

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 25 March 2024**, starting 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 FSLCC, Town Clerk (signed on original)  
19 March 2024

# Agenda

- 149/2324**      **To note apologies for absence.**
- 150/2324**      **Declarations of interest** in items on the agenda.
- 151/2324**      **To confirm the minutes of the Town Council meeting** held on 26 February 2024.
- 152/2324**      **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.
- 153/2324**      **Co-option:**
- a. A short session for each applicant to introduce themselves and for Councillors to ask questions.
  - b. To co-opt to the vacant position on Crewkerne Town Council.
- 154/2324**      **To receive reports from:**
- a. Somerset Council
  - b. Crewkerne & Ilminster Local Community Network
- 155/2324**      **Clerk's progress report:** to receive an update report (for information only).
- 156/2324**      **Finance & Procedure:**
- a. To approve the accounts for payment for March 2024 as listed.
  - b. To report the bank reconciliation for February 2024 has been completed.
  - c. To note that the monthly accounts for the War Memorial Commemoration Trust have been checked.
  - d. To note that the annual review of internal controls has been carried out.
  - e. To consider a grant application from The Speedwell.
  - f. To consider a grant application from The Men's Wellbeing Group.

- 157/2324**      **Hearing Loop system:** to consider a quotation for a mobile hearing support system.
- 158/2324**      **Wednesday Market:** to consider whether to introduce a trial Wednesday Market.
- 159/2324**      **50<sup>th</sup>/130<sup>th</sup> Birthday Commemoration:** to consider how to mark the anniversaries of CUDC/CTC.
- 160/2324**      **Defibrillator replacement programme:** to consider correspondence regarding funding for the replacement of defibrillators.
- 161/2324**      **To receive verbal updates from the following working groups and to approve draft Terms of Reference:**
- a. Happy Valley Working Group
  - b. Committee Review Working Group
  - c. Parking and Markings Working Group
- 162/2324**      **Events programme:**
- a. D-Day 80: to receive an update on arrangements.
  - b. Plants and Gardens festival: to receive an update from the Town Clerk.
  - c. Summer event 2024: to receive an update from the Deputy Clerk.
  - d. Tennis Courts launch event: to receive an update from the Deputy Clerk.
- 163/2324**      **To receive the following minutes and approve any recommendations contained therein:**
- a. Planning & Highways Committee 12 February 2024.
  - b. Neighbourhood Plan Steering Group 30 January 2024.
  - c. Reports from Town Council representatives to outside bodies.
- 164/2324**      **To receive Matters of Report** (for information only).
- 165/2324**      **Next meeting:** Monday 22 April 2024 at 18.45, Council Chamber, Town Hall.

| Payment Ref | Gross      | Vat       | Net        | Payee                          | Description   |
|-------------|------------|-----------|------------|--------------------------------|---|
| O P Mar 1   | £55.32     | £9.22     | £46.10     | Knight Electrical              | Crib Scene repair                                       |
| O P Mar 1   | £51.88     | £8.65     | £43.23     | Knight Electrical              | Christmas lights repair                                 |
| O P Mar 1   | £7,332.96  | £1,222.16 | £6,110.80  | Knight Electrical              | Christmas lights installation and removal               |
| O P Mar 2   | £36.00     | £6.00     | £30.00     | Zonkey                         | Website domain name renewal                             |
| O P Mar 4   | £19.14     | £2.53     | £16.61     | Warren, L                      | Expenses  |
| O P Mar 5   | £20.52     |           | £20.52     | Hewitt, P                      | Expenses  |
| O P Mar 6   | £66.07     | £11.01    | £55.06     | Iris Business Solutions Ltd    | Payroll remote hosting Mar 24                           |
| O P Mar 7   | £3,343.68  |           | £3,343.68  | H M Revenue & Customs          | Tax & NI Contributions Feb 24                           |
| O P Mar 8   | £4,283.79  |           | £4,283.79  | SCC Pension Fund               | Pension Contributions Feb 24                            |
| O P Mar 9   | £1,530.17  |           | £1,530.17  | Active Learning & Skills       | Provision of Youth Service Feb 24                       |
| O P Mar 10  | £179.97    |           | £179.97    | James Hardware                 | Sundries  |
| O P Mar 11  | £6.69      |           | £6.69      | Sheehan, Katharine             | Expenses  |
| O P Mar 12  | £2,390.50  | £398.42   | £1,992.08  | Boilerman Ltd                  | GRC Boiler repair                                       |
| O P Mar 13  | £69.53     | £11.59    | £57.94     | Loxston Groundcare Ltd         | Battery for Kubota                                      |
| O P Mar 14  | £37.37     | £4.90     | £32.47     | Cross, A                       | Expenses  |
| DD59        | £1,433.95  | £238.99   | £1,194.96  | British Gas Business           | Gas GRC 15/12 - 20/1/24                                 |
| O P Mar 15  | £1,752.00  | £292.00   | £1,460.00  | Glasswood                      | Lodge office window repair                              |
| O P Mar 16  | £64.80     | £10.80    | £54.00     | Total Floor Care               | Victoria Hall floor cleaning solution                   |
| O P Mar 17  | £607.50    |           | £607.50    | M C Commercial Cleaning        | Cleaning GRC Feb 24                                     |
| O P Mar 18  | £168.00    | £28.00    | £140.00    | Sovereign Fire & Security      | CCTV password reset GRC                                 |
| DD33 C.Card | £10.55     | £1.76     | £8.79      | Lidl                           | Mayor's Civic event refreshments                        |
| DD33 C.Card | £9.74      | £1.63     | £8.11      | Amazon Marketplace             | Stationery  |
| DD33 C.Card | £5.92      | £1.04     | £4.88      | Amazon Marketplace             | Stationery  |
| DD33 C.Card | £4.58      |           | £4.58      | Amazon Marketplace             | Stationery  |
| DD33 C.Card | £76.90     | £12.82    | £64.08     | Amazon Marketplace             | Printer cartridges                                      |
| DD49        | £79.30     | £13.22    | £66.08     | The Business                   | Fuel Feb 24   |
| DD23        | £604.81    | £100.80   | £504.01    | British Gas Business           | Electricity Town Hall 20/1 - 20/2/24                    |
| DD26        | £218.48    | £10.40    | £208.08    | British Gas Business           | Gas Town Hall 25/1 - 27/2/24                            |
| DD42        | £19.94     | £0.95     | £18.99     | British Gas Business           | Electricity Cemetery Chapel 29/1 - 27/2/24              |
| DD59        | -£1,433.95 | -£238.99  | -£1,194.96 | British Gas Business           | Gas GRC CREDIT  |
| DD59        | £2,012.94  | £335.49   | £1,677.45  | British Gas Business           | Gas GRC 15/12/23 - 15/2/24                              |
| DD22        | £8.14      | £0.39     | £7.75      | British Gas Business           | Gas Victoria Hall 17/1 - 17/2/24                        |
| DD21        | -£216.40   | -£10.30   | -£206.10   | British Gas Business           | Electricity Happy Valley floodlights CREDIT             |
| DD21        | £964.96    | £160.83   | £804.13    | British Gas Business           | Electricity Happy Valley floodlights 18/12/23 - 18/2/24 |
| DD30        | £270.58    | £12.88    | £257.70    | British Gas Business           | Electricity Public Toilets 18/1 - 19/2/24               |
| DD55        | £1,279.00  |           | £1,279.00  | Somerset Council               | Rates Lodge office Mar 24                               |
| DD13        | £1,710.08  |           | £1,710.08  | Aviva Credit Services UK Ltd   | Insurance Mar 24  |
| O P Mar 19  | £267.13    | £44.53    | £222.60    | Bradfords                      | Severalls allotments water trough materials             |
| O P Mar 19  | £17.30     | £2.89     | £14.41     | Bradfords                      | Sand, cement  |
| O P Mar 20  | £149.23    |           | £149.23    | James Hardware                 | Sundries  |
| O P Mar 21  | £165.00    |           | £165.00    | Signworx                       | Neighbourhood plan banners                              |
| O P Mar 22  | £51.20     | £8.54     | £42.66     | Wynnstay                       | Chapel insect fogger/vehicle strap                      |
| O P Mar 23  | £48.00     | £8.00     | £40.00     | Singleton Engineering (UK) Ltd | Steel edging - Lodge office                             |
| O P Mar 24  | £70.80     | £11.80    | £59.00     | Paperchase Recycling           | Cemetery general waste collection 29/1 - 3/3/24         |
| O P Mar 25  | £310.18    |           | £310.18    | Awe & Wonder                   | Expenses for Art event - Grant funded                   |
| O P Mar 26  | £10.49     | £1.75     | £8.74      | Screwfix Direct Ltd            | Blowgun   |
| O P Mar 27  | £194.20    | £21.95    | £172.25    | Prism                          | Stationery/Stamps                                       |
| O P Mar 28  | £47.23     | £7.87     | £39.36     | Yarcombe Woodland Products Ltd | Timber - Allotments                                     |
| O P Mar 28  | £6.22      | £1.04     | £5.18      | Yarcombe Woodland Products Ltd | Timber - Cemetery                                       |
| O P Mar 28  | £8.66      | £1.44     | £7.22      | Yarcombe Woodland Products Ltd | Sawn peg - Cemetery                                     |
| O P Mar 28  | £10.46     | £1.74     | £8.72      | Yarcombe Woodland Products Ltd | Timber - Lodge office                                   |
| O P Mar 28  | £52.30     | £8.72     | £43.58     | Yarcombe Woodland Products Ltd | Timber - Lodge office                                   |
| DD50        | £1,112.96  | £185.49   | £927.47    | British Gas Business           | Electricity GRC 1/2 - 29/2/24                           |
| DD46        | £60.00     | £10.00    | £50.00     | Somerset Web Services Lrd      | Domain renewal  |
| DD47        | £51.16     | £8.53     | £42.63     | Biffa                          | Grounds skip rental Feb 24                              |
| DD46        | £129.60    | £21.60    | £108.00    | Somerset Web Services Lrd      | Email hosting Mar 24                                    |
| DD43        | £13.16     |           | £13.16     | Lloyds Bank                    | Bank charges Feb 24                                     |

|             |            |           |            |                                       |  |
|-------------|------------|-----------|------------|---------------------------------------|--|
| DD57        | £243.55    | £40.59    | £202.96    | British Telecom                       | Telephone & Broadband GRC/Lodge office Mar 24        |
| DD33 C.Card | £42.94     | £7.16     | £35.78     | Amazon Marketplace                    | Plasters/Handwash                                    |
| DD33 C.Card | £51.31     | £8.56     | £42.75     | Amazon Marketplace                    | Handwash   |
| O P Mar 29  | £95.94     | £15.99    | £79.95     | Groves Nurseries                      | Planting for Lodge office                            |
| O P Mar 30  | £60.00     | £10.00    | £50.00     | Everyys (formerly Stokes Partnership) | GRC Local Land charge search                         |
| O P Mar 31  | £1,304.01  | £217.34   | £1,086.67  | Allen Computer Services               | Office PCs x 2 plus setup                            |
| O P Mar 32  | £37.89     | £1.67     | £36.22     | Sheehan, Katharine                    | Expenses   |
| O P Mar 33  | £1,777.44  | £296.24   | £1,481.20  | Stuart Todd Associates Ltd            | Neighbourhood Plan support                           |
| O P Mar 34  | £378.00    | £63.00    | £315.00    | Dantek Environmental Services (UK) L  | Water Hygiene Monitoring                             |
| DD33 C.Card | £53.70     | £8.94     | £44.76     | Amazon Marketplace                    | Litter Pickers                                       |
| DD31        | £8.80      | £1.46     | £7.34      | Iris Business Software Ltd            | Payroll payslips software Feb 24                     |
| DD27        | £346.60    | £16.50    | £330.10    | E. O N                                | Electricity Victoria Hall 1/2 - 29/2/24              |
| DD9         | £67.50     | £11.25    | £56.25     | Southern Communications               | Mobile phone charges Mar 24                          |
| DD52        | £299.95    | £49.99    | £249.96    | Gamma Business Communications Lt      | Telephones & Broadband Mar 24                        |
| DD17b       | £11.78     | £0.56     | £11.22     | Edf Energy 1 Ltd                      | Electricity Street lighting Henhayes 1/2 - 1/3/24    |
| DD17c       | £13.25     | £0.63     | £12.62     | Edf Energy 1 Ltd                      | Electricity Street Lighting Middle Path 1/2 - 1/3/24 |
| DD31        | £18.71     | £3.12     | £15.59     | Iris Business Software Ltd            | Payroll Auto Enrolment software Feb 24               |
| DD13        | -£129.48   |           | -£129.48   | James Hallam Ltd                      | Cemetery insurance refund                            |
| DD33 C.Card | £30.99     | £5.17     | £25.82     | Amazon Marketplace                    | Tree guards  |
| O P Mar 35  | £600.00    | £100.00   | £500.00    | Everyys (formerly Stokes Partnership) | Legal services ref: GRC                              |
| O P Mar 36  | £2,178.38  | £363.06   | £1,815.32  | Festive Lights                        | Christmas icicle lights - white with cable           |
| O P Mar 37  | £300.00    |           | £300.00    | Brynley Andrews Associates            | Cemetery Holm oak tree inspection                    |
| O P Mar 38  | £49.00     | £8.17     | £40.83     | Allen Computer Services               | Ink cartridge  |
| O P Mar 39  | £822.00    | £137.00   | £685.00    | Luke Grafton Stonemason Ltd           | Cemetery gate pier repair                            |
| DD48        | £45.78     | £2.18     | £43.60     | British Gas Business                  | Electricity Lodge office 11/2 - 11/3/24              |
| DD60        | £344.44    | £16.40    | £328.04    | British Gas Business                  | Gas Lodge office 11/2 - 11/3/24                      |
| DD33 C.Card | £165.00    | £27.50    | £137.50    | Somerset Council                      | Car park season ticket SC                            |
| DD22        | £7.61      | £0.36     | £7.25      | British Gas Business                  | Gas Victoria Hall 17/2 - 17/3/24                     |
|             |            |           |            |                                       |  |
|             |            |           |            |                                       |  |
|             | £11,453.92 |           | £11,453.92 | Salaries                              | Mar-24   |
|             |            |           |            |                                       |  |
| Total       | £52,529.70 | £4,405.92 | £48,123.78 |                                       |  |
|             |            |           |            |                                       |  |
|             |            |           |            |                                       |  |

| <b>CREWKERNE TOWN COUNCIL</b>               |   |             |                    |
|---|---|-------------|--------------------|
| <b>BANK RECONCILIATION AS AT 29/02/2024</b> |   |             |                    |
|   | Cash in Hand 01/04/2023                             |             | £353,547.28        |
|   | ADD   |             |                    |
|   | Receipts 01/04/2023 - 29/02/2024                    |             | £630,298.41        |
|   | SUBTRACT  |             |                    |
|   | Payments 01/04/2023 - 29/02/2024                    |             | £583,099.25        |
| <b>A</b>                                    | <b>CASH IN HAND 29/02/2024</b>                      |             | <b>£400,746.44</b> |
|   | (per Cash Book)                                     |             |                    |
|   | Cash in Hand per Bank Statements 29th February 2024 |             |                    |
|   | LLOYDS - Business Call Account                      | £243,153.95 |                    |
|   | LLOYDS - Current Account                            | £50,000.00  |                    |
|   | LLOYDS - Burial Account                             | £107,592.49 |                    |
|   |   |             | £400,746.44        |
|   | <b>Less</b> unpresented cheques                     |             |                    |
|   |   |             | £0.00              |
|   | <b>Plus</b> unpresented receipts                    |             |                    |
| <b>B</b>                                    | <b>ADJUSTED BANK BALANCE</b>                        |             | <b>£400,746.44</b> |
|   | <b>A = B Checks out OK</b>                          |             |                    |
|   | Town Clerk: .....                                   |             |                    |
|   | Date: .....   |             |                    |
|   | Checked by: .....                                   |             |                    |
|   | Date: .....   |             |                    |

| <b>CREWKERNE TOWN COUNCIL WAR MEMORIAL<br/>         COMMEMORATION TRUST RECREATION GROUND<br/>         BANK RECONCILIATION AS AT 29/02/2024</b> |  |                      |                                       |
|---|--|----------------------|---------------------------------------|
|   | Cash in Hand 01/04/2023<br>ADD<br>Receipts 01/04/2023 - 29/02/2024<br>SUBTRACT<br>Payments 01/04/2023 - 29/02/24/2024  |                      | £0.00<br><br>£6,048.08<br><br>£113.71 |
| <b>A</b>  | <b>CASH IN HAND 29/02/2024</b><br>(per Cash Book)  |                      | <b>£5,934.37</b>                      |
|   | Cash in Hand per Bank Statements 29th February 2024<br><br>LLOYDS - Instant Access Account<br>LLOYDS - Current Account | £5,525.66<br>£408.71 |                                       |
|   | <b>Less</b> unpresented cheques  |                      | <b>£5,934.37</b>                      |
|   | <b>Plus</b> unpresented receipts   |                      | <b>£0.00</b>                          |
| <b>B</b>  | <b>ADJUSTED BANK BALANCE</b><br><br><b>A = B Checks out OK</b>   |                      | <b>£5,934.37</b>                      |
|   | Town Clerk: .....<br>Date: .....   |                      |                                       |
|   | Checked by: .....<br>Date: .....   |                      |                                       |

|                               |  |
|-------------------------------|--|
| <b>Report subject</b>         | To consider a quotation for a hearing support system.                            |
| <b>Committee name</b>         | Full Council   |
| <b>Meeting date</b>           | Monday 25 <sup>th</sup> March 2024   |
| <b>Report author</b>          | Katharine Sheehan FSLCC  |
| <b>Report contact details</b> | <a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a> |

### 1. Purpose

- 1.1. To consider a quotation received for a hearing support system (various options)

### 2. Background information

- 2.1. The Council Chamber does not currently have a hearing loop. This has been raised by a number of hearing aid users who would benefit from additional hearing support.
- 2.2. The Victoria Hall has a hearing loop but it does not work with all hearing aids.
- 2.3. The George Reynolds Centre (GRC) does not have a hearing loop.

### 3. Detailed consideration

- 3.1. A specialist company has been approached and they have attended Town Hall to demonstrate the equipment.
- 3.2. Three options have been quoted for:

|                 | <b>Description</b>   | <b>Price</b>                     |
|-----------------|--|----------------------------------|
| <b>Option 1</b> | Fixed traditional loop system (TOWN HALL ONLY)<br>Optional beltpack wireless system<br>Optional handheld wireless system   | £2305.86<br>+£296.07<br>+£285.01 |
| <b>Option 2</b> | Portable meeting room system including table mics, 6 neckloops, headphones, charging rack and carry case.<br>Optional Extended warranty<br>Optional training   | £4421.86<br>+ £65<br>+ £157.45   |
| <b>Option 3</b> | Portable venue system including touchscreen mic, 6 pass around mics, multimedia hub, 6 neckloops, 2 headphones, charging case, Digi master loudspeaker, bag and tripod stand.<br>Optional extended warranty<br>Optional training | £6108.85<br>+ £65<br>+ £157.45   |

Option 1 provides fixed hearing support in the Town Hall Council Chamber only.

Option 2 provides mobile hearing assistance for smaller/medium sized meetings – it can be moved freely between Town Hall, Victoria Hall and the GRC.

Option 3 provides mobile hearing assistance for small/medium and large-scale meetings and venues as it includes the loudspeaker which improves sound quality in larger places with lots of people and difficult acoustics. This can be moved between all three venues.

**4. Financial implications**

There is provision of £6,000 in the 24/25 budget to purchase a hearing support system for Town Hall.

**5. Equalities considerations**

Under the Equalities Act 2010 service providers must make 'reasonable adjustments' to their premises to accommodate disabled service users, including those who wear hearing aids.

**6. Council Action Plan objectives supported**

6.1. Delivers Council Action Plan objectives 2.2.4 and 6.6.

**7. Recommendation**

- 7.1. It is recommended that the Council **RESOLVES** that:
- a) A dispensation be granted to proceed on the basis of one quotation due to the specialist nature of the system and limited number of companies available to quote for the system.
  - b) Option C be approved to enable the Council to comply with its obligations under the Equality Act 2010.



|                               |                                 |
|-------------------------------|---------------------------------|
| <b>Report subject</b>         | Wednesday Charter Market        |
| <b>Committee name</b>         | Full Council                    |
| <b>Meeting date</b>           | 25 <sup>th</sup> March 2024     |
| <b>Report author</b>          | G. Hughes, Deputy Clerk         |
| <b>Report contact details</b> | deputyclerk@crewkerne-tc.gov.uk |

### **1. Purpose**

- To consider whether to trial a Wednesday Market in Market Square.

### **2. Background information**

- Crewkerne Town Council has been approached by a Deli market stand trader who is seeking a new location on a Wednesday. The trader believes he knows of other local traders who may wish to attend.
- There is an established permission for a road closure on Market Square.
- The previous market traded from 9am-3.30pm with no access permitted before 6.30am.

### **3. Detailed consideration**

- Could we attract enough stalls to make the market viable?
- All stalls would need public liability insurance and food hygiene certificates (if applicable).
- To consider what staff members would need to be involved with closing the road, set up, administration, advertising.
- What length of trial would councillors like to see?

### **4. Financial implications**

- When the market traded in 2014 the pitch fees were:  
Casual Trader 3x3m = £10.50    6x3m = £16.00  
Regular Trader 3x3m = £9.50    6x3m = £14.50
- Some cost in terms of staff time to manage arrivals/departures/road closures and processing applications and fees.

### **5. Council Action Plan objectives supported**

- 9.4 Deliver opportunities to bring the community together.

**6. Recommendation**

6. 1. It is recommended that the Council **RESOLVES** that:
- a) A Wednesday market is trialled for two months to assess viability.
  - b) Council to review after this period.

|                               |  |
|-------------------------------|--|
| <b>Report subject</b>         | To consider correspondence regarding funding for replacement defibrillators      |
| <b>Committee name</b>         | Full Council   |
| <b>Meeting date</b>           | 25 <sup>th</sup> March 2024  |
| <b>Report author</b>          | Katharine Sheehan FSLCC, Town Clerk  |
| <b>Report contact details</b> | <a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a> |

### **1. Purpose**

- 1.1. To consider correspondence received from Crewkerne Rotary Club regarding funding for the replacement of the town's defibrillators.

### **2. Background information**

- 2.1. There are a number of defibrillators installed across the town. Two are known not to be functioning, and others are managed by different groups.

### **3. Detailed consideration**

- 3.1. The text of the letter received reads as follows:

*"In 2015 and 2016 the Rotary Club of Crewkerne helped with the installation of four defibrillators around the town. This meant that the town had six defibrillators which are now available to the public at all times.*

*The defibrillators are located at West St Surgery, Crewkerne Sports Centre at Wadham School, Crewkerne Fire Station, Central Store Kithill, Dental Surgery North Street and opposite Lidl's in the George precinct.*

*The defibrillators are looked after by a 'guardian' who is responsible for checking the units and advising the Ambulance service of the availability of the unit. Currently there seems to be no one person or organisation responsible for the replacement of batteries and pads. It is also suggested that the main units have a life of possibly 10 to 15 years.*

*The cost of batteries and pads for each unit is around £100 to £120 depending on type. A replacement unit can cost up to £1000 again depending on type. When 2025/26 arrives, there is a possibility that at least four units could need replacing at a cost of £4000.*

*With the current financial constraints, which may still be with us at that time, the replacement may be a step too far for some organisations. With this in mind I would like to suggest that there is a central fund in place purely for the maintenance of the defibrillators.*

*This would entail organisations in the town donating to the fund. The placement of collecting tins in suitable locations around the town and fund raising events and regular donations to maintain a suitable balance of funds. As and when batteries/pads need replacing the funds could be used for that purpose and should a unit need replacing then the funds would be in place to allow the purchase of suitable items.*

*Your views on this suggestion would be gratefully received.*

*Iain Rowland  
President  
Rotary Club of Crewkerne”*

#### **4. Financial implications**

There is no provision for defibrillators in the 23/24 or 24/25 budgets so this would need to be a future budget consideration.

I have asked Rotary to clarify how they envisage the Town Council being involved and the reply indicates that the ‘central fund’ for defibrillator consumables, maintenance and replacement would be held and administered by the Town Council.

#### **5. Council Action Plan objectives supported**

N/A.

#### **6. Recommendation**

- 6.1. It is recommended that the Council:
- a) Notes the correspondence from the Rotary Club.
  - b) Considers how best the defibrillator replacement programme should be managed and funded going forward.

## Happy Valley Working Group

### TERMS OF REFERENCE

#### **CONTEXT**

The Happy Valley Working Group (is a sub-committee of Crewkerne Town Council's Amenities Committee and) has been established to review the reports of the Design Out Crime Officer and Access Audit at Happy Valley with a view to making recommendations for improvements at Happy Valley.

Minutes of all the meetings will be presented to the Amenities Committee for information. Ratification of major recommendations shall be put before the Amenities Committee or Full Town Council where appropriate.

#### **COMPOSITION**

The group shall consist of:

- A member of staff from Crewkerne Town Council
- At least three Town Councillors
- Any members of the community wishing to support the objectives of the Group, at the invitation of the Group.

The group will have the ability to invite other relevant parties, as and when considered necessary.

#### **AIMS OF THE GROUP**

The group will review current leisure provision and access arrangements at Happy Valley and will achieve this by:

- Reviewing the report of the Design Out Crime Officer.
- Reviewing the Access Audit undertaken by Disability Inc.
- Reviewing the recommendations of the St Bart's mini police.
- Engaging with local user groups, outreach workers and other interested parties.

#### **CONDUCT OF MEETINGS**

The Chair shall be a Town Councillor. The minimum number of members present at a meeting for there to be a quorum shall be four, one of which must be a Town Council employee.

The group will meet regularly and meetings shall be recorded and minutes distributed to all members of the group. Members of the group shall be responsible for reporting back to their individual organisations and the Town Councillor members of the Working Group shall be responsible for providing regular updates on its activities to the parent Committee, in this case Amenities Committee. Minutes of the Happy Valley Working Group will be received by Amenities Committee for transparency purposes.

The Group has the right to co-opt members at any time. The Terms of Reference may be amended with approval from the Amenities Committee or Full Council at any time.

#### **FINANCE AND ACCOUNTS**

The Happy Valley Working Group has no powers to spend and no budget. All recommendations requiring spend will be forwarded to the Amenities Committee or Full Council for formal agreement in accordance with Crewkerne Town Council's Standing Orders and Financial Regulations.

# ROAD MARKING + PARKING WORKING GROUP

## TERMS OF REFERENCE

### CONTEXT

The Road Markings and Parking Restriction Working Group will oversee the requests from members of the public for line painting and parking permits.

Minutes of all the meetings will be presented to the Planning and Highways Committee for information. Ratification of major recommendations shall be put before the Planning and Highways Committee or Full Town Council where appropriate. The Working Group has no delegated authority to make any decisions only recommendations.

Somerset Council have recently changed how they deal with these requests. They now require Crewkerne Town Council to undertake local consultation to understand if the introduction of parking restrictions would be supported.

### COMPOSITION

The group shall consist of:

- A member of staff from Crewkerne Town Council
- A minimum of three Town Councillors

### AIMS OF THE GROUP

- The group will review the requests from members of the public for additional road markings and/or parking restrictions.
- To consider the requests on a case-by-case basis
- The group will decide which requests fulfil the criteria for public consultation, and which shall be submitted to Somerset Council for inclusion in the annual TTRO process.
- To determine how a public consultation would be carried out e.g. mailbox drop, online survey
- To consider the rules of the Highway Code and the processes set out by Somerset Council's Highways Department:
  - New parking restrictions can be considered if current parking behaviour is causing a safety or congestion issue. If new restrictions are introduced, this tends to cause displacement of parking and could create a problem where previously it did not exist. In a residential area, losing parking spaces may be an issue for people trying to park near their home and will be of concern. Consideration needs to be given to where these residents will park and if any of the residents have impaired mobility which could prevent them from walking a greater distance. Removing parking can also result in higher vehicle speeds.
  - If the Town Council wishes to pursue a request for the introduction of new parking restrictions, the Deputy Clerk would need to undertake a public consultation with the residents to understand if a request would be supported.
  - To introduce parking restrictions, Highways must go through a statutory consultation process to introduce a Traffic Regulation Order (TRO) and as part of this they must justify the proposed changes and demonstrate that they are likely to be effective. For example, the introduction of parking restrictions (such as double yellow lines) must follow a statutory process which includes advertising in newspapers, dealing with objections, making a traffic

regulation order etc. Due to the high costs involved, Highways tend to submit amendments for multiple sites across South Somerset every 12-18 months.

- Rule 243 of the Highway Code states that you must not park opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space. This is to allow drivers emerging from, or turning into, the junction a clear view of the road they are joining. It also allows them to see hazards such as pedestrians or cyclists at the junction.
- White advisory H-Bars are only permitted on the highway where there is a dropped crossing point for the use of pedestrians and wheelchair users. Highways no longer install H-bars to address parking problems or to protect a single private access to the highway as these are no longer enforced by the police.
- For a parking permit scheme to be introduced, the initial consultation must demonstrate that 60% of the residents support the implementation of residents parking. Following this, Highways would undertake a review of the area. During this review, other roads in the area may be assessed, to identify issues such as displacement, business, visitor attractions, town centre improvements, traffic flows, congestion, parity of availability and charges.

### **CONDUCT OF MEETINGS**

The Chairman shall be a Town Councillor. The minimum number of members present at a meeting for there to be a quorum shall be three, one of which must be a Town Council employee.

The group will meet when it is required throughout the year. Requests will not be allowed to accrue longer than quarterly.

Minutes of the meetings shall be taken and distributed to all members of the group. Councillors of the Road Markings and Parking Restriction Working Group shall be responsible for providing regular updates on its activities to the parent Committee, in this case the Planning and Highways Committee. Minutes of the Road Markings and Parking Restriction Working Group will be received by the Planning and Highways Committee for transparency purposes.

The Group has the right to co-opt members at any time. The Terms of Reference may be amended with approval from the Planning and Highways Committee or Full Council at any time.