



## CREWKERNE TOWN COUNCIL

TOWN HALL  
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Councillors are hereby summoned and members of the press and public are invited to attend a meeting of **Crewkerne Town Council** to be held remotely on **Monday 29 June 2020 at 6.45pm.**

Peter Davidson, Town Clerk  
23 June 2020

**Note: members of the public who wish to attend the Council meeting are kindly requested to contact the Town Council office (details above), where they will be given the details of how to join the remote meeting.**

### AGENDA

1. **To note apologies for absence.**
2. **To confirm the minutes** of the Town Council meetings held on 9 March, 18 May and 8 June 2020.
3. **Declarations of Interest** on items on the agenda.
4. **Open Forum:** questions may be put to the Council during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person.
5. **To receive verbal reports from the County and District Councillors.**
6. **Clerk's progress report:** to receive a report (for information).
7. **Planning:**
  - a) To consider the following application requiring observations before the next Planning and Highways Committee meeting:  
**20/01053/OUT: Land rear of 8 to 10 Market Street, Crewkerne:** Outline application with all matters reserved for the erection of 1 No. dwelling. The description has been amended from "*Outline application with all matters reserved for the erection of 2 No. new build live/work units.*"
  - b) To consider the appeal decision in respect of application reference: 18/01737/OUT: Land South of KitHill, Crewkerne. Outline application for residential development of up to 150 dwellings, public open space, landscaping and associated works.
8. **Finance**
  - a. To approve the accounts for payment for June as listed.
  - b. To report the bank reconciliation for May has been completed.
  - c. Internal audit: to receive the second report from the Internal Auditor.
  - d. To formally approve the internally audited accounts for 2019/20.
  - e. To approve the Annual Return year ending 31 March 2020:
    - i. Section 1: to approve the Annual Governance Statement.
    - ii. Section 2: to approve the Accounting Statement.
    - iii. To receive the Internal Auditor's audit report.
    - iv. To authorise the signatures of the Mayor and Clerk.
  - f. Risk register: to review the Financial Risk Register.

- 9. GRC maintenance:**
- a) Gas supply: to consider the quotation received for the installation of a separate gas supply to the GRC.
  - b) Air conditioning: to consider the quotations received for the installation of air conditioning in the GRC.
- 10. Covid-19 risk assessments**
- a) To consider the covid-19 risk assessments and any associated method statements produced by the Operations Manager for the grounds staff operations, the Town Hall ground floor and the Falkland Square public toilets.
  - b) Taking due account of the above assessments, to consider under what conditions:
    - The Town Hall ground floor is to be re-opened to the public.
    - The ladies and gents public toilets are to be re-opened.
- 11. SSDC “opening the high street safely” initiative:** to consider how best to deploy the covid safety signage provided by SSDC.
- 12. Fees and hire charges:** to consider whether to waive the fees/hire charges for community groups for the current financial year.
- 13. Grant funding opportunities**
- a) MTIG Capital Priority Projects funding: to consider which projects the Council should focus on in terms of submitting applications for MTIG grant funding.
  - b) SSDC Community Grant funding: to consider an environmental project suitable for SSDC Community Grant funding support.
- 14. Youth service:** to receive a progress report from Cllr. Pailthorpe and the Deputy Clerk on the current youth service activities.
- 15. Transfer of land from SSDC ownership to that of the Town Council:**
- a) Severalls war memorial: to confirm that the Council wishes to proceed with a Community Asset Transfer (CAT) application, to transfer the Severalls war memorial and associated oval area of land to the ownership of the Town Council.
  - b) Land immediately in front of the Town Hall: to consider further whether the Council wishes to submit a CAT application to SSDC, to take ownership of the paved area of land in front of the Town Hall and whether the application should also include the parking bays.
- 16. Local government reorganisation:** to note the report compiled on behalf of SLCC/SALC and to consider whether the Council wishes to contribute in any way.
- 17. Newsletter:** to approve the articles for the next edition of the newsletter.
- 18. Outside bodies:**
- a) Chubbs Almshouses: to note that Cllr. Roundell Greene is unable to continue as the representative for Chubbs Almshouses, and therefore to seek an alternative.
  - b) Birds Almshouses: to note that a vacancy exists for a Town Councillor to represent the Birds Almshouses as a trustee and therefore to agree a nominee.
- 19. Correspondence**
- a) Request for mountain biking area: to consider a request received for an area of land that could be set aside for mountain biking “dirt jumps”.
  - b) Community orchard: to consider the two letters of objection received regarding the planned community orchard at the Barn Street recreation ground.
  - c) Additional benches: to consider a request received for additional benches at the Henhayes recreation ground.
- 20. To receive draft Committee and working group minutes:**
- Joint Burial Committee meeting held on 2 June 2020.
  - Planning and Highways Committee meeting held on 8 June 2020.
  - GRC Management working group meetings held on 27 May and 26 June 2020.
- 21. To receive any Matters of Report** (for information only)
- 22. Date of the next meeting:** Monday 27 July 2020.