

Minutes of the Annual Meeting of CREWKERNE TOWN COUNCIL held at 6.45pm in the Council Chamber, Town Hall, Market Square on Monday 22 May 2023.

PRESENT

Cllrs. S. Ashton, M. Best, T. Bond, N. Draycott, K. Head, D. Livesley, P. Maxwell, J. Nathan, A. Samuel, A. Stuart, and D Wakeman.

In attendance: Town Clerk K. Sheehan and nine members of the public.

PUBLIC OPEN FORUM

Cllr. Head in the Chair.

The Mayor read a statement about access to Happy Valley, noting that residents had raised concerns about a recently erected fence between Southmead garages and Happy Valley. She stated that members of the public were welcome to submit their comments, which would be reviewed by Town Councillors at a meeting in June, as part of a formal discussion about access arrangements in this area.

Members of the public raised concerns, noting that:

- It provided easy access for walking to school as well as wheelchair/pushchair access
- Near neighbours were not aware of incidents of anti-social behaviour in the area
- Access to open spaces was important in supporting mental and physical wellbeing

The Mayor thanked the residents for attending, noting that this issue was not on the agenda for discussion at this meeting.

1 ELECTION OF MAYOR (AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE)

23/24

It was proposed and seconded that Cllr. Samuel be nominated to serve as Mayor for the 23/24 municipal year and there being no other nominations the proposal was CARRIED.

Cllr. Samuel thanked everyone for their support and signed the Declaration of Acceptance of Office.

Cllr. Samuel in the Chair.

2 ELECTION OF DEPUTY MAYOR (AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE)

23/24

in items on the agenda

It was proposed and seconded that Cllr. Head be nominated to serve as Deputy Mayor for the 23/24 municipal year and there being no other nominations the proposal was CARRIED.

Cllr. Head thanked everyone for their support and signed the Declaration of Acceptance of Office.

3 TO NOTE APOLOGIES FOR ABSENCE

23/24

Apologies for absence were received and accepted from Cllr. Judith Morris (personal).

4 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 24 APRIL 2023  
23/24

The minutes of the meeting held on 24 April 2023 were AGREED.

5 DECLARATIONS OF INTEREST  
23/24 in items on the agenda

Cllrs. Ashton and Best noted that they were now sitting on the Somerset Council Planning Committee South and as such would have an interest in planning matters which might be heard by that Committee.

Cllr. Best declared an interest in the agenda item relating to nominations for the Somerset Council Chairman's Awards (by virtue of being the current Chair of Somerset Council).

6 TO ELECT THE CHAIRMAN AND VICE CHAIRMAN OF THE PLANNING AND HIGHWAYS  
23/24 COMMITTEE

Chairman

It was proposed and seconded that Cllr. Bond be nominated to serve as Chairman of the Planning and Highways Committee for the new Council year. There being no other nominations the proposal was CARRIED.

Vice Chairman

It was proposed and seconded that Cllr. Nathan be nominated to serve as Vice-Chairman of the Planning and Highways Committee. There being no other nominations the proposal was CARRIED.

Cllrs. Bond and Nathan duly accepted the offices of Chairman and Vice Chairman of the Planning and Highways Committee for the new Council year.

7 TO ELECT THE CHAIRMAN AND VICE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE  
23/24

Chairman

It was proposed and seconded that Cllr. Stuart be nominated to serve as the Chairman of the Policy and Resources Committee for the new Council year. There being no other nominations the proposal was CARRIED.

Cllr. Stuart duly accepted the office of Chairman of the Policy and Resources Committee for the new Council year.

Vice-Chairman

It was proposed and seconded that Cllr. Morris be nominated to serve as Vice Chairman of the Policy and Resources Committee for the new Council year. There being no other nominations the proposal was CARRIED.

8 TO ELECT THE CHAIRMAN AND VICE CHAIRMAN OF THE AMENITIES COMMITTEE  
23/24

Chairman

It was proposed and seconded that Cllr. Wakeman be nominated to serve as Chairman of the Amenities Committee for the new Council year. There being no other valid nominations the proposal was CARRIED.

Cllr. Wakeman duly accepted the role of Chairman of the Amenities Committee for the new Council year.

Vice-Chairman

It was proposed and seconded that Cllr. Best be nominated to serve as Vice Chairman of the Amenities Committee for the new Council year. There being no other nominations the proposal was CARRIED.

Cllr. Best duly accepted the role of Vice Chairman of the Amenities Committee for the new Council year.

9 TO APPOINT THE MEMBERS OF THE JOINT BURIAL COMMITTEE  
23/24

It was AGREED that Cllrs. Ashton, Best, Draycott, Samuel and Stuart would serve on the Joint Burial Committee for the new Council year.

10 TO APPOINT COUNCILLORS TO SUB-COMMITTEES AND STEERING GROUPS  
23/24

The following appointments to sub-committees and steering groups were AGREED:

Staffing Committee	Mayor: Cllr. Alice Samuel Cllr. Mike Best Cllr. Dan Wakeman Cllr. Nigel Draycott (reserve)
Youth Service Steering Group	Cllr. Dan Wakeman Cllr. Jan Nathan
Neighbourhood Plan Steering Group	Members: Cllr. Kathy Head Cllr. Paul Maxwell Cllr. Jan Nathan
Bincombe management committee	Committee not currently meeting – no appointments made.
Grievance, Capability and Disciplinary Committee	Mayor: Cllr. Alice Samuel Cllr. Mike Best Cllr. Dan Wakeman Cllr. Paul Maxwell Cllr. Nigel Draycott Cllr. Steve Ashton
Appeals Committee	Deputy Mayor: Cllr. Kathy Head Cllr. Teresa Bond Cllr. David Livesley Cllr. Jan Nathan Cllr. Andrea Stuart Cllr. Judith Morris

11 TO APPOINT BANKING SIGNATORIES/ONLINE BANKING AUTHORISERS FOR PAYMENTS  
23/24

It was AGREED that Cllrs. Best, Head, Wakeman, Draycott, Maxwell, Samuel and Nathan would continue to act as banking signatories and online banking authorisers for the new Council year.

12 TO APPOINT COUNCILLORS TO CHECK THE INVOICES AND RECONCILIATIONS EACH MONTH  
23/24 PRIOR TO TOWN COUNCIL MEETINGS

It was AGREED that Cllrs. Best, Wakeman, Head, Morris and Nathan were appointed to check invoices and reconciliations each month.

13 TO APPOINT THE REPRESENTATIVES TO VARIOUS OUTSIDE BODIES  
23/24

The following appointments to outside bodies were AGREED:

Outside Body	Representative(s)
ABCD	Cllr. Wakeman
Birds Almshouses (Official charity title: Robert Bird Cottage Homes)	Cllr. Wakeman
Chubbs Almshouses (Official charity title: The Matthew Chubbs Almshouses)	Cllrs. Best and Samuel
Crewkerne Christmas Committee	Cllrs. Best, Head, Nathan, Samuel and Wakeman
Crewkerne Leisure Management (CLM)	Cllr. Best
Crewkerne Local Information Centre	Cllr. Nathan
Crewkerne Voluntary Transport Committee (Official charity title: Crewkerne Welfare Transport Committee)	Cllr. Draycott
Henhayes Community Centre	Cllr. Wakeman
Heritage Centre	Cllr. Head
League of Friends of Crewkerne Hospital	Cllr. Head
Local Community Network (LCN) Somerset Council	Primary: Cllr. Head Substitute: Cllr. Wakeman
Crewkerne Community Safety Group	Cllrs. Best and Wakeman
Twinning Association	Cllr. Morris
Crewkerne business group	Cllr. Ashton
PCN Neighbourhood Forum	Cllr. Head
PPG	Cllr. Ashton

14 TO REAFFIRM THE FOLLOWING:

23/24

- a. Standing Orders
- b. Financial Regulations
- c. Code of Conduct
- d. That the Council remains eligible to use the General Power of Competence because it continues to mee the two requirements (2/3 elected members and employs a qualified Clerk).

It was AGREED to reaffirm items a, b, c and d as detailed above.

15 HIGHER TIER AUTHORITY  
23/24 To receive verbal reports from Unitary Councillors

Cllrs. Ashton and Best reported that:

- Somerset Council had started to make redundancies.
- The new Area South Planning Committee was due to meet for the first time the following day and would consider the planning application at Goldwell Farm. Cllr. Nathan agreed to attend the meeting to represent Crewkerne Town Council.
- Statutory Committees were being set up first, followed by the Local Community Networks (LCNs).

16 CLERK'S PROGRESS REPORT

23/24

None.

17 PLANNING APPLICATIONS

23/24

a. 23/01261/DOC1 Crewkerne Key Site 1 Land East of Crewkerne between A30 and A356  
Discharge of condition no.24 (Travel plan) of planning application 19/03483/S73 (as amended by 21/01152/NMA).

Councillors noted that the document was very out of date, containing incorrect references to bus services. The Clerk was asked to forward this comment to the Local Planning Authority (LPA).

b. 23/01237/DOC1 Crewkerne Key Site 1 Land East of Crewkerne between A30 and A356  
Discharge of condition no. 10 (CEMP) of planning application 19/03483/S73.

Councillors commented that they would like to see greater clarity of purpose on these resubmitted documents.

c. 23/01161/HOU 16 Willow Way Crewkerne  
Proposed single stored extension.

RECOMMEND APPROVAL.

18 FINANCE

23/24

a. To approve the accounts for payment for May 2023 as listed

The Clerk reported that Cllr. Nathan had verified the accounts for payment in accordance with the Council's Financial Regulations. Accounts for payment for 22 May 2023 in the sum of £29,689.60 were APPROVED.

The Clerk answered a question from Cllr. Stuart relating to the recent insurance valuations carried out. Cllr. Wakeman noted that there had been some issues with the corporate card not working on certain websites, and that staff were investigating an alternative.

b. To receive fourth quarter summary of income and expenditure  
Councillors noted the Q4 summary, no questions were asked.

c. To note the end of year balances of Earmarked Reserves and General Reserve  
Councillors noted the end of year balances of Earmarked Reserves and the General Reserve, no questions were asked.

d. To report the bank reconciliation for April 2023 has been completed

The Clerk reported that Cllr. Nathan had verified the bank reconciliation for April 2023. It was noted that cash in hand as of 30 April 2023 was £828,386.48.

19 SOMERSET COUNTY CHAIRMAN'S AWARD  
23/24 To consider nominees

It was AGREED to delegate authority to the Clerk in consultation with the Mayor to decide on a nominee before the deadline. Councillors were invited to email their suggestions to the Clerk.

20 TOWN COUNCIL SURGERIES AND COFFEE WITH COUNCILLOR EVENTS  
23/24 To note dates and confirm councillors in attendance

The following Council surgeries were confirmed:

17<sup>th</sup> June 2023: Cllrs. Best and Samuel

15<sup>th</sup> July 2023: Cllr Ashton and Bond

19<sup>th</sup> August 2023: Cllrs. Head and Nathan

Cllrs. Wakeman and Livesley agreed to identify a date for a weekday 'Coffee with Councillors' event.

21 TO RECEIVE MATTERS OF REPORT (for information only)  
23/24

Recent comments made towards councillors on social media were noted as hurtful and unnecessary, with Cllr. Stuart emphasising that Town Councillors were unpaid volunteers. Councillors welcomed constructive engagement through public participation sessions.

Cllr. Best noted that the £2 bus fare trial had been extended until October.

Cllr. Ashton noted that the consultation on stroke services in Somerset was still open and urged people to respond.

Cllr. Livesley noted that parking enforcement had now resumed in the town.

22 NEXT MEETING  
23/24

Monday 26 June 2023, 18.45. Council Chamber, Town Hall, Market Square, Crewkerne.

The meeting closed at 7.55pm.

Signed: .....

Dated: .....