

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 November 2022, at 18.45 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)
22 November 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 24 October 2022.
4. To receive a Community Safety update from the Neighbourhood Policing Team.
5. To receive reports from the County and District Councillors.
6. Clerk's progress report: to receive an update report (for information).
7. Planning: to consider applications due before the next meeting of Planning & Highways Committee as per the attached list.
8. Finance:
 - a. To approve the accounts for payment for November 2022 as listed.
 - b. To report the bank reconciliation for October 2022 has been completed.
 - c. To note the interim report of the internal auditor.
9. Quarterly Newsletter: to agree content and draft of town newsletter.
10. Southmead Garages: to receive a verbal report from a site meeting with Abri and Neighbourhood Policing Team.
11. Tree planting schemes: to receive a report on a proposal for tree planting schemes on CTC land.

12. Somerset Emergency Community Contacts: to identify up to three Emergency Community Contacts for Crewkerne.
13. To receive the following minutes and approve any recommendations contained therein:
 - a. Planning & Highways Committee 5 September 2022 and 10 October 2022
 - b. Neighbourhood Plan Steering Group 11 October 2022
 - c. Amenities Committee 11 July 2022
 - d. War Memorial Commemoration Trust 27 June 2022
 - e. Youth Service Steering Group 18 July 2022
 - f. Reports from Town Council representatives to outside bodies
14. To receive Matters of Report (for information only).
15. Next meeting: Monday 12 December 2022 following the Planning & Highways meeting, 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 – Staffing and contractual matters

ACCOUNTS FOR PAYMENT - NOVEMBER 28th 2022

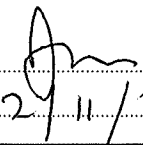
Checked by:.....

Date: 22/11/22

Chq No.	Gross	Vat	Net	Payee	Description
O P Nov 1	£954.00	£159.00	£795.00	The Play Inspection Company Ltd	Playground inspection training for grounds staff
O P Nov 2	£692.39	£115.40	£576.99	Danny Wilkins Ltd	Crewkerne Neighbourhood Plan website
O P Nov 3	£232.71		£232.71	Clive Brown	Bench/Bin installation Severalls
O P Nov 3	£216.40		£216.40	Clive Brown	Town Hall toilet repair
O P Nov 3	£200.00		£200.00	Clive Brown	Public Toilets shelf fitting
O P Nov 3	£40.00		£40.00	Clive Brown	GRC repairs to trunking
O P Nov 3	£20.00		£20.00	Clive Brown	Town Hall fire door maint
O P Nov 4	£402.97	£67.16	£335.81	Yarcombe Woodland Products	Bench
DD33 C.Card	£69.95	£11.66	£58.29	The Metal Foundry	Queens Platinum Jubilee Plaque
DD33 C.Card	£46.32	£7.72	£38.60	Brunel Engraving Company	Brass bench plaque in memory of QE2
DD26	£54.09	£2.57	£51.52	British Gas Business	Gas Town Hall 2/9 - 1/10/22
DD33 C.Card	£70.00		£70.00	Gov.UK	Money Claims fee for pursual of unpaid invoice
DD50	£1,056.21	£176.03	£880.18	British Gas Business	Electricity GRC 1/9 - 30/9/22
DD31	£15.67	£2.61	£13.06	Iris Business Software Ltd	Payroll Auto Enrolement software Sep 22
DD59	£45.32	£2.15	£43.17	British Gas Business	Gas GRC 4/9 - 3/10/22
DD22	£9.19	£0.44	£8.75	British Gas Business	Gas Victoria Hall 12/9 - 17/10/22
DD33 C.Card	£27.96		£27.96	Chuhaitong Ltd	Castors for moving Christmas crib
DD44	£824.72		£824.72	Everfow Ltd	Water rates Nov 22
O P Nov 5	£10.82	£0.51	£10.31	British Gas Business	Gas Cemetery Lodge 16/9 - 18/10/22
O P Nov 6	£79.97	£13.33	£66.64	Wetandforget.Co.Uk	Surface cleaner
O P Nov 7	£695.81	£115.97	£579.84	Iris Business Software Ltd	Payroll remote hosting 16/10 - 15/10/23
O P Nov 8	£504.00	£84.00	£420.00	Fern Garden Tree Services	Tree work Bincombe
O P Nov 9	£3,482.05		£3,482.05	SCC Pension Fund	Pension Contributions Oct 22
O P Nov 10	£2,674.14		£2,674.14	HM Revenue & Customs	Tax & NI Contributions Oct 22
O P Nov 11	£1,457.67		£1,457.67	Active Learning & Skills	Provision of Youth service Oct 22
O P Nov 12	£180.00		£180.00	SSDC	Victoria Hall Premises Licence
O P Nov 13	£7.59		£7.59	Goddard, Andy	Grounds Maint refreshment
O P Nov 14	£12.15		£12.15	Hewitt P	Town Hall refreshments/Postage
O P Nov 15	£240.10	£40.02	£200.08	Poole Harold	Replacement emergency lights - Town Hall
O P Nov 15	£794.40	£132.40	£662.00	Poole Harold	Emergency light replacement Town Hall
O P Nov 15	£333.00	£55.50	£277.50	Poole Harold	Replace LED lights Town Hall
O P Nov 15	£85.80	£14.30	£71.50	Poole Harold	Replace light - Grounds workshop
O P Nov 16	£2.50		£2.50	Warren L	Grounds maint refreshments
O P Nov 17	£79.20	£13.20	£66.00	Ocean Fire & Security	Fire/Intruder alarm/CCTV maintenance Nov 22
O P Nov 18	£50.00		£50.00	Royal British Legion	Poppy wreaths x 2
O P Nov 19	£156.05	£26.01	£130.04	Coomber Security Systems Ltd	Town Hall fire alarm maintenance 1/11/22 - 31/10/23
O P Nov 20	£36.90		£36.90	James Hardware	Sundries
O P Nov 21	£420.00	£70.00	£350.00	Fern Garden Tree Services	Treework Bincombe & Barn St
O P Nov 22	-£497.20		-£497.20	James Hallam Ltd	Insurance low claims refund
O P Nov 22	£15.96		£15.96	James Hallam Ltd	Insurance - tree felling
O P Nov 22	£501.61		£501.61	James Hallam Ltd	Lift Inspection insurance
O P Nov 22	£1,691.56		£1,691.56	James Hallam Ltd	Motor Insurance
O P Nov 22	£437.68		£437.68	James Hallam Ltd	Business travel insurance
O P Nov 23	£38.52	£6.42	£32.10	Crewkerne Horticultural	Strimmer head
O P Nov 24	£960.00	£160.00	£800.00	Singleton Engineering (UK) Ltd	Stainless steel cemetery markers
O P Nov 25	£60.31	£10.05	£50.26	Screwfix Direct Ltd	Wheel clamp/chainsaw oil
O P Nov 26	£881.50		£881.50	M C Commercial Cleaning	Cleaning Oct 22
O P Nov 26	£430.00		£430.00	M C Commercial Cleaning	Cleaning GRC Oct 22
O P Nov 27	£79.56	£13.26	£66.30	Knight Electrical Ltd	Repair electric meter box - Happy Valley floodlights
O P Nov 28	£1,000.00		£1,000.00	Gales Building Conservation	Severalls Hall repairs
DD46	£104.88	£17.48	£87.40	Somerset Web Services Lrd	Email hosting Nov 22
DD57	£153.42	£25.57	£127.85	British Telecom	Telephone & broadband GRC Nov 22
DD42	£10.08	£0.48	£9.60	Edf Energy 1 Ltd	Electricity Cemetery Chapels 24/9 - 24/10/22
DD23	£483.83	£80.64	£403.19	British Gas Business	Electricity Town Hall 20/9 - 20/10/22
DD21	£94.44	£4.50	£89.94	British Gas Business	Electricity Happy Valley floodlights 18/9 - 18/10/22
DD51	£724.00		£724.00	SSDC	Rates GRC Nov 22
DD11	£549.00		£549.00	SSDC	Rates Grounds workshop Nov 22
DD2	£1,073.00		£1,073.00	SSDC	Rates Town Hall/Victoria Hall Nov 22
DD20	£319.00		£319.00	SSDC	Rates Cemetery Chapels Nov 22
DD55	£176.00		£176.00	SSDC	Council Tax Cemetery Lodge Nov 22
O P Nov 29	£197.41		£197.41	Event Insurance Direct	Public Liability Insurance for Lighting up event
O P Nov 30	£518.50	£86.42	£432.08	Prosound Solutions (SW) Limited	Stage Hire Package for Lighting Up event

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

ACCOUNTS FOR PAYMENT - NOVEMBER 28th 2022

Checked by: 
 Date: 22/11/22

DD30	£520.00	£86.66	£433.34	Edf Energy 1 Ltd	Electricity Public Toilets Sep 22
O P Nov 31	£94.80	£15.80	£79.00	Broxap Ltd	Litter bin - Station Road
O P Nov 31	£315.60	£52.60	£263.00	Broxap Ltd	Litter Bin - Kithill
O P Nov 32	£108.00	£18.00	£90.00	Ocean Fire & Security	Access control call out - GRC
O P Nov 33	£30.00		£30.00	Somerset Association of Local Councils	Remote training
O P Nov 34	£504.97	£84.16	£420.81	Prism	Toilet roll/stationery
O P Nov 35	£43.84		£43.84	Sheehan, Katharine	Refreshments/keys
O P Nov 36	£45.60	£7.60	£38.00	Paperchase Recycling	Cemetery general waste collection Oct 22
O P Nov 37	£414.00		£414.00	SCC Pension Fund	Pension deficit recharge Nov 22
O P Nov 38	£42.12	£7.02	£35.10	Bradfords	Bench repair materials
O P Nov 39	£4.20		£4.20	Wilson, Daniel	Grounds maint refreshments
O P Nov 40	£276.00	£46.00	£230.00	YPH Waste Management Ltd	Cemetery Lodge skip hire
O P Nov 41	£237.76	£39.63	£198.13	SSDC	Bedding plants
O P Nov 42	£200.00		£200.00	Parkinson Partnership	VAT Consultation
O P Nov 43	£950.00		£950.00	Brynley Andrews Associates	Ash dieback management strategy report
O P Nov 44	£375.00	£62.50	£312.50	Radmore & Tucker Ltd	Backpack blower
DD9	£54.66	£9.11	£45.55	Southern Communications	Mobile phone charges Nov 22
DD49	£217.30	£36.22	£181.08	The Business	Fuel Oct 22
DD43	£13.89		£13.89	Lloyds Bank	Bank charges Oct 22
DD53	£23.60	£3.93	£19.67	O2	Mobile Wifi Oct 22
DD53	£7.77	£1.29	£6.48	Iris Business Software Ltd	Payroll payslip software Oct 22
DD30	£520.00	£86.67	£433.33	Edf Energy 1 Ltd	Electricity Public Toilets Oct 22
DD13	£3,124.58		£3,124.58	Aviva Credit Services UK Ltd	Insurance Oct & Nov 22
DD17b	£12.59	£0.60	£11.99	Edf Energy 1 Ltd	Electricity Street Lighting Henhayes 21/9 - 22/10/22
DD17c	£14.16	£0.67	£13.49	Edf Energy 1 Ltd	Electricity Street Lighting Middle Path 21/9 - 22/10/22
DD31	£15.67	£2.61	£13.06	Iris Business Software Ltd	Payroll Auto Enrolement software Oct 22
DD22	£7.35	£0.35	£7.00	British Gas Business	Gas Victoria Hall 18/10 - 14/11/22
DD44	£445.00		£445.00	Everfow Ltd	Water rates Dec 22
	£16,292.08		£16,292.08	Telepay	Salaries Nov 22
Total	£51,193.65	£2,076.22	£49,117.43		

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

CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 31/10/2022			
	Cash in Hand 01/04/2022		£280,666.98
	ADD		
	Receipts 01/04/2022 - 31/10/2022		£573,172.09
	SUBTRACT		
	Payments 01/04/2022 - 31/10/2022		£312,445.29
A	CASH IN HAND 31/10/22 (per Cash Book)		£541,393.78
	Cash in Hand per Bank Statements 31st October 2022		
	LLOYDS - Business Call Account	✓ £376,544.08	
	LLOYDS - Current Account	✓ £50,000.00	
	LLOYDS - Burial Account	✓ £115,100.70	
	Wednesday Market Cash Float	£25.00	
			£541,669.78
	Less unrepresented cheques		
	9589	£276.00	
			£276.00
	Plus unrepresented receipts		
B	ADJUSTED BANK BALANCE		£541,393.78
	A = B Checks out OK		
	Town Clerk: <i>K. Sheehan</i>		
	Date: <i>10th November 2022</i>		
	Checked by: <i>[Signature]</i>		
	Date: <i>22/11/2022</i>		



SUPPORTING REPORTS TO FULL COUNCIL – 28 NOVEMBER 2022

Agenda Item 7: to consider the following planning applications due before the next meeting of Planning and Highways Committee

- | | |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22/02747/REM | Land adj. to Crossways, Broadshard Road to Furringdons Cross

Reserved Matters Application for approval of appearance, landscaping, layout and scale of approval 19/01064/OUT; Outline application for the erection of 1 No. dwelling and outbuildings |
| 20/03708/OUT | Land at Goldwell Farm, Yeovil Road

Outline application for the development of up to 67 dwellings with associated access and highway works, drainage and attenuation, open space, play area and landscaping (access to be determined, all other matters reserved). |
| 22/03181/FUL | Lawrence Fine Art Auctioneers, South Street, Crewkerne

Erection of an entrance canopy. |
| 22/03256/TPO | Land North Of A356 Station Road Crewkerne Somerset

Application to Fell No. 2 Trees as shown within the South Somerset District Council (CREW 2) 1993 Tree Preservation Order. |

Agenda Item 13: Tree Planting schemes – to receive a report on an outline proposal for tree planting schemes on Crewkerne Town Council land.

Introduction:

The arborist that the Town Council uses for tree inspection reports has advised that he is involved with a couple of projects in Crewkerne where he has advised that the client should seek out off-site tree planting spaces as their own sites don't have room for more trees.

He considers that the most public benefit would be derived if the proposed new plantings were in public accessible places and has approached the Council to find out if it would be amenable to judicious planting schemes on Crewkerne Town Council-owned open spaces.

Examples:

1. 10 new trees at Townsend cemetery; species that reflect the heritage of the site.
2. 100 new trees at Bincombe Beeches - native species to add diversity and compensate for the loss of the ashes.

The above type of proposal is usually forms part of the arborist's recommendations to do with a planning application either for a small development or protected tree removal - to demonstrate sustainability and gain in the local community.

Financial implications:

Costs to be met by donor. No identifiable financial implications to CTC, other than ongoing maintenance and inspection costs once trees in situ.

Recommendation:

Councillors to consider whether they would be amenable to a detailed planting proposal, which would include all specifications and a site planting plan.



Agenda Item 14: To identify up to three Emergency Community Contacts for Crewkerne.

Introduction:

Somerset Local Authorities' Civil Contingencies Unit has written to Crewkerne Town Council, requesting up to three identified Emergency Community Contacts for Crewkerne.

The following information was received:

The Somerset Local Authorities' Civil Contingencies Partnership was tasked to take action on this concern and would like to invite Parishes and Towns across Somerset to nominate up to 3 trusted people to act as these Contacts. The nominated Contacts must be able to speak with authority for your Council, community or geographical areas. The Contacts should be able to give current information about how an emergency is affecting your area and any problems arising where help may be needed.

The main role of the Somerset Emergency Community Contact is:-

- To be a first point of contact during emergencies
- To liaison with Parish/Town Councils
- Be able to liaise with local residents with identified roles, i.e. neighbourhood watch, flood wardens, village agents
- Be able to identify and pass information about vulnerable residents
- Identify severe and dangerous road conditions restricting transport
- Gathering, receiving and passing information from and to community
- To have good communications via access to phones, email and internet
- Be available to contact within the parish.

This network of Contacts will be registered on a database in the Civil Contingencies Unit and will be made available for use by the County and District Councils, emergency services and public utilities. The information from Contacts will provide these agencies with a better understanding of the conditions being experienced on the ground during severe weather, flooding, power cuts and other emergencies. The emergency services may have to prioritise those in greatest need and could be delayed. By advance planning your Parish Council or Town can assist co-ordinated local response activities to alleviate problems in the short term and reduce the impact of an emergency on your community. The Contacts can be recorded in these Plans to help build your community resilience.

Recommendation:

That Councillors identify and agree up to three Contacts to be registered by the Clerk on the database.



To follow items:

Interim auditor's report.

K Sheehan, Town Clerk, 22nd November 2022.