Further to the agreement at November Full Council about the general principle of compensatory tree planting being welcomed on Crewkerne Town Council open spaces, the following detailed proposal has been received from the arborist.

*“Two landowners have a mature boundary beech tree that they have agreed should be removed; both their properties are densely treed and they do not have space for suitable compensatory planting, therefore I have proposed that on the basis of the size of the objective estimated size of the tree they wish to remove (~ 100cm stem diameter beech) they offer 100 new trees and labour planting costs up to a value of ~ £750. This is based on the estimated costs of mixed species saplings & shelters/stakes/mats/pegs @ £5 per tree plus £250 labour planting costs.*

*The tree is within a conservation area and therefore when the planning app/notice is submitted we wish to be able to demonstrate we can enable real local compensatory tree planting that will provide as much or more public benefit than the existing tree. - for environmental sustainability purposes.*

*From my local knowledge and experience for CTC I know that removals of diseased ashes at Bincombe Beeches is happening, and I suggest the 100 new trees could be accommodated as replacement planting within the existing woodland and/or as peripheral planting as CTC prefers. Species would be chosen to suit the location and conditions; details of which can be supplied up front.*

*A trusted local contractor could be supplied with the specifications and commissioned directly. Or alternatively the funds could be allocated to CTC tree fund.*

*Please ask the council if this proposal is acceptable. If it is then I will apply to SSDC to remove the tree and tell SSDC that we have agreement with CTC for local compensatory planting. I am happy to discuss any details with anyone at CTC or the SSDC tree officer”.*

**Recommendation:**

Councillors to agree whether they would like to accept new trees and labour costs for tree planting as outlined above, OR whether they would like the equivalent funds allocated to an earmarked tree planting fund held by Crewkerne Town Council.