

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 27 July 2026**, starting at 18.45, in the Council Chamber, Town Hall, Market Square, Crewkerne for the purpose of transacting the business outlined on the agenda below.

Notes:

- The recording of the meeting will be uploaded for members of the public who wish to view it via the following link: [Crewkerne Town Council - YouTube](#)
- Members of the public requiring assistance or reasonable adjustments to aid their attendance at council meetings are asked to contact the Council Offices in advance using the above contact details. Documents are available in large print by request.
- Recording of meetings is permitted under the Openness of Local Government Bodies Regulations 2014; please refer to the Council's Policy on Audio/Visual Recording & Photography at Meetings ([Recording Meetings policy](#))
- Public participation is welcome during the allocated Public Open Forum session, please refer to Section 3 of the Council's Standing Orders ([Standing-Orders-May-2025.pdf](#))

Gemma Hughes PSLCC, Town Clerk (signed on original)
21 July 2026

Agenda

- 043/2627** **To receive and approve apologies for absence.**
a. To record members present:
Schedule 12 of the Local Government Act 1972 requires:
 - a record be kept of the members in attendance.
 - this record forms part of the minutes of the meeting.
 - Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.b. To approve any apologies for absence:
Section 85(1) of the Local Government Act 1972 requires:
 - Members present to decide if the reason(s) for a member's absence are acceptable.
- 044/2627** **To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.**
The Localism Act 2011 and the Council's Code of Conduct requires:
 - Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
 - Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.
- 045/2627** **To approve the minutes of the Town Council meeting** held on 22 June 2026.
- 046/2627** **Public 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. The Mayor reserves the right to vary or extend these time limits.

- 047/2627 To receive reports from:**
- a) Somerset Council
 - b) Crewkerne & Ilminster Local Community Network
 - c) Crewkerne Neighbourhood Policing Team
- 048/2627 Clerk's progress report:** to receive a verbal update report (for information only).
- 049/2627 Finance & Procedure:**
- a) To approve the accounts for payment for June 2026 as listed
 - b) To report the bank reconciliation for June 2026 has been completed
 - c) To note the monthly accounts for the War Memorial Commemoration Trust have been checked
 - d) To receive the quarterly income and expenditure summary
 - e) To note the quarterly investment performance report
 - f) To note the issue of a VAT penalty point
- 050/2627 Bank Account:** To consider granting the Secretary access to the Council's finance software
- 051/2627 To consider new Planning Applications**
Please note that the Town Council is a Statutory Consultee for Planning Applications and as such does not make decisions on any application. Any recommendations and comments this Committee make will be fed into the planning process. Somerset Council is the Planning Authority and will issue the decision notices on all applications.
- 052/2526 To receive planning and decision notices from Somerset Council**
- 053/2627 Boundary Wall, Bincombe:** To review quotations for repairs
- 054/2627 Devolution of Somerset Council assets:** To determine whether the Town Council wishes to express an interest in any assets identified for potential transfer
- 055/2627 Telephone Call Handling System:** To consider the introduction of an automated telephone call handling system for incoming calls
- 056/2627 Town Hall Roof and Gutters:** To review quotations to undertake guttering clearance following the withdrawal of the previously appointed contractor
- 057/2627 Draft Licence for Sports Clubs:** To consider and adopt a draft licence agreement for the Rugby and Football Club in respect of their use of the Council's facilities.
- 058/2627 To receive the following minutes:**
- a) Reports from Town Council representatives to outside bodies
 - b) Amenities Committee: 11 May 2026
 - c) Joint Burial Committee: 2 June 2026
 - d) Planning & Highways Committee: 8 June 2026
 - e) War Memorial Commemoration Trust: 23 June 2025
- 059/2627 To receive Matters of Report** (verbal reports for information only).
- 060/2627 Next meeting:** Monday 21 September 2026, 18.45, Council Chamber, Town Hall.

CREWKERNE TOWN COUNCIL
Full Council Meeting
Monday 27 July 2026

051/2627

To consider new Planning Applications

26/01371/ADV

Crewkerne Post Office 5A East Street Crewkerne Somerset TA18 7AB

Installation of 1no. external illuminated fascia sign, 1no. external illuminated projecting sign, 3no. illuminated posters inside shopfront windows, 1no. vinyl community message and 1no. external ATM and 2no. non-illuminated signs positioned on front door (opening hours sign, and CCTV sign)

23/00007/REM

Crewkerne Key Site 1 Land East Of Crewkerne Between A30 And A356 Yeovil Road Crewkerne Somerset TA18 7HE

Approval of reserved matters for appearance, landscaping, layout and scale for 525 dwellings and associated development following outline approval of 05/00661/OUT (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) as amended by 19/03482/S73 and 21/03005/S73

26/01651/TCA

Culverkeys Barn Street Crewkerne Somerset TA18 8BP

Notification of intent to fell No.1 Yew Tree within a Conservation Area. T1 - Yew - The contractor shall undertake the safe dismantling and removal of one Irish Yew tree located adjacent to the driveway entrance. The works shall include: Carrying out a site-specific risk assessment and pre-work safety inspection. Establishing a safe working area with appropriate signage, barriers, and traffic/pedestrian management measures as required. Checking for overhead services, underground utilities, and any other site constraints before commencing work. Sectionally dismantling and felling the Irish Yew using appropriate arboricultural techniques to prevent damage to adjacent structures, boundaries, vehicles, utilities, and landscaping. Lowering branches and stem sections in a controlled manner where necessary. Cutting the stem as close to ground level as practicable. Processing all arisings into manageable sections. Removing all timber, branches, brash, and green waste from site unless otherwise instructed by the client. Leaving the work area clean, tidy, and free from debris.

26/01592/NMA

Southern Phase Of Crewkerne Key Site Off Station Road Crewkerne Somerset

Non Material Amendment to approved Application 20/00149/REM to remove condition 5 as per the submitted letter from Martin Evans Solicitors at the request of Somerset Council.

26/01591/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 23/00006/REM to remove condition 5 as per the submitted letter from Martin Evans Solicitors at the request of Somerset Council.

052/2627

To receive planning decision notices from Somerset Council

26/01551/TCA

Old Bincombe Poples Well Crewkerne Somerset TA18 7ES

Notification of intent to Fell No. 1 Tree and Carry out Tree Surgery Works to No. 3 Trees within a Conservation Area. Beech (1) - Reduce the 4 large lowest branches towards neighbours to the North East by 4.5m to secondary branches Variegated Holly (2) - Fell and grind out stump Copper Beech (3) - Remove 50mm diameter branch in adjacent pittosporum crown to Southwest and shorten other branches to Southwest to clear crown of pittosporum

Bird Cherry (4) - Shorten leaning side branch on LV power line side by 3m back into rest of crown

DECIDED

26/01273/FUL

Land At Falkland Square Market Street Crewkerne Somerset

Installation of stand alone frame with defibrillator and bleed kit cabinets for community use

APPROVED

26/01385/COU

Shield House Blacknell Lane Crewkerne Somerset TA18 7HE

To subdivide an existing Class B2 General Industrial Unit into three units and change their use to Class B2, B8 and Class E(C)(D)(F)&(G)

APPROVED

Payment Ref	Gross	Vat	Net	Payee	Description
DD22 (Jun)	£8.60	£0.41	£8.19	British Gas Business	Victoria Hall - Gas - 16/04-16/05/26
DD33 (Jun)	£23.76	£3.96	£19.80	Iris Business Software	Staffology Payroll Software
DD20 (Jun)	£274.00	£0.00	£274.00	Somerset Council	Rates - Cemetery Workshop/Chapel - Jun 26
DD55 (Jun)	£486.00	£0.00	£486.00	Somerset Council	Rates - Lodge Office - Jun 26
DD51 (Jun)	£746.00	£0.00	£746.00	Somerset Council	Rates - GRC - Jun 26
DD2 (Jun)	£917.00	£0.00	£917.00	Somerset Council	Rates - Town Hall / Victoria Hall - Jun 26
DD13 (Jun)	£1,853.23	£0.00	£1,853.23	AVIVA	Insurance - Jun 26
DD30 (Jun)	£74.79	£3.56	£71.23	British Gas Business	Electricity Public Toilets - 19/04-19/05/26
DD21 (Jun)	£28.36	£1.35	£27.01	British Gas Business	Streetlights & Floodlights Happy Valley - 22/04-22/05/26
DD45 (Jun)	£168.00	£28.00	£140.00	Somerset Web Services	Email Hosting - June 2026
OP Jun 01	£1,380.00	£0.00	£1,380.00	M C Commercial Cleaning	Cleaning - May 26
OP Jun 02	£835.68	£139.28	£696.40	PPL PRS	PPL/PRS fee Victoria Hall
OP Jun 03	£136.80	£22.80	£114.00	Relay Electrical Ltd	Town Hall - Electrical Repairs
OP Jun 04	£175.00	£0.00	£175.00	Steven Mansfield	Annual Lighting Conductor Testing
OP Jun 05	£1,128.00	£188.00	£940.00	South West Play Ltd	Henhayes Rope Bridge Repair - Balance 50%
OP Jun 06	£2,211.84	£368.64	£1,843.20	Gales Building Conservation	Cemetery Chapel - Internal Plastering
OP Jun 07	£120.00	£20.00	£100.00	Sovereign Fire & Security	GRC Intruder/Fire/CCTV maintenance July 26
OP Jun 08	£200.04	£33.34	£166.70	Boilerman Ltd	GRC - Call Out - Repairs to Toilets
OP Jun 09	£255.00	£0.00	£255.00	D Cleaning Solutions	GRC Cleaning - Apr 26
DD23 (Jun)	£256.30	£12.20	£244.10	British Gas Business	Electricity Town Hall 20/04-20/05/26
OP Jun 10	£4,586.96	£0.00	£4,586.96	H M Revenue & Customs	Tax & NI Contributions - May 26
OP Jun 11	£4,051.12	£0.00	£4,051.12	SCC Pension Fund	Pension Contributions - May 26
DD26 (Jun)	£195.03	£20.32	£174.71	British Gas Business	Town Hall Gas. Pd: 24/03 - 27/05/26
DD49 (Jun)	£588.38	£98.06	£490.32	The Business - T/A Radius UK Fuels Ltd	Fuel Charges - May 26
OP Jun 12	£40.00	£6.67	£33.33	M & J Bowers	Document Collection & Destruction
DD42 (Jun)	£17.82	£0.85	£16.97	British Gas Business	Electricity - Cemetery Workshop/Chapel: 28/04-29/05/26
OP Jun 13	£18.99	£0.00	£18.99	Syeda Bowen, S	Expenses Reimbursement
OP Jun 14	£1,661.40	£276.90	£1,384.50	Wessex Electricals	HVAC removal and re-instatement (50%)
OP Jun 15	£2,928.00	£488.00	£2,440.00	JS Hannam Roofing Ltd	Town Hall Flat Roof Repair (Deposit)
OP Jun 16	£9,530.00	£0.00	£9,530.00	Character Restoration	Town Hall - External repairs and painting
OP Jun 17	£111.60	£18.60	£93.00	Sovereign Fire & Security	GRC - Call Out - Access Control Maintenance (09/04/2026)
OP Jun 18	£90.00	£15.00	£75.00	ARB Tree and Garden	Cemetery - Holly Tree Removal (15/02/26)
OP Jun 19	£246.12	£13.00	£233.12	Worknest	Employment Insurance - June 2026/27
OP Jun 20	£1,690.01	£281.67	£1,408.34	Worknest	Employment Law Guidance - June 2026-27
OP Jun 21	£414.00	£69.00	£345.00	Dantek Environmental Ltd	Public Toilets - LRA - May 26
OP Jun 22	£100.00	£0.00	£100.00	Jones, C	REFUND of Hall Hire Deposit
OP Jun 23	£100.00	£0.00	£100.00	Wollen, P	REFUND of Hall Hire Deposit
OP Jun 24	£1,657.00	£0.00	£1,657.00	The Community Youth Project	Youth Project delivery - May 2026
OP Jun 25	£192.00	£32.00	£160.00	J H Swaffield	Grounds Vehicle - Replacement Battery
DD57 (Jun)	£294.40	£49.07	£245.33	British Telecom	Telephone & Broadband - Lodge Office/GRC - June 26
DD33 C. Card (Jun St)	£69.72	£11.63	£58.09	Amazon Marketplace	Ink, 4-Hole Punch, Velcro Dots
DD33 C. Card (Jun St)	£94.66	£15.78	£78.88	Amazon Marketplace	Light Tubes, Ink Cartridges
DD33 C. Card (Jun St)	£27.99	£4.67	£23.32	Amazon Marketplace	Camping Wagon Trolley
DD33 C. Card (Jun St)	£414.00	£69.00	£345.00	Reach Publishing Services	Advertising - Notice of variation of premises licence
DD33 C. Card (Jun St)	£180.00	£0.00	£180.00	Somerset Council	GRC - Variation to Premises Licence
DD33 C. Card (Jun St)	£45.23	£7.54	£37.69	Amazon Marketplace	Certificate Paper, Laminating Pouches, White Card
DD33 C. Card (Jun St)	£23.01	£3.83	£19.18	Amazon Marketplace	GRC - Dishwasher Detergent and Rinse Aid
DD33 C. Card (Jun St)	£18.04	£3.01	£15.03	Mailchimp	Digital Newsletter - May 26
DD33 C. Card (Jun St)	£6.70	£0.00	£6.70	Amazon Marketplace	Personalised ID Card (Cllr Cosgrove)
DD27 (Jun)	£820.05	£39.05	£781.00	E.ON	Electricity - Victoria Hall - May 26
OP Jun 26	£598.80	£99.80	£499.00	Hamdon First Aid	Emergency First Aid At Work Training
DD9 (Jun)	£88.18	£14.70	£73.48	Southern Communications	Mobile Phone Charges - June 26
OP Jun 27	£840.00	£140.00	£700.00	Prosound Solutions (SW) Limited	Christmas Light Switch On - 50% Deposit (Sounds & Lighting)
OP Jun 28	£5,855.04	£975.84	£4,879.20	Hobbs Enterprise (UK) Ltd - T/A Orbital.10	IT Support - Annual - 10/06/2026 - 09/06/2027
OP Jun 29	£36.00	£6.00	£30.00	My Clean (Martin Yandle)	GRC - Cleaning Consumables
OP Jun 30	£765.00	£0.00	£765.00	D Cleaning Solutions Ltd	GRC Cleaning - May 26
DD17a (Jun)	£32.47	£1.55	£30.92	Edf Energy Ltd	Happy Valley Streetlighting - May 26
DD17c (Jun)	£41.75	£1.99	£39.76	Edf Energy Ltd	Electricity Street Lighting Henhayes - May 26
DD17b (Jun)	£41.75	£1.99	£39.76	Edf Energy Ltd	Electricity - Middle Path - May 26
DD52 (Jun)	£355.68	£59.28	£296.40	Gamma Business Communications Ltd	Telephone and Broadband - May 26
DD50 (Jun)	£947.25	£157.88	£789.37	British Gas Business	Electricity - GRC - 01/05/26 - 31/05/26
OP Jun 31	£900.00	£0.00	£900.00	Purdy, S	Distribution of CTC Newsletter
OP Jun 32	£1,284.84	£214.14	£1,070.70	Greenways Grounds Maintenance Ltd	Cemetery Grounds Maintenance - May 26
OP Jun 33	£108.00	£18.00	£90.00	Wessex Electricals	Victoria Hall - Engineer Call Out - A/C Leak
OP Jun 34	£136.80	£22.80	£114.00	Fern Garden Tree Services	Barn Street Watering - June 2026
DD44 (Jun)	£1,439.92	£0.00	£1,439.92	Everflow Ltd	Water Rates - July 26
OP Jun 35	£57.60	£9.60	£48.00	Paperchase Recycling	Cemetery Waste Collection - to 03/05/2026
OP Jun 35	£100.80	£16.80	£84.00	Paperchase Recycling	GRC Waste Collection - to 31/05/2026
OP Jun 36	£1,644.12	£274.02	£1,370.10	Edge Designs	Finance/Cemetery computer software contract 28/07/26 - 27/07/27
OP Jun 37	£135.41	£22.57	£112.84	Bradfords	GRC - Skittle Cupboard Repairs - Board and Timber
OP Jun 38	£22.99	£3.83	£19.16	Screwfix Direct Ltd	Tyre Inflator
OP Jun 39	£940.00	£0.00	£940.00	Footprintz	Newsletter and Annual Report Hard Copy Printing (3,600)
OP Jun 40	£318.36	£53.06	£265.30	The Business Supplies Group	GRC - Consumables (Toilet Roll)
OP Jun 41	£213.84	£35.64	£178.20	The Business Supplies Group	Printer Paper and Toilet Roll
DD48 (Jun)	£32.59	£1.55	£31.04	British Gas Business	Electricity - Lodge Office - 12/05 - 11/06/26

ACCOUNTS FOR PAYMENT - 30th June 2026

Checked by:.....

Date:

DD60 (Jun)	£79.78	£3.80	£75.98	British Gas Business	Gas - Lodge Office - 13/05 - 11/06/26
DD43 (Jun)	£13.54	£0.00	£13.54	Lloyds Bank	Bank Charges - 10/04 - 09/05/26
DD22 (Jun)	£8.88	£0.42	£8.46	British Gas Business	Victoria Hall - Gas - 16/05-16/06/26
DD59 (Jun)	£282.78	£13.47	£269.31	British Gas Business	GRC Gas - 15/05 - 16/06/26

	£13,933.33		£13,933.33	Salaries - June 2026	
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£72,746.13 £4,493.92 £68,252.21

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

CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 30/06/2026			
A	Cash in Hand 01/04/2026		£589,244.72
	ADD		
	Receipts 01/04/2026 - 30/06/2026		£380,474.55
	SUBTRACT		
	Payments 01/04/2026 - 30/06/2026		£181,105.26
	CASH IN HAND 30/06/2026		£788,614.01
	(per Cash Book)		
B	Cash in Hand per Bank Statements 30/06/2026		
	LLOYDS - Business Call Account	£547,438.03	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£91,175.98	
	CCLA - Public Sector Deposit Fund	£100,000.00	
			£788,614.01
	Less unrepresented cheques		
			£0.00
	Plus unrepresented receipts		
	ADJUSTED BANK BALANCE		£788,614.01
A = B Checks out OK			
Town Clerk:			
Date:			
Checked by:			
Date:			

A	CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 30/06/2026		
	Cash in Hand 01/04/2026		£8,047.78
	ADD Receipts 01/04/2026 - 30/06/2026		£2,720.00
	SUBTRACT Payments 01/04/2026 - 30/06/2026		£25.50
	CASH IN HAND 30/06/2026		£10,742.28
	(per Cash Book)		
B	Cash in Hand per Bank Statements 30/06/2026		
	LLOYDS - Instant Access Account	£5,627.20	
	LLOYDS - Current Account	£5,115.08	
	Less unpresented cheques		£10,742.28
	Plus unpresented receipts		£0.00
	ADJUSTED BANK BALANCE		£10,742.28
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

Quarterly Report: 1st Quarter 2026/27
Overall Summary

	Actual 2025/26			Budget 2026/27			Income/Expend to date 30/06/2026			Yr. End Forecast 2026/27			Net expenditure comparison of year end f'cast to budget	Prime reason(s) for variance	ER Used	% +/-
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net				
Staff Costs	262,572	0	262,572	280,000	0	280,000	68,119	0	68,119	280,000	0	280,000	0			0%
Admin and bank interest/charges	60,290	9,114	51,176	65,500	6,000	59,500	22,912	2,042	20,870	65,500	6,000	59,500	0			0%
Town Hall & Victoria Hall	50,006	20,602	29,405	77,650	13,310	64,340	23,632	4,004	19,627	77,650	15,810	61,840	-2,500	Cash Access staying until September		-4%
Grounds Maintenance & Open Spaces	55,166	11,204	43,962	78,000	10,584	67,416	12,428	335	12,093	80,819	9,549	71,270	3,900			6%
War Memorial Grounds	7,027	0	7,027	6,750	0	6,750	1,120	0	1,120	6,750	0	6,750	0			0%
Cemetery	39,762	31,936	7,826	49,800	29,737	20,063	8,397	6,734	1,662	49,800	29,737	20,063	0			0%
Aqua Centre	311	1,000	-689	500	1,000	-500	0	500	-500	500	1,000	-500	0			0%
George Reynolds Centre	44,338	22,227	22,110	43,000	0	43,000	14,623	3,685	10,937	43,025	0	43,025	0			0%
Grants	13,627	0	13,627	15,000	0	15,000	13,551	0	13,551	15,000	0	15,000	0			0%
Youth service	16,988	0	16,988	38,000	0	38,000	4,164	0	4,164	38,000	0	38,000	0			0%
Public toilets	18,280	0	18,280	20,000	0	20,000	5,565	0	5,565	20,000	0	20,000	0			0%
Projects	3,949	1,977	1,972	75,100	0	75,100	0	0	0	75,100	0	75,100	0			0%
Events	15,755	5,175	10,580	24,500	2,340	22,160	700	166	534	24,500	2,340	22,160	0			0%
TOTAL	588,071	103,236	484,835	773,800	62,971	710,829	175,209	17,466	157,743	776,644	64,436	712,208	1,400		0	0%

Within or On Budget	
Over Budget but fully covered by Earmarked Reserves	
Over Budget by < 10% or over budget and partly covered by Earmarked Reserves	
Over budget by > 10%	

CCLA

Account Number: PS1008574-001

Nominated Bank Account: Lloyds Bank: 50-01-75 / 01052739

Fund Name: Public Sector Deposit Fund SC4 - Public Sector.
GB00B3LDFH01

Holdings Date	Balance	Interest Paid	Date Interest Received
31/03/2026	£100,000.00	£317.97	02/04/2026
30/04/2026	£100,000.00	£309.01	05/05/2026
31/05/2026	£100,000.00	£322.35	02/06/2026
30/06/2026	£100,000.00	£314.77	02/07/2026



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Public Sector Deposit Fund

Investment objective

The fund aims to maximise current income consistent with the preservation of principal and liquidity.

The fund is a diversified portfolio of high-quality, sterling-denominated money market deposits and other instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent, strong long-term rating. The fund is actively managed, which means the authorised corporate director, as investment manager, uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Sustainability approach

We believe that the primary role of sustainable investment is to drive positive change and this is best achieved by pushing companies to do more to address the major challenges facing us today. The fund is managed in line with our [sustainability approach](#) for cash funds.

The FCA has introduced sustainable investment labels to help investors find products that have a specific sustainability goal. This product does not have a UK sustainable investment label because it does not have a sustainability goal.

Read our summary of [SDR](#), the investment labels and our overall [approach](#). Fund-level information can be found [here](#).

AEY¹ as at 31 May 2026:

3.91%

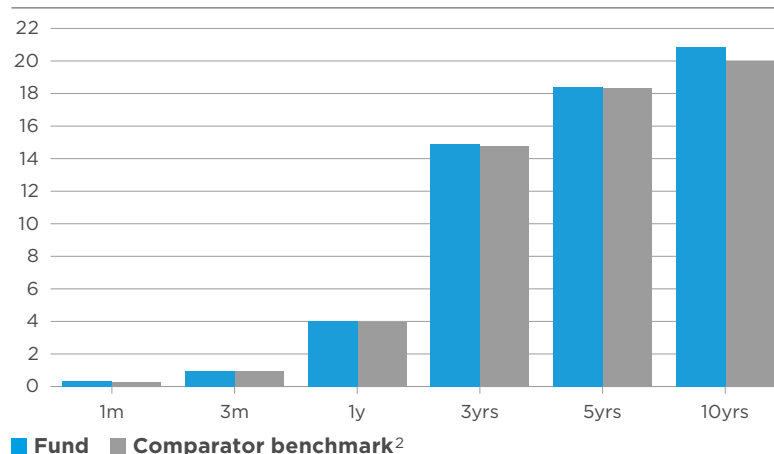
Average yield over the month:
3.80% (3.87% AEY)

Yield at the month end shown:
3.84% (3.91% AEY)

- 1 AEY is the annual equivalent yield and illustrates what the return would be if the income on a given date was paid and compounded on an annual basis. These are shown net of management fees.
- 2 From 1 January 2021, the comparator benchmark is Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate.

Performance

Cumulative performance (%)



Cumulative performance (%)

	1m	3m	1yr	3yrs	5yrs	10yrs
Fund	0.32	0.95	4.03	14.90	18.37	20.86
Comparator benchmark	0.30	0.93	3.97	14.77	18.35	19.97

12 month performance to 31 May (%)

	2022	2023	2024	2025	2026
Fund	0.22	2.79	5.28	4.91	4.03
Comparator benchmark	0.26	2.85	5.26	4.86	3.97

Performance shown after management fees and other expenses with income reinvested. **Past performance is not a reliable indicator of future results.**

Please refer to www.ccla.co.uk/glossary for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at clientservices@ccla.co.uk.

Your capital is at risk. The yield on the fund will fluctuate. The value of your investment and any income from it may go down as well as up and you may not get back the amount you invested.

Fund breakdown

Top 10 counterparty exposures (%)

Australia and New Zealand Banking Group Limited	9.5	
HM Treasury	9.1	
Landesbank Baden-Wuerttemberg	7.9	
National Bank of Canada	7.9	
Yorkshire Building Society	5.5	
BNP Paribas	3.9	
MUFG Bank	3.9	
SMBC Bank	3.9	
Toronto Dominion Bank (The)	3.9	
Citibank N.A.	3.5	

Top 10 country exposures (%)

UK	24.6	
Canada	18.1	
Japan	13.0	
France	11.2	
Australia	10.3	
Germany	7.9	
Singapore	3.9	
United States	3.5	
Netherlands	2.8	
Sweden	2.4	

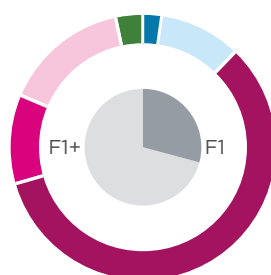
Maturity breakdown (%)³

Overnight	40.0	
2-7 days	0.8	
8-30 days	7.0	
31-90 days	23.4	
91-180 days	18.9	
>180 days	9.9	

Credit breakdown (%)³

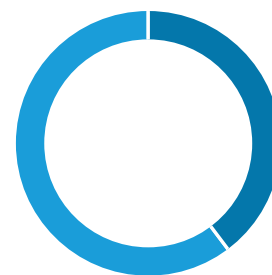
AAA 0.0	F1 29.2
AA+ 2.4	F1+ 70.8
AA 9.9	
AA- 58.5	
A+ 10.7	
A 15.4	
A- 3.1	

The inner chart shows the split of the short-term credit quality of the fund's portfolio. The outer chart shows the long-term credit quality. Source: Fitch Ratings.



Instrument breakdown (%)³

Call account	0.0
Term deposit	39.9
Certificate of deposit	60.1



Fund information

Company	CCLA Public Sector Investment Fund
Authorised corporate director	CCLA Investment Management Limited
Domicile	UK
Legal structure	ICVC
Regulatory structure	UK UCITS
Fund launch date	May 2011
Share class launch date	May 2011
Fund size	£1,268 million
Fitch money market rating ⁴	AAAmf
Comparator benchmark	Sterling Overnight Index Average (SONIA)
Minimum investment ⁵	£1,000,000
Ongoing charges figure ⁶	0.11%
Annual management charge ⁷	0.10%
ISIN	GB00B3LDFH01
SEDOL	B3LDFH0
Number of issuers	33
Weighted average maturity (max. 60 days) ⁸	51.90 days
Weighted average life (max. 120 days) ⁹	51.90 days
Income payment frequency	Monthly

Dealing information

Dealing frequency	Each business day
Dealing deadline	11:30am London time on the dealing day
Settlement	T+0

³ Totals may not sum due to rounding.

⁴ While the ACD seeks to maintain this rating, there can be no assurance that the rating will be maintained and is therefore subject to change.

⁵ The ACD may waive this minimum level at its discretion.

⁶ The ongoing charges figure (OCF) includes the annual management charge (AMC) and other costs and expenses of operating and administering the fund such as depositary, custody, audit and regulatory fees. The OCF does not include portfolio transaction costs. Further information on costs and expenses is available on our website.

⁷ The AMC is deducted from income.

⁸ Weighted average maturity or 'WAM' means the average length of time to legal maturity or, if shorter, to the next interest rate reset to a money market rate, of all of the underlying assets in the fund reflecting the relative holdings in each asset.

⁹ Weighted average life or 'WAL' means the average length of time to legal maturity of all of the underlying assets in the fund reflecting the relative holdings in each asset.

Market update

With no meeting of the Monetary Policy Committee (MPC) in May, focus shifted towards monthly data releases as well as speculation on the effects of the Iran war on the future of the Official Bank Rate (OBR).

April's inflation figures beat expectations with headline CPI falling from 3.3% to 2.8%, core inflation, which excludes food and energy, fell to 2.5% and services inflation, which has been persistently above target, fell to 3.2% from 4.5%. The fall in inflation, despite the threat stemming from the closure of the Strait of Hormuz, was expected as several temporary effects such as new government policies that limit utility bills rises as well as large price increases last year falling out of the calculation. It is expected that inflation will increase over the summer, however, that April's figures beat the Bank's forecast is comforting to policy makers. Quarter one's GDP figures were in line with expectations, with growth of 0.6% and suggested that prior to the outbreak of war in the Middle East, there was little need for the MPC to act to increase growth. Unemployment did, however, increase to 5% in the first quarter of the year.

The MPC next meet on 18 June and although a couple of members have suggested that hikes may be coming if the uncertainty around Iran continues, it appears as if the majority, including Governor Bailey, are actively choosing to hold. As such it appears most likely that the OBR will remain at 3.75% although how many members vote for a hike will provide insight into how likely hikes are over the second half of the year.

How do I assess the performance of the fund?

Investors can assess the fund's performance against the fund's comparator benchmark. This index has been selected as it is an appropriate measure of the returns available from cash and is widely used in the banking and investment industries and meets accepted international standards of best practice.

Important information

Source for data is CCLA unless otherwise stated.

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. To make sure you understand whether our product is suitable for you, please read the key investor information document and prospectus and consider the risk factors identified in those documents.

CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the fund is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment.

Although it is intended to maintain a constant net asset value (where £1 invested in the fund remains equal to £1 in value in the fund), there can be no assurance that it will be maintained. The value of the fund may be affected by interest rate changes. The fund does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money.

Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund.

Issued by CCLA Investment Management Limited (registered in England & Wales, No. 2183088, at One Angel Lane, London EC4R 3AB), which is part of the Jupiter Group, and is authorised and regulated by the Financial Conduct Authority.

For information about how we collect and use your personal information please see our privacy notice, which is available at www.ccla.co.uk/privacy-notice.

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CCLA
BECAUSE GOOD IS BETTER

Freephone **0800 022 3505**
clientservices@ccla.co.uk
www.ccla.co.uk

Key Investor Information

This document provides you with key investor information about this fund. It is not marketing material. The information is required by law to help you understand the nature and the risks of investing in this fund. You are advised to read it so you can make an informed decision about whether to invest.

The Public Sector Deposit Fund

A sub-fund of CCLA Public Sector Investment Fund. SC 4 – Public Sector (ISIN: GB00B3LDFH01)
This fund is managed by CCLA Investment Management Limited (the ACD).

Objectives and Investment Policy

The fund aims to maximise current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high-quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value (NAV) per share of the fund at par (net of earnings).

The fund only invests in sterling denominated investments and deposits. The principal investments comprise certificates of deposit, call accounts and term deposits with banks and building societies. The fund may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will be considered by the ACD to be of high quality, meaning that the ACD has performed its own documented assessment of the credit quality of money market instruments taking into account ratings awarded by a credit rating agency registered and supervised by the Financial Conduct Authority (FCA) or European Securities and Markets Authority.

The fund is a low volatility net asset value short-term money market fund under the UK Money Market Funds Regulation (UK MMFR). The weighted average maturity of the fund's investments will not exceed 60 days and the initial or remaining maturity of each investment will not exceed 397 days at the time of purchase. The weighted average life of the fund's investments will not exceed 120 days.

The fund is actively managed which means the ACD, as investment manager, uses their discretion to pick investments seeking to achieve the fund's investment objective.

This product does not have a UK sustainable investment label. Sustainable investment labels help investors find products that have a specific sustainability goal. The fund does not use a sustainable investment label because it does not have a sustainability goal. However, the fund is managed in line with CCLA's sustainability approach for cash funds available on our website, www.ccla.co.uk/about-us/policies-and-reports/policies/our-sustainability-approach-cash-funds.

You can buy or sell shares daily (on each business day of the fund).

Income shares are available for investment. Income shares distribute available income monthly.

Risk and Reward Profile



The risk and reward rating is based on historical data and may not be a reliable indicator of future risks or rewards. The risk category shown is not guaranteed and may shift over time. The lowest category does not mean 'risk free'.

A low-risk fund is not a risk-free investment. The fund targets investments with low volatility and aims to maintain a constant net asset value. This means the risk of losing your money is small, but the chance of making gains is also limited.

Shareholders and potential shareholders should note that, in certain circumstances, the fund will not accept redemptions or subscriptions at a constant NAV per share.

The ACD applies a liquidity management process for ensuring compliance with weekly liquidity thresholds applicable to the fund under the UK MMFR. Measures and various tools are at the ACD's disposal for maintaining compliance with the prescribed limits and include the imposition of liquidity fees on redemptions, redemption gates and temporary suspension of redemptions.

The value of the fund's shares is not guaranteed and buying shares is not the same as making a deposit with a bank or other deposit taking body. Please see the additional information section below.

The risk and reward rating does not cover the following additional risks:

- Investment is at your own risk. The fund has no capital guarantees and the value of your investment may go up or down. Any loss of principal is to be borne by the investor.
- The fund aims to maintain a stable NAV per share, however there is no guarantee that a stable NAV per share will be maintained.
- The fund does not rely on external support for guaranteeing the liquidity of the fund or stabilising the NAV per share.
- The value of the fund may be affected by movements in interest rates (which may include interest rates turning negative) and the creditworthiness of the issuers of the debt instruments the fund invests in.
- **Credit risk** – The fund is exposed to the issuers of the securities it invests in. If these financial institutions experience financial difficulty, they may be unable to pay back some or all of the interest, original investment or other payments that they owe. If this happens, the value of the fund may fall.
- **Counterparty risk** – The fund could lose money if an entity with which it does business becomes unwilling or is unable to meet its obligations to the fund.
- **Operational risk** – Operational processes, including those related to the safekeeping of assets, may fail. Risks arising from errors in processing transactions, preparing valuations, accounting and financial reporting, among other things, may also affect the value of your investments.

Please refer to the prospectus for full details about the risks associated with this fund.

Charges for this Fund

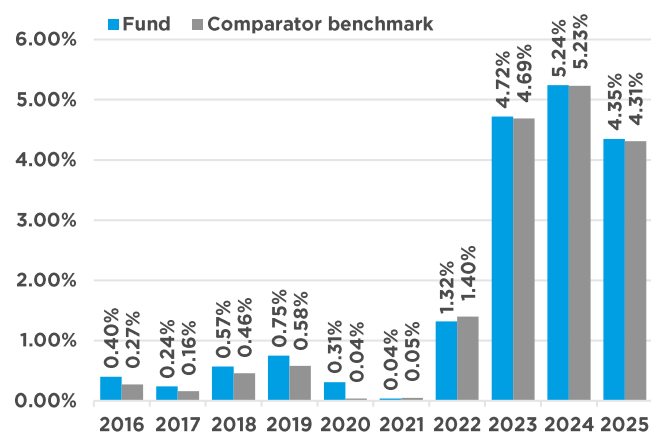
The charges you pay are used to pay the costs of running the fund, including the costs of marketing and distributing it. These charges reduce the potential growth of your investment.

The **ongoing charges** figure is based on the expenses of the fund for the period ended March 2025 and following an increase to the annual management charge effective 1 September 2025. This figure may vary from year to year. It excludes portfolio transaction costs.

Although unlikely (reflecting the liquid nature of qualifying investments to be held), a dilution levy, which will change the prices for buying or selling shares in the fund with the aim of mitigating the effects of dealing and other charges the fund incurs, may be made on a purchase or sale of shares in the fund.

For more information about charges, please see the section titled "Charges and Expenses" of the fund's prospectus.

Past Performance



Practical Information

Depository

HSBC Bank plc, 8 Canada Square, London E14 5HQ.

Documents and share prices

Copies of the prospectus and the latest annual/half yearly report and accounts (which are available in English only), along with the latest published share prices can be obtained free of charge at www.ccla.co.uk or alternatively call our client services team on **0800 022 3505**. The shares are not listed on any stock exchange.

Share classes

More share classes are available for the fund. For further details refer to the fund's prospectus.

This document is prepared for SC 4 – Public Sector. SC 4 – Public Sector is also representative of SC 3 – Non-Public Sector, therefore a separate key investor information has not been prepared for SC 3 – Non-Public Sector. SC 3 – Non-Public Sector is available for investment.

Segregated liability

CCLA Public Sector Investment Fund is an umbrella fund with segregated liability between sub-funds. It does not currently offer any other sub-funds in addition to the fund.

Switching

Shares in one sub-fund or share class may be exchanged for shares in another sub-fund or share class subject to meeting conditions set out in the prospectus (currently, however, as the fund is the only sub-fund available for investment there is no facility to switch between sub-funds).

Tax

UK tax legislation may have an impact on your tax position. For further details you should consult your professional tax adviser.

One-off charges taken before or after you invest

Entry charge	0.00%
Exit charge	0.00%

The one-off charges are indicative charges that might be taken out of your money before it is invested and before the proceeds of your investment are paid out.

Charges taken from the fund over a year

Ongoing charges	0.11%
-----------------	-------

Charges taken from the fund under specific conditions

Performance fee	None
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The fund launched on 25 May 2011. This share class started to issue shares on 25 May 2011.

Past performance is not a reliable indicator of future results. The performance shown is net of charges and has been calculated in pounds sterling.

Comparator benchmark: Sterling Overnight Index Average (SONIA). Prior to 1 January 2021, the comparator benchmark was 7 Day Sterling London Interbank Bid Rate (LIBID).

Remuneration

The up-to-date remuneration policy including a description of how remuneration and benefits are calculated, the identity of persons responsible for awarding the remuneration and benefits and the composition of CCLA's remuneration committee, may be obtained free of charge by contacting the client services team or visiting www.ccla.co.uk.

Additional information

The fund is not a bank account and is not covered by the Financial Services Compensation Scheme's (FSCS) deposit protection. The fund is recognised as a money-market fund under the UK MMFR. Therefore, under the rules of the FSCS it is an investment and is covered under the 'Investments' section of the FSCS. The maximum amount that can be claimed under the FSCS is £85,000. For further information about the FSCS please refer to www.fscs.org.uk or phone 0800 678 1100.

The fund is a sub-fund of CCLA Public Sector Investment Fund, an umbrella open-ended investment company. The prospectus and annual/half yearly report and accounts contain information about the sub-fund in CCLA Public Sector Investment Fund.

CCLA Investment Management Limited may be held liable solely on the basis of any statement contained in this document that is misleading, inaccurate or inconsistent with the relevant parts of the prospectus.

Please refer to the glossary on our website for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at clientservices@ccla.co.uk.

CCLA
One Angel Lane
London EC4R 3AB

Freephone **0800 022 3505**
clientservices@ccla.co.uk
www.ccla.co.uk

This fund is authorised in the UK and regulated by the Financial Conduct Authority.

CCLA Investment Management Limited, part of the Jupiter Group, is authorised in the UK and regulated by the Financial Conduct Authority.

This key investor information is accurate as at 10 February 2026.



HM Revenue
& Customs

Late submission penalty notice

RECEIVED 22 JUN 2026

CREWKERNE TOWN COUNCIL
TOWN HALL
MARKET SQUARE
CREWKERNE
SOMERSET
TA18 7LN

999H9L3QF00026
0053841396



Date
17 June 2026

VAT Registration Number
673 8393 91

Period reference
04 26

We've issued you a VAT penalty point

Your VAT return for the accounting period 01 April 2026 to 30 April 2026 was due on 07 June 2026. However, because we hadn't received it by then, we've given you a penalty point.

Please send us your return if you haven't already.

If you're an authorised tax agent or representative, please use the above VAT Registration Number to check if this notice applies to you or one of your clients. Go to **GOV.UK** and search for 'VAT CHECK'.

We issue a penalty point notice every time you send your return late, up to a maximum of 5 points. If you reach the maximum number of points, we charge you a financial penalty of £200. To avoid receiving late submission penalty points in the future, you need to submit your returns on time.

We've issued this penalty point notice in accordance with paragraph 6 of Schedule 24 to Finance Act 2021.

As of the date on this letter, your VAT penalty point total is 1 point(s).

Period end date	Date point was issued	Reason	Point(s)
30 April 2026	12 June 2026	Late submission	1 point
Total Point(s)			1 point(s)

For more details, please check your Online Tax Account. You can find more information about penalty points at the end of this letter.

We've sent a copy of this notice to your tax agent or representative, if you've registered one with us to deal with your VAT on your behalf.

If you need help

If you're having difficulty paying, go to www.gov.uk/difficulties-paying-hmrc or phone us on 0300 200 3835. You may be able to set up an affordable plan where you pay in instalments.

If you disagree with our decision to issue this notice

If you disagree with our decision, this letter is our offer to review that decision. You can either accept our offer of a review or appeal to an independent tribunal. If you haven't already done so, please send us your return as soon as possible.

How to request a review

The quickest way to request a review is through your Online Tax Account. If you don't have an Online Tax Account, you can write to:

Solicitor's Office and Legal Services
HMRC
BX9 1ZT

HM050_1_L774136_160626005394107711012A

This is your opportunity to tell us why you think our decision is wrong and send us any new information you want us to consider.

You should ask us to review our decision within 30 days of the date of this notice. If you need longer, please contact us to tell us why and ask for more time. You need to do this before the 30-day deadline.

What happens if you request a review

If you accept our offer of a review, an HMRC officer who specialises in reviews, so wasn't involved in making the original decision, will take a fresh look at the decision. The officer will then write to you to tell you whether the decision has been cancelled, varied or upheld and explain why.

If you disagree with the review conclusion or don't want a review, you can appeal to tribunal. If you choose to appeal to tribunal, you'll need to include a copy of this letter. If you don't, they may reject your appeal. For more information regarding appealing to tribunal, go to www.gov.uk/tax-tribunal/overview

For more information on reviews and appeals, go to **GOV.UK** and search for 'HMRC1'.

How penalty points work

We issue a penalty point notice every time you send your return late, up to a maximum number of points (in the table below). If you reach the maximum number of points, we charge you a financial penalty of £200.

The maximum number of penalty points you can receive depends on how often you should submit a return.

How often you should submit a return	Maximum points
Annually	2 points
Quarterly	4 points
Monthly	5 points

We'll remove your points when you've sent all your returns on time for the period in the table below. We also need to have received all your returns for 24 months.

How often you should submit a return	Period
Annually	24 months
Quarterly	12 months
Monthly	6 months

For more information about filing, late submission penalty points, penalties and interest, go to www.gov.uk/vat-returns

If you need extra support

Please tell us if you have any health or personal circumstances that may make it difficult for you to deal with us. We'll help you in whatever way we can. For more information about this, go to **GOV.UK** and search 'get help from HMRC if you need extra support'.

3Report subject	To review a quotation to repair a boundary wall at Bincombe
Committee name	Full Council
Meeting date	Monday 27 July 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Surveyor
Decision required?	Yes

1. Purpose

To consider the condition of the boundary wall at Bincombe Allotments, review the surveyor's recommendations and quotations received, and determine the Council's preferred course of action.

2. Background information

The wall forms the boundary of Bincombe Allotments, bordering Bincombe Lane (footpath CH 33/26) and extending towards Bincombe. A location plan is attached below.



The wall is approximately 100 metres long, 1.5–2 metres high and 500mm thick and is located within a Conservation Area. It generally acts as a retaining structure and is believed to comprise two wall leaves with a rubble core. In December 2024, a storm caused a section at the upper end of the allotment site to collapse onto an allotment plot.



Following the incident, a surveyor was commissioned to inspect the full length of the wall and assess its condition. The surveyor's report is attached as Appendix A.

3. Detailed Consideration

The surveyor identified a number of areas of concern and recommended remedial works and ongoing monitoring. A summary of the recommendations is attached as Appendix B.

The works are categorised into four priorities. A plan showing the areas identified by the surveyor, including sections exceeding or approaching the maximum acceptable lean, is attached as Appendix C.

The priority areas identified in the surveyor's report and shown in Appendix C have been used as the basis for the quotations received. Contractors were asked to cost the identified priority areas individually. Where rebuilding was required, contractors were asked to consider the construction of a cement block interior wall faced and capped with existing Crewkerne stone where appropriate. For other areas, contractors were invited to propose an appropriate method of repair.

The contractors have approached the pricing differently:

Contractor	Cost Excluding VAT	Basis of Cost
Contractor A	£195,435	Estimated cost for all four priorities

Contractor B	£150,000	Budget estimate for the works as a whole, subject to design
Contractor C	£48,662	Four detailed quotations for specific wall sections

The quotations should not be considered on price alone, as the scope, assumptions and qualifications differ between contractors.

Contractor A

Contractor A has provided estimated costs for all four priorities, totalling £195,435 excluding VAT. The proposals include rebuilding affected sections on stepped foundations. However, existing ground conditions and foundation details are unknown and may affect final costs once excavation begins.

Contractor B

Contractor B has provided a budget estimate of £150,000 excluding VAT. The figure is subject to structural engineer and temporary works design and further design information before the works can be fully and accurately priced. No allowance has been made for the cost of this design work.

The contractor estimates a programme of approximately 12 weeks, subject to confirmation of the final design and price. The estimate also excludes the removal or reinstatement of sheds or similar structures, any damage to allotment property and any licences or permissions required for footpath closure. An area of Pithers Court would also need to be negotiated for cart-away vehicles and skips.

Contractor C

Contractor C has provided four detailed quotations based on specific sections of the wall and has included all actions identified within the relevant coloured areas shown on the survey drawings.

The costs are:

Priority	Cost Excluding VAT
Priority 1	£11,844
Priority 2	£13,194
Priority 3	£11,190
Priority 4	£12,394
Total	£48,622

Contractor C has noted that there is extensive vegetation in some areas, which has limited inspection, and that sections of the wall are in a deteriorated condition. The contractor has also advised that insufficient original stone may be available from collapsed sections and that suitable reclaimed stone or an alternative locally appropriate material may need to be sourced.

The quotations should be considered alongside the surveyor's recommendations, the proposed scope of works, the materials proposed and the potential for costs to vary once works commence.

Given the Conservation Area location, the suitability of replacement materials and whether planning permission or any other statutory consents or approvals are required will need to be established before works commence.

If works proceed, temporary restrictions to the footpath and allotment site may be required, together with arrangements for storage and removal of excavated material, waste and construction materials.

4. Financial implications

The Council has allocated £70,000 in the 2026/27 budget for Bincombe wall repairs. Contractor C's total quoted cost of £48,622 excluding VAT is within the approved budget. Contractor A's estimated cost of £195,435 and Contractor B's budget estimate of £150,000 exceed the approved budget.

The Council holds £17,300 in the New Projects Earmarked Reserve, which could contribute towards additional works if required.

Councillors should note that final costs may vary depending on ground conditions, foundation requirements, material availability and any additional design or statutory requirements.

5. Equalities considerations

The works will improve public safety and support continued use of the allotment site. Temporary access restrictions may be required during construction and disruption should be minimised where reasonably practicable.

6. Crime and Disorder considerations

The repair and stabilisation of the wall will reduce risks associated with structural failure and help maintain the security and integrity of the allotment site.

7. Council Action Plan objectives supported

n/a

8. Recommendation

- 8.1. It is recommended that the Council:
- a) Consider the surveyor's recommendations and quotations received for remedial works to the boundary wall at Bincombe Allotments;
 - b) Select a preferred contractor and agree the scope of works to be undertaken;
 - c) delegate authority to the Town Clerk to obtain and manage any planning permission, statutory consents or other approvals required for the agreed works; and
 - d) delegate authority to the Operations Manager, in consultation with the Town Clerk, to make all necessary arrangements for the agreed works, including finalising the scope, confirming materials and methods, arranging surveys and designs, and managing the works within the approved budget.



BINCOMBE BEECHES NATURE RESERVE WALL INSPECTION REPORT



BINCOMBE BEECHES NATURE RESERVE
BOUNDARY WALL
CREWKERNE
TA18 8AJ

On Behalf Of: CREWKERNE TOWN COUNCIL

DATE OF INSPECTION: 18 MARCH 2025

Croft Surveyors
Bede's House
Park Street
Taunton
TA1 4DG

MB/ls/80/11786

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INTRODUCTION

INSTRUCTIONS

In accordance with instructions received via Mr Andy Cross, Operations Manager, Crewkerne Town Council, Town Hall, Market Square, Crewkerne, TA18 7LN an inspection was made on 18 March 2025 of the South Wall at Bincombe Beeches Nature Reserve, Crewkerne in accordance with the general terms of our email dated 17 February confirming our instructions and terms and conditions.

DATE OF INSPECTION

The wall was inspected on 18 March 2025.

INSPECTING SURVEYOR

The inspection was carried out by Martin Bowden BSc Hons MRICS of Croft Surveyors.

BRIEF DESCRIPTION OF THE BUILDING

Solid stone wall dividing allotment and footpath, at the above address.

SCOPE AND LIMITATIONS OF THE INSPECTION

Our inspection was provided solely to comment on the condition of the wall.

We did not disturb any parts of the structure which were concealed during the course of construction, for example, foundations were not exposed, nor was material removed from the surfaces of the wall.

We were unable to access parts of the wall across the allotment side, and have recorded these areas in the maintenance schedule.

With a view to proportionality, this was an initial inspection to determine as much as possible within the limitations of the inspection.

It follows that this is not a full building survey and should not be taken as such.

PHOTOGRAPHS

Photographs attached at **Appendix 2** and described in the Schedule are indicative only. They may not show every aspect of the defect identified and are to aid identification of the defect. Rely on the text.

OBSERVATIONS AND OPINION

Please refer to **Appendix 1: Maintenance Schedule**, which itemised the condition of the wall.

The wall is a solid stone wall, which measures approx. 100m in length, 1.5m to 2m in height and 500mm thick. The top the wall is generally chamfered and detailed with concrete cover flashing.

The wall is generally retaining ground.

The wall requires maintenance and repair as evidenced by the findings in our Schedule, and as summarised below, where comments for the main defects are provided.

Deflection

We collected measurements every 2m across the footpath side of the wall, and at regular points at the allotment side. Measurements were taken using a 1.2m level.

The wall is a solid wall, however, we anticipate it was constructed with two wall leafs and rubble core, therefore our comments respond to the lean of a 200mm wall leaf.

The diagram below illustrates this in principle:

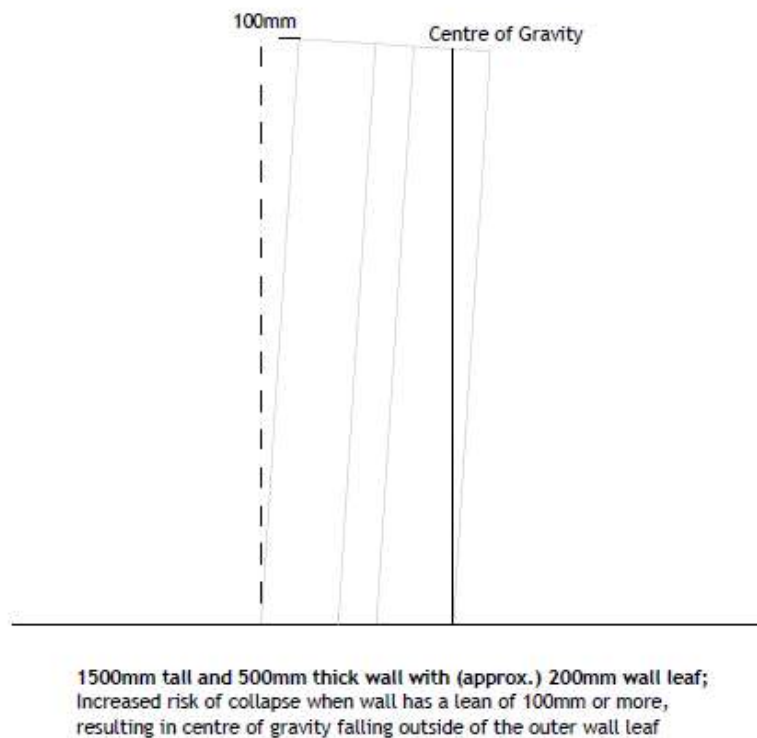


Diagram 1 showing centre of gravity to the wall when at a max. 100mm lean.

The table below states the recorded lean to the wall, as stated in the Schedule:

LEGEND;

Blue = Approaching Max. Lean

Red = Exceeded Max. Lean

LOCATION (meters from starting point)	EXTENT OF LEAN (MM) (using 1.2m level)	DIRECTION OF LEAN (from the allotment)
0m	Nil	
2m	Nil	
4m	Nil	
6m	Nil	
8m	40mm	outward
10m	40mm	outward
12m	50mm	outward
14mm	55mm	outward
16mm	80mm	outward
18m	100mm	outward
20m	90mm	outward
22m	100mm	outward
24m	90mm	outward
26m	110mm	outward
28m	90mm	outward
30m	100mm	outward
32m	50mm	outward
34m	20mm	outward
36m	40mm	outward
38m	60mm	inward
40m	Nil	
42m	20mm	inward
44m	Nil	
46m	Nil	
48m	Nil	
50m	Nil	
52m	Nil	
54m	Nil	
56m	Nil	
58m	Nil	
60m	Nil	
62m	Nil	
64m	Nil	
66m	80mm	inward
68m	80mm	inward
70m	110mm	inward
72m	100mm	inward
74m	110mm	inward
76m	110mm	inward
78m	80mm	inward
80m	Nil	

82m	70mm	inward
84m	70mm	inward
86m	70mm	inward
88m	80mm	inward
90m	110mm	inward
92m	110mm	inward
94m	80mm	inward
96m	70mm	inward
98m	100mm	inward
100m	100mm	inward

The table above shows 8m of the wall requires immediate stabilisation work and a further 32m of wall should be monitored as a minimum.

Action:

- Stabilise the 'red' sections of wall in the immediate term
- Monitor the 'blue' sections of wall

Other Defects

Loss of material;

We saw the loss of material at various locations to the wall, where the face of the wall has been lost. At some of these locations, deep voids and/ or partial collapse have resulted, and each significant occurrence is stated below, with areas of greater loss of material identified in 'red' text;

- 3m to 4m
- 6m to 7m
- 16m
- 33m
- 43m
- 45m to 47m
- 48m
- 53m
- 58m
- 68m to 76m
- 81m
- 95m
- 99m

We suggest the wall is reinstated, which will require localised rebuild and reinstatement work.



Images showing loss of material at sample areas to the wall

Action:

- Localised rebuild of the wall

Distortion;

The wall is bowing, where the central area is bowing disproportionately to the rest of the wall. We recorded this at the following locations;

- 2m
- 49m to 50m
- 60m

The bowing is generally minor. We did not see corresponding distortions at the reverse side of the wall, therefore suggest this indicates where the outer wall leaf has lost its bond with the background wall and is no longer restrained by the wall.

These wall sections have an increased risk of further movement; therefore, we recommend they are reinstated in the short term, and this is likely to require localised rebuild to the wall.

At 49m the coping and stone from the top of the wall has been lost, as recorded at both sides to the wall. This is located over one the areas of bowing and may have contributed to the bowing at this location. We advise further rebuild to this part of the wall.

Generally, there is thick vegetation against the wall, at the allotment side of the wall and ivy cover over the wall, and in places well established trees and bushes are growing up to and on the wall. Roots that extend below and near to the wall to result in destabilisation of the ground below the wall, causing it is move. In addition, roots in the wall, result in the opening up of joints, they also allow moisture to migrate deeper into the wall, which increases the risk of deterioration. Vegetation should be cleared from and adjacent to the wall.

Care should be taken when clearing vegetation, as its removal can damage the wall and result in a loss of material, which will then require reinstatement. Well established trees and hedges absorb moisture from the ground and will result in the ground being more dry locally. Rapid removal can increase the moisture content of the ground and result in heave, where the ground swells, causing a structure to move upwards and resulting in instability.



Image showing loss of stone at top of the wall

Action:

- Remove vegetation from the wall
- Localised rebuild of the wall

Gap in the wall;

At 19m to 20m, we identified a 50mm wide horizontal gap between the top of the wall and coping. This is located over part of the wall with maximum lean; please refer to the table above for further information to the leaning wall. The gap is likely to be the result of either, material expanding inside the wall (typically expanding metal through corrosion) or, most likely, plant roots. We noted extensive plant at and behind this part of the wall, therefore, suspect this to be a cause.

We suggest the wall is opened up to identify the cause of the gap, then the wall reinstated, and the gap filled.



Image showing part of 50mm gap in wall

Action:

- Localised reinstatement and fill

Mortar Jointing;

The mortar jointing used across the wall appears to be of varying composition with lime based and cement-based mortars used.

The harder mortar, and especially the cement-based mortar will trap moisture inside the wall, which tends to lead to the spalling of the softer stone. It will also restrict evaporation from the wall, thus keeping the wall more damp, and increasing its rate of deterioration.

The mortar has also generally deteriorated, resulting in perforations into the wall.

The wall should be repointed in full, including replacing all cement-based mortar in the immediate term. All spalled stone that has 25% or more loss of material, should also be replaced.

Action:

- Repoint the wall and replace all cement-based mortar with lime, in the immediate term
- Allow to replace spalled stone

Coping;

The wall is generally topped with a chamfered cement-based coping and parts have a soldier course of stone.

The coping has generally deteriorated and contains cracking and areas that are missing. In addition, cement should be replaced with lime, for the reasons stated above.

The coping should be fully reinstated as a priority, to protect the wall from penetrating moisture.

Action:

- Replace the coping to the wall as a priority

CONCLUSION

We inspected the wall on 18 March and found there to be various areas requiring maintenance and repair and have stated these above, including the stated action points;

Immediate Action:

- Stabilise the 'red' sections of wall in the immediate term
- Localised rebuild of the wall
- Remove vegetation from the wall
- Localised reinstatement and fill
- Replace the coping to the wall as a priority

Short Term Actions:

- Repoint the wall and replace all cement-based mortar with lime in the medium term
- Allow to replace spalled stone

Monitor;

- Monitor the 'blue' sections of wall

Essentially, we suggest 40lm of the wall would need to be rebuilt or partially rebuilt and we would be happy to assist you with designing and implementing a scheme for the reinstatement work.

We trust that our report provides the information and advice you require.

If we can be of any further assistance, please do not hesitate to contact us.

We mention that our report has been prepared for you as our client, and we cannot accept responsibility for it to any third party who may become acquainted with its contents without our prior knowledge and consent in writing.

Signed

A handwritten signature in black ink, appearing to read 'M BOWDEN', with a horizontal line drawn through the middle of the name.

Surveyor's Name

**MARTIN BOWDEN BSc Hons MRICS
FOR AND ON BEHALF OF CROFT SURVEYORS**

Dated

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(62)



(63)



(1)



(2)



(3)



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(6)



(7)



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(58)



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(60)



(61)

Appendix B

MAINTENANCE SCHEDULE – SCHEDULE OF CONDITION BOUNDARY WALL – BINCOMBE BEECHES NATURE RESERVE (SOUTH WALL) CREWKERNE TA18 8AJ							Ref: MDB/80/11786
REF	LOCATION	COMMENT	ROTATION/ LEAN	OTHER DEFECT	ACTION	PRIORITY	
1.	General Description; The wall is a 500mm thick solid stone boundary wall measuring 100m in length, and with a general height of 1.5m to 2m. The top of the wall is generally chamfered and detailed with concrete cover flashing.						
2.	*All stated locations are taken from the start of the wall at the pedestrian gate leading to Pithers Court (neighbouring site) and following the wall uphill (north). Legend; Blue = Approaching max. lean. Action; Monitor for progressive movement Red = Exceeded max. lean where centre of gravity falls outside of wall leaf. Action; Rebuild wall section Where no comment is provided, the inference is there is no significant defect to report.						
3.	Footpath side of the wall (north & east sides) <i>Comments regarding allotment side of the wall are stated in italics</i>						
4.	0m	1.5m tall wall	Nil	<i>Allotment side of the wall between 0m and 33m; no access to wall – thick vegetation growth</i>	<i>Inspect following removal of vegetation</i>	<i>Further inspect</i>	
5.	2m	1.5m tall wall	Nil	Bowing wall section by 15mm	Monitor	Further inspect	
6.	4m	1.5m tall wall	Nil	Between 3m and 4m; 1sqm of the face of the wall has weathered away at high level	Reinstate the wall	Short term	
7.	6m	1.5m tall wall	Nil	Between 6m and 7m; 1.5sqm of the face of the wall has weathered away at mid height to the wall	Reinstate the wall	Short term	
8.	8m	1.5m tall wall	40mm outward lean				

MAINTENANCE SCHEDULE – SCHEDULE OF CONDITION BOUNDARY WALL – BINCOMBE BEECHES NATURE RESERVE (SOUTH WALL) CREWKERNE TA18 8AJ							Ref: MDB/80/11786
REF	LOCATION	COMMENT	ROTATION/ LEAN	OTHER DEFECT	ACTION	PRIORITY	
9.	10m	1.5m tall wall	40mm outward lean	Between 10m and 12m; general deterioration of coping	Reinstate the coping	Priority	
10.	12m	1.5m tall wall	50mm outward lean				
11.	14m	1.5m tall wall	55mm outward lean				
12.	16m	1.5m tall wall	80mm outward lean	16m; 0.5sqm of the face of the wall has weathered away at high level	Reinstate the wall	Short term	
13.	18m	1.5m tall wall	100mm outward lean				
14.	20m	1.5m tall wall	90mm outward lean	Between 19m and 22m; 50mm horizontal gap below coping	Reinstate and fill the wall	Priority	
15.	22m	1.5m tall wall	100mm outward lean				
16.	24m	1.5m tall wall	90mm outward lean				
17.	26m	1.5m tall wall	110mm outward lean				
18.	28m	1.5m tall wall	90mm outward lean				
19.	30m	1.6m tall wall	100mm outward lean				
20.	32m	2m tall wall	50mm outward lean				

MAINTENANCE SCHEDULE – SCHEDULE OF CONDITION BOUNDARY WALL – BINCOMBE BEECHES NATURE RESERVE (SOUTH WALL) CREWKERNE TA18 8AJ							Ref: MDB/80/11786
REF	LOCATION	COMMENT	ROTATION/ LEAN	OTHER DEFECT	ACTION	PRIORITY	
21.	34m	2.2m tall wall. Wall turns corner and ends at a gate	20mm outward lean	33m; 0.5sqm of the face of the wall has weathered away at low level	Reinstate the wall	Short term	
22.	36m	1.4m tall wall (after the gate)	40mm outward lean	Between 36m and 40m; General deterioration of mortar joining	Repoint the wall	Short term	
23.				<i>Allotment side of the wall between 36m and 55m; no access to wall – thick vegetation growth</i>	<i>Inspect following removal of vegetation</i>	<i>Further inspect</i>	
24.	38m	1.4m tall wall	60mm inward lean				
25.	40m	1.4m tall wall	Nil				
26.	42m	1.4m tall wall	20mm inward lean	43m; 1sqm of the face of the wall has weathered away at high level	Reinstate the wall	Short term	
27.	44m	1.4m tall wall	Nil	Between 45m and 47m; 2sqm of the face of the wall has weathered away at high level	Reinstate the wall	Short term	
28.	46m	1.4m tall wall	Nil				
29.	48m	1.4m tall wall	Nil	1sqm of the face of the wall has weathered away at high level	Reinstate the wall	Short term	
30.				49m; stone to the top of the wall has been lost	Reinstate the wall	Priority	
31.				<i>Allotment side of the wall; stone also lost from the top of the wall</i>	<i>Reinstate the wall</i>	<i>Priority</i>	

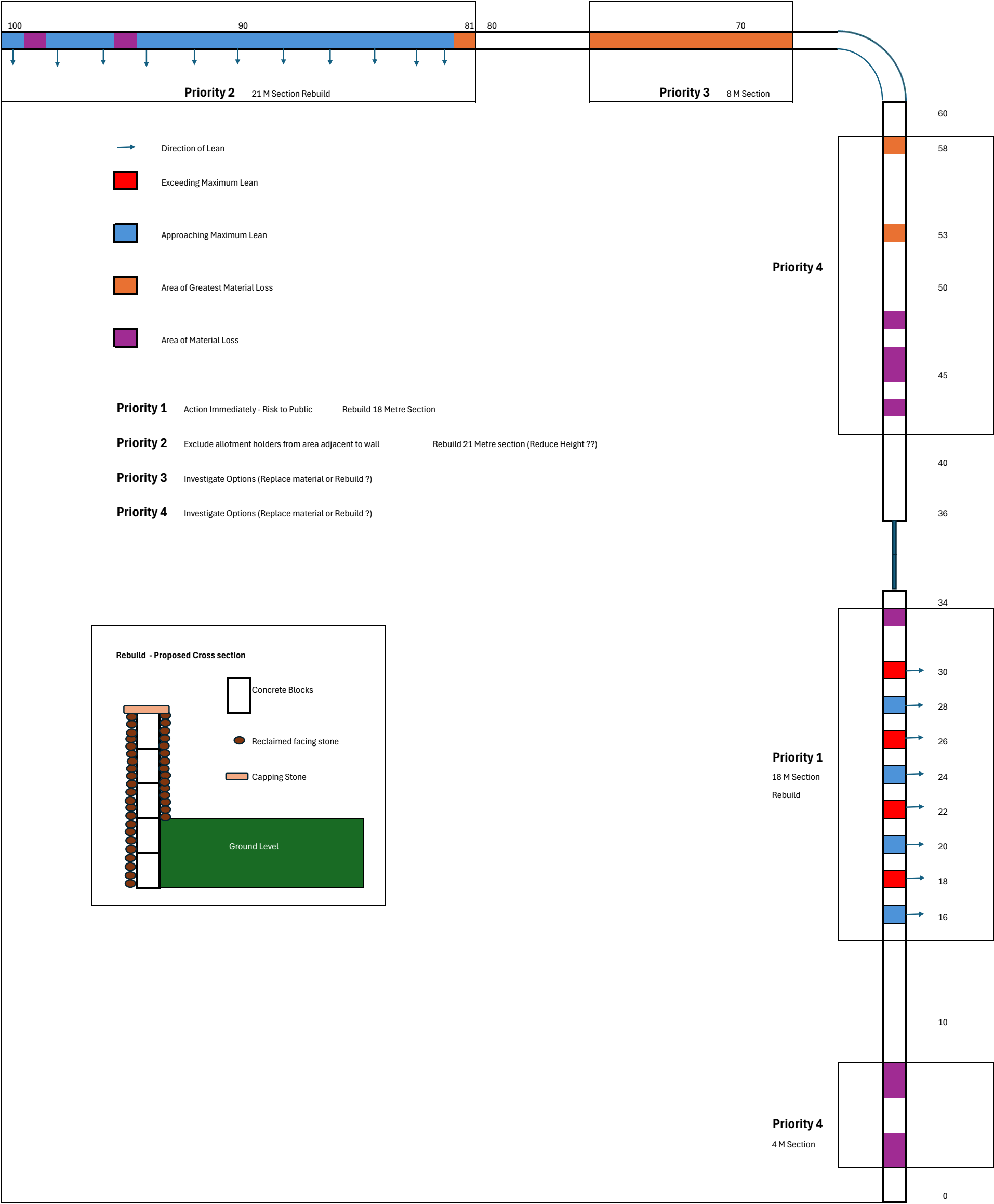
MAINTENANCE SCHEDULE – SCHEDULE OF CONDITION BOUNDARY WALL – BINCOMBE BEECHES NATURE RESERVE (SOUTH WALL) CREWKERNE TA18 8AJ							Ref: MDB/80/11786
REF	LOCATION	COMMENT	ROTATION/ LEAN	OTHER DEFECT	ACTION	PRIORITY	
32.				Between 49m and 50m; the wall is bowing centrally	Reinstate the wall	Priority	
33.	50m	1.5m tall wall.	Nil	<i>Allotment side of the wall; wall height 0.6m. Wall is retaining on footpath side by 900mm</i>			
34.	52m	1.5m tall wall	Nil	53m; 3sqm of the face of the wall has weathered away at high level	Reinstate the wall	Short term	
35.				Two trees are growing from the top of the wall	Remove trees	Short term	
36.				<i>Allotment side of the wall at 53m; 2sqm general destabilisation of the wall</i>	<i>Rebuild section of the wall</i>	<i>Priority</i>	
37.	54m	1.6m tall wall	Nil				
38.	56m	1.6m tall wall	Nil				
39.	58m	1.6m tall wall	Nil	0.5sqm where material has eroded from the wall	Reinstate the wall	Priority	
40.	60m	1.8m tall wall	Nil	<i>Allotment side of the wall; wall height 1m. Wall is retaining on footpath side by 600mm</i>			
41.				50mm central bowing to the wall	Monitor	Further inspect	
42.	62m	1.8m tall wall	Nil				
43.	64m	1.8m tall wall. Wall part rebuilt with concrete block at low level	Nil				

MAINTENANCE SCHEDULE – SCHEDULE OF CONDITION BOUNDARY WALL – BINCOMBE BEECHES NATURE RESERVE (SOUTH WALL) CREWKERNE TA18 8AJ							Ref: MDB/80/11786
REF	LOCATION	COMMENT	ROTATION/ LEAN	OTHER DEFECT	ACTION	PRIORITY	
44.	66m	1.8m tall wall. Wall turns a rounded corner	80mm inward lean	<i>Allotment side of the wall; 2sqm where material has eroded from the wall at low level</i>	<i>Reinstate the wall</i>	<i>Priority</i>	
45.	68m	1.8m tall wall	80mm inward lean	1sqm where material has eroded from the wall at low level	Reinstate the wall	Priority	
46.				<i>Allotment side of the wall between 69m and 72m; 4sqm where material has eroded from the wall</i>	<i>Reinstate the wall</i>	<i>Priority</i>	
47.	70m	1.8m tall wall	110mm inward lean	<i>Allotment side of the wall; wall height 2m. Wall is retaining on allotment side by 200mm</i>			
48.				<i>Allotment side of the wall; the wall is plumb on the allotment side</i>			
49.				<i>Allotment side of the wall; tree growing adjacent to the wall</i>	<i>Prune/ remove tree</i>	<i>Short term</i>	
50.				71m; 0.5sqm where material has eroded from the wall at low level	Reinstate the wall	Priority	
51.	72m	1.8m tall wall	100mm inward lean	Between 72m and 73m; 0.5sqm of the face of the wall has weathered away at high level	Reinstate the wall	Short term	
52.	74m	1.8m tall wall	110mm inward lean	<i>Allotment side of the wall; the wall has a 30mm inward lean on the allotment side of wall</i>			
53.				<i>Allotment side of the wall between 74m and 76m; 4sqm deep recess following partial collapse, where material has eroded from the wall</i>	<i>Rebuild wall section</i>	<i>Priority</i>	
54.	76m	1.8m tall wall	110mm inward lean				

MAINTENANCE SCHEDULE – SCHEDULE OF CONDITION BOUNDARY WALL – BINCOMBE BEECHES NATURE RESERVE (SOUTH WALL) CREWKERNE TA18 8AJ							Ref: MDB/80/11786
REF	LOCATION	COMMENT	ROTATION/ LEAN	OTHER DEFECT	ACTION	PRIORITY	
55.	78m	1.8m tall wall	80mm inward lean				
56.	80m	1.8m tall wall	Nil	81m; 0.5sqm where material has eroded from the wall at low level	Reinstate the wall	Priority	
57.	82m	1.6m tall wall	70mm inward lean				
58.	84m	1.6m tall wall	70mm inward lean				
59.	86m	1.6m tall wall	70mm inward lean				
60.	88m	1.6m tall wall	80mm inward lean				
61.	90m	1.8m tall wall	110mm inward lean	<i>Allotment side of the wall; wall height 2.4m. Wall is retaining on allotment side by 600mm</i>			
62.	92m	1.8m tall wall	110mm inward lean	<i>Allotment side of the wall; 70mm inward lean at allotment side of wall</i>			
63.				<i>Allotment side of the wall; Tree growth at allotment side of wall</i>	<i>Prune/ remove tree</i>	<i>Short term</i>	
64.	94m	1.8m tall wall	80mm inward lean	<i>Allotment side of the wall at 95m; 0.5sqm where material has eroded from the wall at low level</i>	<i>Reinstate the wall</i>	<i>Priority</i>	
65.	96m	1.8m tall wall	70mm inward lean				
66.	98m	1.8m tall wall	100mm inward lean	99m; 0.5sqm where material has eroded centrally from the wall	Reinstate the wall	Priority	

	MAINTENANCE SCHEDULE – SCHEDULE OF CONDITION BOUNDARY WALL – BINCOMBE BEECHES NATURE RESERVE (SOUTH WALL) CREWKERNE TA18 8AJ					Ref: MDB/80/11786
REF	LOCATION	COMMENT	ROTATION/ LEAN	OTHER DEFECT	ACTION	PRIORITY
67.	100m	1.8m tall wall	100mm inward lean	<i>Allotment side of the wall; wall height 2.5m. Wall is retaining on allotment side by 700mm</i>		
68.	101m	1.8m tall wall. Wall terminates with unpicked/ crumbled end				
69.	GENERALLY					
70.				General deterioration of mortar jointing across both sides to the wall	Repoint the wall	Priority
71.				Extensive vegetation growth generally at and over the wall	Regularly cut back	Short term

Bincombe Allotments / Nature Reserve Wall



Report subject	Devolution of Somerset Council assets
Committee name	Full Council
Meeting date	Monday 27 July 2026
Report author	Gemma Hughes Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Somerset Council
Decision required?	Yes

1. Purpose

To determine whether Crewkerne Town Council wishes to express an interest in any additional Somerset Council–owned assets identified as potentially suitable for devolution, beyond those previously transferred.

2. Background information

Somerset Council has been reviewing outstanding Devolution Expressions of Interest (EOIs) and is approaching Town and Parish Councils whose EOIs relate to a small number of assets.

Crewkerne Town Council previously expressed interest in acquiring and maintaining several assets. Two of these have already been transferred:

- Land at the Town Hall (transferred 09/08/2022)
- Land at Severalls (transferred 01/03/2023)

Crewkerne Town Council also expressed interest in the public car parks in Crewkerne; however, all Somerset Council–owned car parks are currently outside the scope of the devolution programme.

Following internal consultation, Somerset Council has identified additional assets that Crewkerne Town Council may wish to consider for potential devolution. A map showing the locations of these sites is provided at Appendix D.

The Property Service is currently progressing the devolution of approximately 1,000 assets across Somerset. Capacity is limited, and Somerset Council is prioritising small, straightforward packages where all parties agree to the basic Heads of Terms. More complex cases may be paused until resources allow.

Local councils are advised to obtain independent legal advice during negotiations. Somerset Association of Local Councils (SALC) can provide introductions to sector-specialist solicitors experienced in devolution matters.

Confirmation of Crewkerne Town Council's continued interest will enable Somerset Council to commence internal processes. This is not a one-time opportunity; future expressions of interest will still be considered.

3. Detailed Consideration

Somerset Council has identified the following additional assets that may be of interest to Crewkerne Town Council:

1. Land at Furland Road
2. Land at Southmead Crescent
3. Land at Langmead Road & rear of Valley Road
4. Land at Langmead Place
5. Land at Park View
6. Land at Entrance to Park View
7. Land at Bird's Close (possible map error – road not usually included)
8. Land at Ashlands Road
9. Land at Oak Drive, Black Mixen Lane & Middle Hill Lane

A map of these sites is included at Appendix D, and photographs in Appendix E to assist Councillors in confirming the identification and location of each parcel of land.

The Council is invited to consider whether it wishes to express an interest in any of these assets for potential future acquisition and maintenance. Consideration may include:

- Strategic value to the town
- Current and potential community use
- Maintenance responsibilities and costs
- Alignment with Council priorities and the Action Plan
- Long-term stewardship of local green spaces and amenity land

Councillors may also wish to consider whether there are any other assets not listed that could be appropriate for future devolution.

4. Financial implications

If the Council expresses interest in any of the identified assets, future financial implications may include:

- Legal costs associated with transfer (independent advice recommended)
- Ongoing maintenance and grounds management
- Potential capital investment depending on condition and intended use
- Staff time associated with managing the transfer process
- Any future liabilities arising from ownership

No immediate financial commitment is required at this stage.

5. Equalities considerations

The acquisition and maintenance of local assets may support equitable access to green spaces and community amenities. Any future proposals should consider accessibility, inclusive design, and potential impacts on protected groups.

6. Crime and Disorder considerations

Some sites may have implications for community safety depending on their location and current use. Ownership could provide opportunities to manage anti-social behaviour risks through improved maintenance, design, or community engagement.

7. Council Action Plan objectives supported

n/a

8. Recommendation

- 8.1. It is recommended that the Council:
- a) Reviews the list of assets identified by Somerset Council, with reference to the map at Appendix D;
 - b) confirms whether it wishes to express an interest in any of the sites listed; and
 - c) identifies any additional assets it may wish Somerset Council to consider for future devolution.

Appendix D

Crewkerne TC – Potential Sites for Devolution

furland road



southmead crescent



Crewkerne TC – Potential Sites for Devolution

Langmead road & rear of valley road



Crewkerne TC – Potential Sites for Devolution

Langmead place - check square area possible parking ?



park view

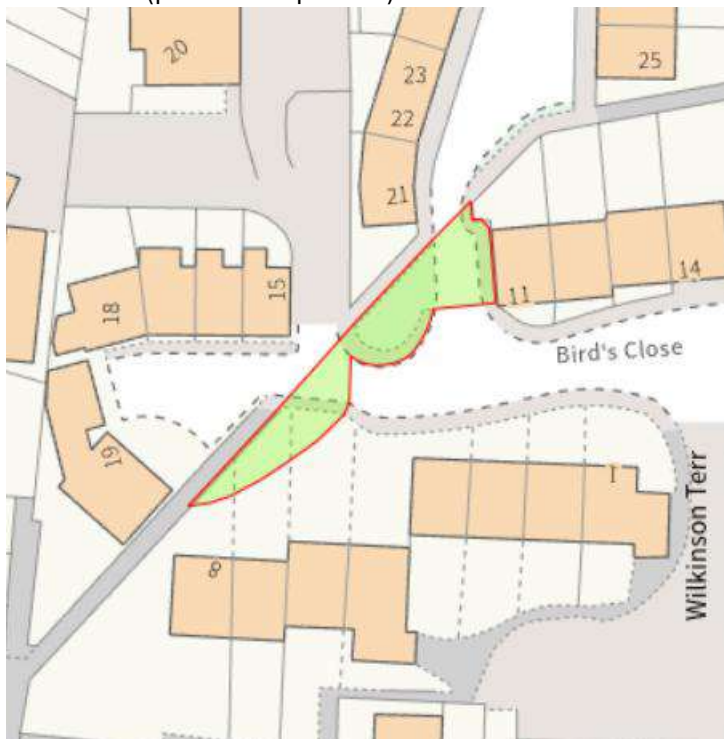


Crewkerne TC – Potential Sites for Devolution

Entrance to park view



Bird's close (possible map error?)



Crewkerne TC – Potential Sites for Devolution

land at Ashlands road (map suggest land north of brickyard lane..)



Oak drive & black mixen lane & middle hill lane (possible hedge row only here)



Photographs of Potential Devolution Sites

1. Land at Furland Road

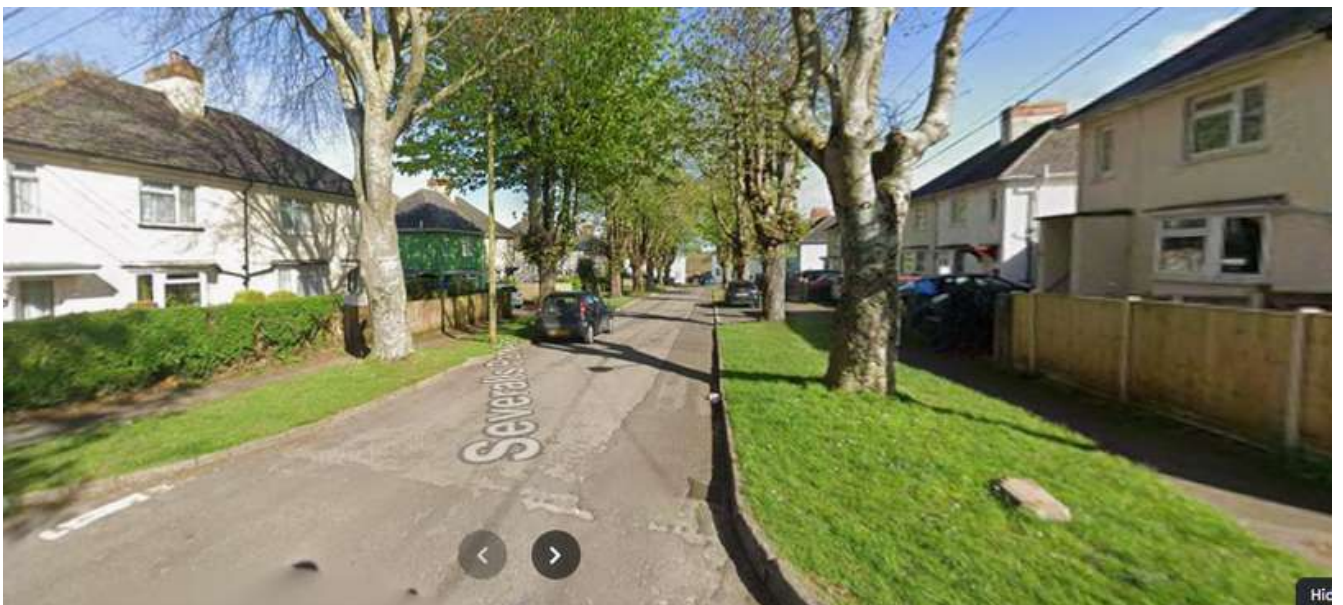


2. Land at Southmead Crescent - It appears that the Somerset Council mapping may be slightly out of date. The final two photographs show that the pavement in this location has been widened. Historically, this area included grass verges, which no longer exist. This suggests that the Council's map may not have been updated to reflect the changes on the ground.





3. Land at Langmead Road & rear of Valley Road





4. Land at Langmead Place





5. Land at Park View



6. Land at Entrance to Park View



7. Land at Bird's Close



8. Land at Ashlands Road



9. Land at Oak Drive (and Black Mixen Lane - track, and Middle Hill Lane - footpath)



Report subject	To consider the introduction of an automated telephone call handling system for incoming calls
Committee name	Full Council
Meeting date	Monday 27 July 2026
Report author	Gemma Hughes
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Telephone Provider
Decision required?	Yes

1. Purpose

The purpose of this report is to consider the introduction of an automated telephone call handling system for incoming calls to Crewkerne Town Council.

The proposed system would provide callers with clear options to direct their enquiry to the appropriate organisation, helping to improve customer service and reduce the number of calls requiring staff intervention.

2. Background information

A significant proportion of telephone calls received by Crewkerne Town Council relate to matters that are the responsibility of Somerset Council, rather than the Town Council. These enquiries commonly relate to matters such as Council Tax, benefits, housing, planning, refuse collections, highways and other county-level services. Staff currently spend time answering these calls and directing callers to the appropriate authority. The Council's existing telephone provider has advised that an automated call handling system can be introduced at no additional cost.

The proposed system would help callers to identify the appropriate organisation for their enquiry before being connected to a member of staff.

3. Detailed Consideration

The proposed system would provide callers with an introductory message similar to:
'Welcome to Crewkerne Town Council. For Council Tax, benefits, housing, planning, refuse collections, highways or other Somerset Council services, please press 1 to be transferred to Somerset Council. For public transport, tourist information or local events, please press 2 to be transferred to the Crewkerne Local Information Centre. For all other enquiries relating to local services and facilities, please press 3 to speak to Crewkerne Town Council.'

The introduction of an automated call handling system would:

- Help callers to reach the appropriate organisation more quickly.
- Reduce the number of calls relating to Somerset Council services being handled by Town Council staff.
- Reduce the amount of staff time spent redirecting callers to the appropriate authority.
- Provide a clearer and more efficient first point of contact for residents and other callers.
- Enable calls relating to tourist information, public transport and local events to be directed to the Crewkerne Local Information Centre where appropriate.

The system would be provided by the Council's existing telephone provider at no additional cost. The final wording and call routing arrangements would be agreed with the telephone provider to ensure that the system operates effectively.

4. Financial implications

There would be no additional cost to the Council for the introduction of the automated call handling system, as the service is available through the Council's existing telephone provider.

The system may provide an indirect saving in staff time by reducing the number of calls that need to be manually answered and redirected.

5. Equalities considerations

The proposed system should improve access to the appropriate public authority by providing callers with clear information and options for directing their enquiry.

The system should be designed to be straightforward and easy to understand. Callers who are unable to use the automated system will continue to have access to alternative methods of contacting the Council.

6. Recommendation

- 6.1. It is recommended that the Council:
- a) approves the introduction of an automated telephone call handling system for incoming calls to Crewkerne Town Council at no additional cost to the Council.
 - b) Approves the proposed call handling structure, with authority delegated to the Town Clerk to agree the final wording and call routing arrangements with the Council's telephone provider.
 - c) Requests that the effectiveness of the system is reviewed following implementation and amended where necessary.

Report subject	Town Hall roof and gutters
Committee name	Full Council
Meeting date	Monday 27 July 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	None
Decision required?	Yes

1. Purpose

The purpose of this report is to update Councillors on the position regarding essential repairs to the Town Hall chimney and rainwater goods following the withdrawal of the contractor previously appointed by the Council.

The report provides a summary of the quotations originally considered in December 2025 and seeks approval on the next steps to enable the works to proceed.

2. Background information

The Town Hall is a Grade II listed building and requires careful maintenance to protect its historic fabric and ensure compliance with applicable preservation requirements.

Recent water ingress has been traced to defects affecting the chimney structure and associated rainwater goods, including a blocked hopper and downpipe. Remedial works are required to prevent further deterioration and maintain the integrity of the building.

Three quotations were obtained and presented to Council in December 2025. Following consideration of the quotations, Contractor C was appointed to undertake the works at a cost of £4,100 + VAT. Contractor C has subsequently withdrawn from the project and is no longer able to undertake the works.

The remaining contractors have been contacted to confirm whether their original quotations remain valid. At the time of writing this report, confirmation has not yet been received.

The Council's Operations Manager previously advised that the preferred access arrangement would be to undertake works without a full road closure, instead suspending the parking bays alongside the Town Hall. It is noted that the adjacent bus stop will need to be considered as part of any traffic or access management arrangements.

3. Detailed Consideration

Contractor A

Chimney works: Erect scaffolding, investigate the source of water ingress, carry out remedial repairs as necessary. No allowance included for additional traffic or road management measures.

£1,781 + VAT

Downpipe/hopper works: Erect tower scaffolding, remove necessary swan necks and downpipes, clear debris from blocked hopper and downpipe, refix hopper and downpipes. £762 + VAT

Total: £2,543 + VAT

Contractor B

Chimney works: Remove existing flashings and install new lead flashings, repoint chimney stack, apply clear water-repellent seal to the chimney, labour, materials, and waste removal included.

£2,800 + VAT

Guttering/downpipe works: Erect scaffold across the side of the property (£1,650 + VAT). Clean and inspect gutters; carry out repairs as required, remove existing downpipe; install cast iron-effect replacement, modify downpipe design for improved future maintenance, labour, materials, and waste removal (£700), road closure required, not included in quotation.

Total: £5,150 + VAT

Contractor C

Combined chimney and guttering works: Erect scaffolding, felt and batten around chimney, clear out hopper

£4,100 + VAT - Contractor C was appointed by Council in December 2025 but has subsequently withdrawn.

Parking bay suspension

To avoid a full road closure, the Council intends to suspend the parking bays adjacent to the Town Hall. Somerset Council has agreed to reduce the suspension charge to the administration fee only (£12.26). Notices must be placed 48 hours before commencement, ideally three days prior, requiring five working days' notice to allow time for producing and installing the signage.

4. Financial implications

Updated costs may be required if the remaining contractors are unable to honour their original quotations.

5. Equalities considerations

No equalities impacts are identified. Work planning will need to maintain safe pedestrian access and ensure minimal disruption to public services, including bus operations.

6. Crime and Disorder considerations

No crime or disorder implications are anticipated. Appropriate security measures will be implemented around scaffolding and work zones.

7. Council Action Plan objectives supported

n/a

8. Recommendation

- 8.1. It is recommended that the council:
- a) Council notes the withdrawal of Contractor C.
 - b) Subject to confirmation that the original quotations remain valid, delegated authority is granted to the Town Clerk, in consultation with the Chair of Amenities, to appoint the most appropriate contractor to undertake the works.
 - c) If the original quotations are no longer valid, delegated authority is granted to the Town Clerk, in consultation with the Chair of Amenities, to obtain updated quotations and appoint a contractor in accordance with the Council's Financial Regulations.
 - d) To delegate authority to the Operations Manager to make the necessary arrangements for the delivery of the works, including coordinating access, scheduling, and liaison with the appointed contractor.