

Minutes of a meeting of CREWKERNE TOWN COUNCIL held in the Council Chamber, Town Hall, Market Square, Crewkerne on Monday 27 April 2026.

**PRESENT**

Cllrs. S. Ashton, M. Best, D. Livesley, J. Morris, J. Nathan, P. Maxwell, C. Rawe, A. Samuel (Mayor) and A. Stuart

In attendance: Town Clerk G. Hughes, Deputy Clerk S. Syeda Bowen and five members of the public.

155 **TO NOTE APOLOGIES FOR ABSENCE**

25/26

Councillors N. Draycott (personal) and K. Head (unwell)

156 **DECLARATIONS OF INTEREST**

25/26

The Clerk declared an interest in planning application 26/000676/HOU as the applicant is known to them. It was confirmed that the Deputy Clerk would minute this item and submit the planning comments.

157 **MINUTES**

25/26

To confirm the minutes of the Town Council meeting held on 23 March 2026

The minutes of the meeting held on 23 March 2026 were AGREED.

158 **PUBLIC OPEN FORUM**

25/26

A member of the public spoke regarding a proposal for a sauna on Henhayes Recreation Ground.

159 **CO-OPTION**

25/26

To co-opt to the vacant position on Crewkerne Town Council

The three applicants were invited to introduce themselves. Following a vote, it was AGREED that Rosan Cosgrove be co-opted to the vacant position on Crewkerne Town Council. The Mayor thanked all the candidates and encouraged them to stand at the election in 2027.

The declaration of acceptance of office was signed by Cllr. Cosgrove and the Town Clerk.

160 **TO RECEIVE REPORTS FROM:**

25/26

a. Somerset Councillors

Councillors Ashton and Best reported that potholes were discussed. Members of the public queried why some potholes cannot be repaired at the same time as others nearby. It was explained that certain potholes are classified as urgent safety issues and must therefore be prioritised. Once the number of these emergency repairs has reduced, attention will turn to less urgent defects. It is anticipated that the current backlog will be cleared by July.

Councillors also discussed the potholes on the corner of Henhayes at the entrance to Waitrose; however, it was noted that priority must be given to the main roads. The Clerk was requested to publish a social media post to clarify these points.

b. Local Community Network (LCN) representative

It was reported that the Highways Sub-Group had met. Additional funding is being invested into gullies across the network, with works being prioritised based on data analysis. Councillor Best requested that this data be shared with town and parish councils.

c. Crewkerne Neighbourhood Policing Team (NPT)

The Clerk is working with the new beat manager, to obtain the updated statistics.

161 **CLERK'S PROGRESS REPORT**

25/26

The Town Clerk reported that:

- A road closure will be in place for resurfacing works from the junction of Market Street, Hermitage Street and West Street through to Barn Street, Gouldsbrook Terrace, Lyewater and Chard Road. Works will run from 6 May to 11 May and will be carried out in the evenings between 6.30pm and 11.30pm.
- Hewish Lane will also be closed from 11 May for approximately ten days, with the exception of 16–17 May when the closure will be temporarily lifted.
- The steps outside the Town Hall have been repaired, and over the coming weeks further work will be undertaken on the exterior woodwork.

162 **FINANCE**

25/26

a. To approve the accounts for payment for March 2026 as listed.

Cllr. Nathan verified the accounts for payment in accordance with the Council's Financial Regulations. Accounts for payment for 31 March 2026 in the sum of £14,239.38 were APPROVED.

b. To report that the bank reconciliation for March 2026 has been completed

Cllr. Nathan verified the bank reconciliations for March 2026. It was noted that cash in hand as of 31 March 2026 was £589,444.72.

c. To note that the monthly accounts for the War Memorial Commemoration Trust have been checked

Cllr. Nathan verified the Trust accounts and it was noted that cash in hand as of 31 March 2026 was £8,047.78.

d. To receive the Q4 income and expenditure summary

The Clerk was asked to seek clarification from the Finance Officer regarding why the forecast for the 'projects' budget line was lower than the expenditure to date. Councillors also requested that a 'prime reason for variance' be included for all budget lines in future financial reporting, to provide clearer explanations of differences between budgeted and actual figures.

e. To note the quarterly investment performance report

Councillors noted the report.

163 **TO CONSIDER NEW PLANNING APPLICATIONS**

25/26

26/000676/HOU

**1 Bushfield Road Crewkerne Somerset TA18 8HL**

To remove existing lean-to roof, conservatory, garage, shower room and shed and erect new single storey side and rear extension.

Councillors expressed concern that the proposed development may reduce parking provision and potentially impact on-street parking. However, they were unable to fully assess the application as the planning portal was unavailable at the time of the meeting, limiting access to the relevant documentation.

164 **TO APPROVE A RECORDS MANAGEMENT POLICY AND DOCUMENT RETENTION SCHEDULE**

25/26

The records management policy and document retention schedule was APPROVED. The Clerk confirmed that the retention schedule would also apply to Councillor emails.

165 **DATA PROTECTION COMPLIANCE**

25/26

a. To consider and adopt a GDPR and Data Protection compliance review process

The GDPR and Data Protection compliance were reviewed. The Council confirmed that appropriate data protection policies remain in place, and no significant issues were identified. It was RESOLVED to adopt this process.

b. To approve the Council's Record of Processing Activities (data map)

Councillors received a Record of Processing Activities (data map). It was confirmed that this will be maintained and kept under regular review. The Record of Processing Activities was APPROVED.

166 **INTERNAL AUDITOR**

25/26

The appointment of the Internal Auditor for 2026/27 was considered. It was resolved to confirm the appointment. Members noted their satisfaction with the auditor's independence and confirmed that the service represents good value for money.

167 **COUNCIL ACTION PLAN**

25/26

To note the updated plan

The current plan was noted, and its expiry in 2027. The Clerk explained that a workshop will be arranged in the future to formulate a new plan.

Enquiries were made regarding 3.13 'work with Somerset Council to improve quality of pavements and paths' and 8.2 'continue regular walkarounds with Highways officers to resolve issues'. Councillor Best explained that small improvements schemes were currently on hold, and that he is waiting a date from highways for their next visit.

168 **HENHAYES RECREATION GROUND**

25/26

To consider a proposal for a sauna

A member of the public was invited by the Chair to speak. They explained that a staff member would be present for the opening hours. All changing facilities would be located within the sauna itself. It

would be a semi-permanent structure on a trailer bed that would be locked. They understood that it could only be moved when the ground was dry.

Concerns were expressed that the proposal may be vulnerable to vandalism and the member of public was advised that planning permission may be required. It was agreed to support the application in principle; however, Councillors requested that the proposal be brought forward for further consideration, subject to the outcome of any planning requirements.

Councillor Maxwell left the meeting and did not return.

169      **HENHAYES PLAYGROUND**  
25/26      To review quotations for a replacement rope bridge

Councillors AGREED to choose contractor C, South West Play Ltd for £1,880 + VAT.

170      **IT CONTRACT**  
25/26      To consider quotations

Councillors commented that not all the one-off costs documented in one of the quotes may be required. Councillor Ashton agreed to review the current office set up and report back. It was AGREED to defer this item to the next meeting.

171      **LOCAL INFORMATION CENTRE**  
25/26      To note the footfall for 2025/26

The report was noted, and Councillors welcomed the increase in numbers following the introduction of the Banking Hub.

172      **GRC PREMISES LICENCE**  
25/26      To approve the submission of the draft variation application

The Clerk explained that off sales related to taking home alcohol that had already been purchased e.g. a bottle of wine. The draft variation application was APPROVED.

173      **TO RECEIVE THE FOLLOWING MINUTES**  
25/26

- a) Reports from Town Council representatives to outside bodies
- b) Joint Burial Committee: 3 February 2026

All minutes above were duly noted and AGREED.

174      **TO RECEIVE MATTERS OF REPORT (for information only)**  
25/26

Councillors discussed the following points:

- The new NHS dentist opened for registrations. The information regarding expressions of interest was limited to help ensure that access is prioritised for local residents.
- Councillor Rawe recently attended a Birds Almshouses meeting, there are no issues at present
- Poor signage for a recent diversion was observed
- Three chestnut trees have been planted at Bincombe
- Some of the benches at Bincombe are in need of repair. The Clerk advised that if it is a memorial bench the responsibility for maintenance would rest with the owner.

- Councillor Ashton explained that he is now Vice-Chair of planning for Somerset Council. He would also like to arrange a meeting for residents to learn how the planning process works, and how to comment effectively on planning applications.
- A litter pick is being organised by the Beavers at Bincombe
- The new youth club has launched and has seen good attendance so far. Councillors Head and Nathan also visited the youth club at the Conservative Club and reported that the children were well engaged.

175     **NEXT MEETING**  
25/26

Monday 18 May 2026, 18.45, Council Chamber, Town Hall, Market Square, Crewkerne.

The meeting closed at 20.33

**Signed:** .....

**Dated:** .....

TC27April2026