

## CREWKERNE TOWN COUNCIL

Minutes of the ANNUAL CREWKERNE TOWN COUNCIL meeting held in the Council Chamber on Monday 13 May 2019 at 6.45 p.m.

### PRESENT

Outgoing Mayor: Cllr. K. Head

Councillors: C. Aslett, M. Best, R. Cottle, B. Hartshorn, K. Head, B. Hodgson, R. Pailthorpe, A. Stuart and D. Wakeman

In attendance: the Clerk P. Davidson, Deputy Clerk L. Gowers, and 3 members of the public.

### 1 19/20 **ELECTION OF MAYOR and Declaration of Acceptance of Office for signature**

It was proposed and seconded that Cllr. Head be nominated to serve as Mayor for a second year and there being no other nomination the proposal was **CARRIED unanimously**.

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

### 2 19/20 **ELECTION OF DEPUTY MAYOR**

It was proposed and seconded that Cllr. Pailthorpe serve as Deputy Mayor and there being no other nomination the proposal was **CARRIED unanimously**. Cllr. Pailthorpe accepted the Office.

**Cllr. Pailthorpe was duly elected to serve as Deputy Mayor for the new Council Year.**

### 3 19/20 **TO NOTE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. Roundell Greene (personal), Smith (unwell) and Vaughan (work commitments).

### 4 19/20 **DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Clerk reported that, with the exception of Cllr. Vaughan, all Councillors had signed their Declaration of Acceptance of Office. Councillors accepted that Cllr. Vaughan was unable to attend due to pre-arranged commitments and agreed that the Clerk would ensure that Cllr. Vaughan signed his Declaration prior to his first attendance at a Council or Council Committee meeting.

### 5 19/20 **TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING**

It was **AGREED** that the minutes of the Town Council meeting held on **Monday 29 April 2019** be **APPROVED**

### 6 19/20 **DECLARATIONS OF INTEREST** on items on the agenda

None.

7  
19/20

**TO ELECT THE CHAIRMAN AND VICE-CHAIRMAN OF PLANNING AND HIGHWAYS COMMITTEE**

Chairman

It was proposed and seconded that Cllr. Roundell Greene be nominated to serve as Chairman of the Planning and Highways Committee for the new Council Year and, there being no other nomination the proposal was **CARRIED unanimously**.

Cllr. Best advised that he had previously confirmed with Cllr. Roundell Greene that she would be willing to accept the office of Chairman of the Planning and Highways Committee. On this basis, **Cllr. Roundell Greene was declared as the Chairman of the Planning and Highways Committee for the new Council Year.**

Vice-Chairman

It was proposed and seconded that Cllr. Aslett be nominated to serve as Vice-Chairman of the Planning and Highways Committee for the new Council Year and, there being no other nomination, the proposal was **CARRIED unanimously**.

**Cllr. Aslett duly accepted the Office of Vice-Chairman of the Planning and Highways Committee for the new Council year.**

8  
19/20

**TO ELECT THE CHAIRMAN AND VICE-CHAIRMAN OF POLICY AND RESOURCES COMMITTEE**

Chairman

It was proposed and seconded that Cllr. Hodgson be nominated to serve as Chairman of the Policy and Resources Committee for the new Council Year and, there being no other nominations, the proposal that was **CARRIED unanimously**.

**Cllr. Hodgson duly accepted the Office of Chairman of the Policy and Resources Committee for the new Council year.**

Vice-Chairman

It was proposed and seconded that Cllr. Stuart be nominated to serve as Vice-Chairman of the Policy and Resources Committee for the new Council Year and there being no other nomination the proposal was **CARRIED unanimously**.

**Cllr. Stuart duly accepted the Office of Vice-Chairman of the Policy and Resources Committee for the new Council Year.**

9  
19/20

**TO ELECT THE CHAIRMAN AND VICE-CHAIRMAN OF AMENITIES COMMITTEE**

Chairman

It was proposed and seconded that Cllr. Wakeman serve as Chairman of the Amenities Committee for the new Council year. There being no other nomination the proposal was **CARRIED unanimously**.

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

Vice-Chairman

It was proposed and seconded that Cllr. Best be nominated to serve as Vice-Chairman of the Amenities Committee for the new Council Year and there being no other nomination the proposal was **CARRIED unanimously.**

**Cllr. Best duly accepted the Office of Vice-Chairman of the Amenities Committee for the new Council Year.**

10 **TO APPOINT THE FIVE JOINT BURIAL BOARD COMMITTEE MEMBERS**  
19/20

It was **AGREED** that Cllrs. Best, Pailthorpe, Stuart and Wakeman would continue to **serve on the Joint Burial Committee.** The Clerk was asked to ascertain whether Cllr. Vaughan wished to become a member of the Committee.

11 **TO APPOINT COUNCILLORS TO THE SUB-COMMITTEES:**  
19/20

i) Bi-monthly Aqua Centre Sub-Committee

It was **AGREED** that Cllrs. Pailthorpe and Wakeman be elected to serve on the **Aqua Centre Sub Committee.**

ii) Bi-monthly George Reynolds Centre Sub-Committee

It was **AGREED** that Cllrs. Best and Wakeman be elected to serve on the **George Reynolds Centre Sub Committee.**

iii) Bincombe Management Sub-Committee

It was **AGREED** that Cllr. Pailthorpe be elected to serve as **Chairman on the Bincombe Management Sub-Committee.**

It was also **AGREED** that Cllr. Stuart be elected to serve on the **Bincombe Management Sub-Committee.**

The Clerk and Cllr. Pailthorpe pointed out that it would be advisable to review the terms of reference for this sub-committee at the earliest opportunity, to ensure that it was focussed appropriately and had appropriate representation.

iv) Crewkerne Youth Service Steering Group

It was **AGREED** that Cllrs. Pailthorpe and Wakeman be elected to serve on the **Crewkerne Youth Service Steering Group.**

v) Market Steering Group

It was **AGREED** that there was not, currently, any requirement to maintain a **Market Steering Group.**

vi) Henhayes Playground Project Steering Group

It was **AGREED** that Cllr. Wakeman, as Chairman of the Amenities Committee, be elected to serve on the Henhayes Playground Project Steering Group.

It was also **AGREED** that Cllrs. Aslett and Best be elected to serve on the Henhayes Playground Project Steering Group.

vii) Local Transport Plan Steering Group

It was **AGREED** that there was not, currently, any requirement to maintain a Local Transport Plan Steering Group.

viii) Staffing Committee

It was **AGREED** that Cllr. Head as Mayor, with Cllrs. Best and Wakeman be elected to serve on the Staffing Committee.

It was also **AGREED** that Cllrs. Pailthorpe (as Deputy Mayor) and Hodgson be elected as reserves for the Staffing Committee.

ix) Grievance, Capability and Disciplinary Committee and the Appeals Committee

It was **AGREED** to delegate responsibility to the Mayor and the Clerk for the allocation of membership of both the Grievance, Capability and Disciplinary Committee and of the Appeals Committee, ensuring an appropriate spread of Councillor experience between the two committees.

12 **TO APPOINT THE BANKING SIGNATORIES/ONLINE BANKING AUTHORISERS**  
19/20 **FOR PAYMENTS**

It was **AGREED** that Cllrs. Best, Head, Hodgson and Pailthorpe continue as banking signatories and that Cllr. Wakeman would also be appointed.

13 **TO APPOINT COUNCILLORS TO CHECK THE INVOICES AND**  
19/20 **RECONCILIATIONS EACH MONTH PRIOR TO THE TOWN COUNCIL**  
**MEETINGS**

It was **AGREED** that Cllrs. Cottle, Pailthorpe and Wakeman be appointed to check the invoices each month prior to the Town Council meetings.

14 **TO APPOINT THE REPRESENTATIVES ON THE VARIOUS OUTSIDE BODIES**  
18/19

The following appointments were **AGREED**:-

ABCD	Cllr. Wakeman
Birds Almshouses	TBA. Clerk to obtain meeting details.
Chubbs Almshouses	Cllrs. Best and Stuart
Crewkerne Action for Disabled	Cllr. Head
Crewkerne Christmas Committee	Cllrs. Best, Head and Wakeman
Crewkerne Leisure Management (CLM)	Cllr. Best

Crewkerne Local Information Centre	Cllr. Pailthorpe
Crewkerne Sports & Youth Activities Ltd (CSYAL)	Cllr. Cottle
Crewkerne Voluntary Transport Committee	Cllr. Pailthorpe
Henhayes Community Centre	TBA. Clerk to obtain meeting details.
Heritage Centre	Cllr. Pailthorpe
League of Friends of Crewkerne Hospital	Cllr. Head
South Somerset Market towns Investment Group (MTIG)	Cllr Best supported by the LIC Manager
Crewkerne Community Safety Group	Cllrs. Best and Hodgson
Twinning Association	Cllr. Best
Crewkerne Area Business Chamber	Cllrs. Cottle and Hartshorn

15 **OPEN FORUM**

19/20

A member of the public expressed the view that there was some confusion over the opening times of the Crewkerne Community Recycling Site. He therefore recommended that the opening times were included within the next issue of the Town Council newsletter.

The same member of public made the following points about the Barn Street recreation ground:

- Picnic bench still not moved.
- The recreation ground is a dog-free area and yet there is a dog bin present.

16 **TO RECEIVE VERBAL REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS**

19/20

County

County Cllr. Best reported that the County Council's Annual Meeting was scheduled imminently.

District

Cllr. Best pointed out that five of the Town Councillors were also members of the District Council. Cllrs. Hodgson and Pailthorpe reported that they were in the process of undergoing training from the District Council.

17 **CLERKS PROGRESS REPORT**

19/20

To receive a report

The Clerk reported on the following:

- He asked those Councillors that had yet to complete their Register of Interests forms to do so at the earliest opportunity.
- He advised that SALC training courses were available for new Councillors and for Councillors who were new to chairmanship. The Clerk was asked to circulate the list of course dates/venues.
- He reported that he had been provided with an update on CLR by Taylor Wimpey, which had stated that the company was working on a Reserved Matters application which they hoped to submit "*over the next month or so*". Taylor Wimpey had offered to meet the Council to provide further detail and the opportunity for questions. Councillors agreed that this offer should be taken up and asked the Clerk to liaise with Taylor Wimpey accordingly.

18      **POWER OF COMPETENCE**

19/20    To re-affirm that the Council remained eligible to use the General Power of Competence because it had met the two required conditions (at least 2/3 of Councillors were elected plus qualified Clerk)

It was **AGREED** that the Council remained eligible to use the General Power of Competence.

19      **FINANCE**

19/20

a)      To approve the accounts for payment for May 2019 as listed

The Clerk reported that Cllr. Pailthorpe had verified the accounts for May 2019 in accordance with the Council's Financial Regulations and Risk Management.

**Accounts for payment in the sum of £36,296.64 + VAT were APPROVED.**

b)      To report the bank reconciliation for April 2019 has been completed

The Clerk reported that Cllr. Pailthorpe had verified the bank reconciliation for April 2019. It was noted that cash in hand as of 30 April 2019 was £395,786.00.

20      **TOWN HALL LEADED WINDOW MESH GUARDS**

19/20    To consider whether to replace the badly corroded mesh guards protecting the leaded windows on the east face of the Town Hall

Cllr. Hartshorn suggested that the stained glass window would look better without the mesh covering. Cllr. Hodgson pointed out that this would render the glass very susceptible to damage and that the cost of repairs to the stained glass would far outweigh the cost of the mesh guards. After further discussion, it was **AGREED to approve quotation received from Luke Grafton Stonemason Ltd to fabricate and install new mesh guards for the leaded windows on the east face of the Town Hall at the quoted cost of £746 (+ VAT).**

Cllr. Hartshorn pointed out that there was a small hole in one of the leaded windows. The Clerk advised that he had been made aware of this by the contractor and was following this up.

21      **BINCOMBE FAIR**

19/20    To receive a report from the Deputy Clerk regarding the proposed Bincombe Fair and to consider an alternative proposal for a Bincombe Treasure Hunt

The Deputy Clerk reported that she was having little success in finding groups who were willing to participate in a proposed Bincombe Beeches fair. With this in mind, she suggested that Councillors might wish to consider an alternative proposal, such as a nature-related treasure hunt. After discussion, it was **AGREED to cancel the proposal for a Bincombe fair and ask the Deputy Clerk to work up an alternative proposal, for consideration by Councillors at a forthcoming meeting.**

22 **QUARTERLY NEWSLETTER**  
19/20 To approve the articles for the next edition

After discussion, it was **AGREED to approve the proposed articles for inclusion in the next edition of the newsletter, with the addition of an article which clarified the opening times for the Crewkerne Community Recycling Site, and noting that an article on the proposed Bincombe fair was obviously not now required.**

23 **TOWN COUNCIL SURGERY**  
18/19 for 25 May, 15 June and 20 July - two Councillors required

25 May: Cllrs. Hartshorn and Hodgson  
15 June: Cllrs. Aslett and Wakeman  
20 July: Cllrs. Best and Cottle

24 **TO RECEIVE ANY MATTERS OF REPORT**  
19/20

- Twinning visit: Cllr. Best reported that the Twinning Association had arranged for a French delegation to visit Crewkerne at the end of May. He suggested that it would be appropriate for members of the Town Council to welcome the delegation at an event such as a coffee morning. A number of Councillors signalled their support to such an idea.
- Project priorities workshop: Cllr. Head suggested that it would be valuable for the new Council to undertake a “brainstorming” workshop, to take stock of the latest ABCD Community Plan and to agree how this fitted with the Council’s future focus and priorities. Councillors were in full support to this proposal. It was agreed that a workshop in August would be appropriate and asked the Clerk to circulate options for dates/times.

25 **DATE OF THE NEXT MEETING**  
19/20

Monday 20 May 2019, immediately following the Amenities Committee meeting.

The meeting closed at 8.00 p.m.

**Signed:** .....

**Dated:** .....