

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 16 January 2023**, 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)
10 January 2023

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 12 December 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 & Highways Committee as per the attached list.
7. **Finance:**
 - a. To approve the accounts for payment for January 2023 as listed.
 - b. To report the bank reconciliation for December 2022 has been completed.
 - c. To approve the recommendation of the Policy & Resources Committee for grant awards for 2023/24.
 - d. To approve the recommendation of the Policy & Resources Committee for the setting of the budget for 2023/2024.
 - e. To approve the overall Precept for 2023/24.
8. **Lighting Up event 2023:** to consider a proposal to change the date to coincide with the Farmers' Market.
9. **Coronation event:** to receive an update from the Town Clerk.

10. Change to meeting dates: to note changes to meeting dates in 2023.

11. Sports Clubs charges: to agree revised charges to sports clubs for use of the GRC following a mid-season review.

12. To receive the following minutes and approve any recommendations contained therein:

- a. Planning & Highways Committee 14 November and 12 December 2022
- b. Neighbourhood Plan Steering Group 8 November 2022
- c. Amenities Committee 14 November 2022
- d. Joint Burial Committee 4 October 2022
- e. Policy & Resources Committee 10 October 2022
- f. Youth Service Steering Group 11 November 2022
- g. Reports from Town Council representatives to outside bodies

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

14. Next meeting: Monday 27 February 2023, 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 – Staffing and contractual matters

CREWKERNE TOWN COUNCIL

Monday 16 January 2023

Item 6 – New Applications – South Somerset District Council

- | | |
|----------------------|---|
| 22/03471/NMA | Crewkerne Key Site 1 Land East Of Crewkerne Between A30 And A356 Yeovil Road Crewkerne Somerset TA18 7HE
Non Material Amendment to approved application 21/03005/S73 to amend the timing of submission of information required for the discharge of conditions 5, 6, 7 and 8 (deferred from P&H Committee on 9 January). |
| 22/03585/DOC1 | Crewkerne Key Site 1 Land East Of Crewkerne Between A30 And A356 Yeovil Road Crewkerne Somerset TA18 7HE
Discharge of Conditions No. 5 (Design Code), No. 7 (Planting Strategy), No. 8 (Waste Management Plan) and No. 12 (CEMP) of Planning Application 21/03005/S73. |
| 22/03385/DPO | Crewkerne Key Site 1 Land East Of Crewkerne Between A30 And A356 Yeovil Road Crewkerne Somerset TA18 7HE
Application to modify a Section 106 agreement, dated 31 March 2017, made between Taylor Wimpey UK Limited and South Somerset District Council associated with Planning Approval 05/00661/OUT (which was for comprehensive mixed use development for 525 dwellings, employment (B1, B2, B8) primary school, community facilities, playing fields, parkland, P.O.S. structural landscaping and associated infrastructure including link road and highway improvements) |
| 22/03421/COU | 12 Mount Pleasant Crewkerne Somerset TA18 7AH
Change of use from cemetery lodge to office use (Use = Class E). |

ACCOUNTS FOR PAYMENT - JANUARY 16th 2023

Checked by:.....

Date:

Chq No.	Gross	Vat	Net	Payee	Description
O P Jan 1	£10.00		£10.00	Best, M	Key for Cemetery Lodge
O P Jan 2	£510.00		£510.00	Creation Generation	Christmas bauble workshop
O P Jan 3	£1,040.00		£1,040.00	Footprintz	Quarterly newsletter
O P Jan 4	£30.00		£30.00	JAF Yeovil Ltd	First aid cover - Lighting up event
O P Jan 5	£800.00		£800.00	Stewart, S	Quarterly newsletter delivery
O P Jan 6	£430.00		£430.00	Heritage Chimney Sweeping	Cemetery Lodge chimney maintenance
O P Jan 7	£115.00	£19.17	£95.83	Boilerman Ltd	Grounds workshop boiler service
DD31	£7.77	£1.29	£6.48	Iris Payroll Solutions Ltd	Payroll payslips software Nov 22
DD9	£54.66	£9.11	£45.55	Southern Communications Ltd	Mobile phone charges Dec 22
DD52	£319.79	£53.30	£266.49	Gamma Business Communications	Telephone & Broadband Dec 22
DD33 C.Card	£231.00		£231.00	Planning Portal	Cemetery Lodge planning application
DD58	£64.88		£64.88	Water2business	GRC water rates 21/5 - 22/11/22
DD54	£137.07		£137.07	Water2business	Grounds workshop water rates 21/5 - 22/11/22
DD27	£1,662.10	-£22.46	£1,684.56	Eon Next	Electricity Victoria Hall 23/4 - 22/11/22
DD43	£16.75		£16.75	Lloyds Bank	Bank charges Nov 22
O P Jan 8	£3,248.17	£541.36	£2,706.81	Linen Yard Investments	Grounds workshop rent & gas charges
O P Jan 9	£44.00		£44.00	Lukins-McClintock, H	Find the Duck competition prize
O P Jan 10	£465.19	£77.53	£387.66	Ricoh UK Ltd	Photocopier/printer rental Nov - Jan
O P Jan 11	£45.60	£7.60	£38.00	Paperchase Recycling	Cemetery general waste collection Nov 22
O P Jan 11	£76.80	£12.80	£64.00	Paperchase Recycling	GRC general waste collection Oct - Nov 22
O P Jan 12	£1,457.67		£1,457.67	Active Learning & Skills	Provision of Youth service Dec 22
O P Jan 13	£53.97	£2.17	£51.80	Head, K	Christmas events expenses
O P Jan 14	£908.60		£908.60	Potwell Nurseries	Christmas trees for town businesses
O P Jan 15	£189.00	£31.50	£157.50	Dantek Environmental Services	GRC water hygiene monitoring
DD26	£216.19	£10.30	£205.89	British Gas	Gas Town Hall 2/11 - 1/12/22
DD42	£52.33	£2.49	£49.84	EDF	Electricity Cemetery Chapels 24/9 - 22/11/22
DD31	£15.67	£2.61	£13.06	Iris Payroll Solutions Ltd	Payroll Auto enrolment software Nov 22
O P Jan 16	£990.00	£165.00	£825.00	Stuart Todd Associates Ltd	Development support Neighbourhood Plan
O P Jan 17	£14.00		£14.00	Jay, M	Travel expenses
O P Jan 18	£336.00	£56.00	£280.00	Danny Wilkins Ltd	Website design Neighbourhood Plan
O P Jan 19	£10.05	£0.47	£9.58	British Gas	Gas Cemetery Lodge 16/11 - 15/12/22
O P Jan 20	£64.62		£64.62	James Hardware	Sundries
O P Jan 21	£907.20	£151.20	£756.00	Every's Solicitors	Legal fees for Grounds workshop lease
O P Jan 22	£764.10	£127.35	£636.75	Sheehan, K	Cemetery Lodge kitchen refurbishment materials
DD44	-£323.02		-£323.02	Everflow Ltd	Water Rates Jan 23
DD22	£8.66	£0.42	£8.24	British Gas	Gas Victoria Hall 14/11 - 7/12/22
DD48	£43.06	£2.05	£41.01	Eon Next	Electricity Grounds workshop 17/11 - 30/11/22
DD27	£84.69	£4.03	£80.66	Eon Next	Electricity Victoria Hall 23/11 - 30/11/22
DD33 C.Card	£99.00		£99.00	British Gas	Electricity Cemetery Lodge
O P Jan 23	£116.64	£19.44	£97.20	Sheehan, K	Cemetery Lodge kitchen refurbishment materials
9590	£83.00		£83.00	HM Courts & Tribunals Service	Persual of unpaid invoice
O P Jan 24	£2,919.41		£2,919.41	HM Revenue & Customs	Tax & NI Contributions Dec 22
O P Jan 25	£3,592.09		£3,592.09	SCC Pension Fund	Pension Contributions Dec 22
O P Jan 26	£47.94	£7.99	£39.95	Swaffield J.H.	Grounds vehicle repairs
O P Jan 26	£175.39	£29.23	£146.16	Swaffield J.H.	Fuel for ride on mower
O P Jan 27	£318.00	£53.00	£265.00	Yarcombe Woodland Products Ltd	Christmas tree
O P Jan 28	£1,094.00		£1,094.00	Brown, Clive	Cemetery Lodge kitchen refurbishment
O P Jan 29	£9.40		£9.40	Goddard, Andy	Grounds maint refreshments
O P Jan 30	£1,987.20	£331.20	£1,656.00	Bradsons	Temporary road closed signage - Christmas lighting up
O P Jan 31	£12.80	£2.12	£10.68	Best M R	Electrical fittings for Cemetery Lodge kitchen
O P Jan 32	£79.20	£13.20	£66.00	Ocean Fire & Security	Fire/Intruder alarm/CCTV monthly charge Jan 23
O P Jan 33	£466.58	£77.76	£388.82	Ocean Fire & Security	GRC fire extinguisher replacement
DD17c	£13.72	£0.65	£13.07	EDF	Electricity Street Lighting Middle Path 21/11 - 21/12/22
DD17b	£12.19	£0.58	£11.61	EDF	Electricity Street Lighting Henhayes 21/11 - 21/12/22
DD57	£151.08	£25.18	£125.90	British Telecom	GRC Telephone & broadband Jan 23
DD49	£103.75	£17.29	£86.46	The Business	Fuel Dec 22
DD47	£430.15	£71.69	£358.46	Biffa	Grounds Maint skip exchange
DD46	£104.88	£17.48	£87.40	Somerset Web Services Ltd	Email hosting Jan 23
DD13	£1,562.29		£1,562.29	Aviva	Insurance Jan 23
DD55	£444.00		£444.00	SSDC	Council Tax Cemetery Lodge Jan 23
DD20	£319.00		£319.00	SSDC	Rates Cemetery Chapels Jan 23
DD51	£724.00		£724.00	SSDC	Rates GRC Jan 23
DD2	£1,073.00		£1,073.00	SSDC	Rates Town Hall/Victoria Hall Jan 23

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

ACCOUNTS FOR PAYMENT - JANUARY 16th 2023

Checked by:.....

Date:

DD11	£549.00		£549.00	SSDC	Rates Grounds Workshop Jan 23
	£11,464.75		£11,464.75	Telepay	Salaries Dec 22
Total	£43,054.03	£1,922.10	£41,131.93		

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

A	CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 31/12/2022		
	Cash in Hand 01/04/2022		£280,666.98
	ADD		
	Receipts 01/04/2022 - 31/12/2022		£611,568.03
	SUBTRACT		
	Payments 01/04/2022 - 31/12/2022		£414,735.66
	CASH IN HAND 31/12/22		£477,499.35
	(per Cash Book)		
B	Cash in Hand per Bank Statements 31st December 2022		
	LLOYDS - Business Call Account	£312,732.65	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£115,100.70	
	Wednesday Market Cash Float	£25.00	
			£477,858.35
	Less unpresented cheques		
	9589	£276.00	
	9590	£83.00	
			£359.00
	Plus unpresented receipts		
	ADJUSTED BANK BALANCE		£477,499.35
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

Grant Awards 2023/24

	2022/23		2023/24						
Organisation	Applied for	Awarded	Requested	Is grant for a specific project?	Total Project Cost	% of funding requested	Is funding being sought from other sources?	Purpose of Grant	Proposed grant award
Crewkerne & District Museum & Heritage Centre	£1,500	1500	£1,500	No	£13,000	12%	No - self funding	To support on-going running costs	750
Crewkerne Tea Dance Group	£250	250	£250	No	£250.00	100%	No - self funding	To support on-going running costs	200
Crewkerne in Bloom	£1,000	1000	£1,000	Yes	£1,000	100%	No	Additional plants & planters	600
Henhayes Community Centre	£2,500	2500	£2,500	No	£2,500	100%	Yes - self funding, grants, fundraising, donations	To support on-going running costs	1000
Merriott Majorettes	£500 - £1000	750	£1,000	No	£3,453	29%	No - self funding	Costumes, hall hire & coach costs	500
Citizens Advice South Somerset	£2,005	2005	£949	No	£949	100%	Yes- Public Health Somerset	To support on-going running costs for service provided at Town Hall	949
Crewkerne Boxing Club	Any	1000	Any	Yes	£9,000		Yes-fundraising	New mini bus	1000
Crewkerne Men's Shed	£1,000	1000	£1,000	No			No	To cover running costs	1000
1st Crewkerne Scout Group			£3,500	Yes	£5,000	70%	No - self funding	Update toilets to provide disabled facilities	500
Somerset Farmers Market			£1,500	Yes	£3,895	39%	No - self funding	To fund road closure application for Market Square, running costs	500
Crewkerne Pegasus Karate Club			£1,000	Yes	£1,710	58%	No - self funding	Purchase replacement equipment	750
Crewkerne Rugby Club			£1,002	Yes	£1,002	100%	No	New pitch line marker	500
CUDOS			£385	Yes	£585	66%	No - self funding	New haze & smoke machines	250
The Speedwell	£1,000	500							
Severalls War Memorial Gardening Group	£818	475							
Crewkerne Aqua Centre	£1,656	1656							
Somerset Skills & Learning	£14,960	0							
Rotary Club of Crewkerne District	£750	750							
Jackdaws Music Education Trust	£250	250							
Crewkerne Wellbeing C.I.C.	£967	500							
Crewkerne Wellbeing C.I.C.	£1,500	0							
Total	£30,157	£14,136	£15,586						£8,499

750 to be paid when remainder of funds sourced and suitable vehicle available for purchase

Note

The agreed budget for 23/24 allows a small margin of £1501 above allocated grants totalling £10,000
 Agreed at Full Council held on January 2023.

Crewkerne Town Council

FINAL RECOMMENDATION

PRECEPT 2023/24	22/23 Precept			2023/24 Precept			Comments
SUMMARY PAGE	Expenditure	Income	Net Cost	Expenditure	Income	Net Cost	
SALARIES	203,199	0	203,199	251,104	0	251,104	
ADMIN	55,650	30	55,620	52,800	40	52,760	
TOWN HALL AND VIC. HALL	40,094	8,050	32,044	39,325	8,384	30,941	
GROUNDS MAINTENANCE	40,049	2,503	37,546	96,409	4,330	92,079	
WAR MEMORIAL GROUNDS	8,550	3,500	5,050	3,050	2,750	300	
CEMETERY	53,457	28,992	24,465	42,273	31,856	10,417	
AQUA CENTRE	500	1,000	-500	500	1,000	-500	
GRC	46,430	13,000	33,430	42,093	14,300	27,793	
GRANTS	13,979		13,979	10,000		10,000	
YOUTH PROVISION	17,492		17,492	20,162		20,162	
PUBLIC TOILETS	9,100		9,100	14,500		14,500	
PROJECTS	21,100		21,100	2,500		2,500	
EVENTS	14,000	0	14,000	16,000	400	15,600	
SUB TOTALS	523,600	57,075	466,525	590,716	63,060	527,656	
AMOUNT TO COLLECT FROM CREWKERNE COUNCIL TAX PAYERS			466,525			527,656	
TAX BASE			2,456.25			2,518.38	Tax base now confirmed by SSDC
Equivalent Band D charge			£189.93			£209.52	
% change compared to previous precept			6.0%			13.1%	
£ change in Band D charge			£11.65			£19.59	
% change in Band D charge			6.5%			10.3%	

Signed

Date



SUPPORTING REPORTS TO FULL COUNCIL – 16 JANUARY 2023

Agenda Item 10: To note change of meeting dates.

Background:

Due to the number of bank holidays in April and May, particularly those falling on a Monday, it is necessary to alter some meeting dates.

The meeting dates for April and May 2023 will be as follows:

Tuesday 4th April: Joint Burial Committee

Monday 17th April: Annual Town Meeting of Electors

Monday 24th April: Planning & Highways Committee and Full Council

Monday 15th May: Planning & Highways Committee and Amenities Committee

Monday 22nd May: Full Council (Annual Town Council Meeting)

A full schedule of dates for the 2023/24 municipal year will be circulated in due course.



Agenda Item 11: To review charges to sports clubs following a mid-season review.

Background:

The charges to the three sports clubs which use the facilities at the George Reynolds Centre were not increased at the beginning of the 22/23 and it was agreed that the Council would review the charges in December 2022 in light of rising costs and utility bills.

Proposal:

It is proposed to increase the season charges to the three clubs by 10% to take account of the increase cost of utilities. This is consistent with the increases applied to hire charges for all the Council's venues and facilities.

In the case of the Rugby Club, usage of the GRC is higher than the other clubs. They operate a bar when there are home fixtures and also use the Beech room, Oak room and have the use of the kitchen when required. The Club generates income from the bar takings.

It is therefore proposed that the standard bar hire charge of £33.20 should apply when the Club uses the bar.