

CREWKERNE TOWN COUNCIL

Minutes of the CREWKERNE TOWN COUNCIL meeting held in the Council Chamber on Monday 29 July 2019 at 7.11 p.m.

PRESENT

Cllrs. K. Head (Chairman), C. Aslett, M. Best, R. Cottle, B. Hartshorn, R. Pailthorpe, J. Roundell Greene (part-time), A. Smith and D. Wakeman.

In Attendance:

The Clerk P. Davidson, 1 member of the press and 5 members of the public.

48 TO NOTE APOLOGIES FOR ABSENCE

19/20

Apologies for absence were received from Cllrs. Stuart (personal) and Vaughan (personal).

49 OPEN FORUM

19/20

- Mr Robin Heyd Smith thanked Councillors for putting his name forward for the Somerset County Council Chairman's Award. Mr Heyd Smith said that he was honoured to receive this award.
- A member of the public talked about the wall leading up to Bincombe Beeches from Bincombe Lane, noting that the Council had discussed options for repairs to the wall at a recent Amenities Committee meeting. He stated that he would not like to see the wall replaced with a fence.

50 TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING

19/20

It was **AGREED** that the minutes of the Town Council meeting held on **Monday 24 June 2019** be **APPROVED**.

51 DECLARATIONS OF INTEREST

19/20

on items on the agenda

None.

52 TO RECEIVE VERBAL REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS

19/20

County

County Cllr. Best reported that he had been in discussion with the Somerset County Council (SCC) Traffic Management Team regarding changing the timing of the pedestrian crossing on Market Street. Their response was that they had already written to the Deputy Clerk to advise that they were not prepared to consider any alteration to the timings for this crossing. The Clerk was asked to liaise with the Deputy Clerk to ensure that the SCC correspondence was circulated to all Councillors. Cllr. Best added that the Traffic Management Team had agreed to have the timings of the crossing checked.

District

Cllr. Pailthorpe reported on the recent SSSDC meeting, which had included a presentation from the Yarlinton Housing Group on a planned partnership with a similar organisation.

Cllr. Roundell Greene joined the meeting at this point.

53 **CLERKS PROGRESS REPORT**

19/20 To receive a report

The Clerk reported on the following:

- SSDC presence in the Town Hall front office: SSDC's Customer Access Point equipment had finally become fully operational, with the addition of a working scanner. As a result, SSDC had now withdrawn completely their staff presence in the front office.
- SSDC Local Plan: a consultation was now open for the revised Local Plan, which was at the "preferred options" stage of its revision process. This would be an agenda item at the next Planning & Highways Committee meeting.

54 **FINANCE**

19/20

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

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

Accounts for payment in the sum of £73,168.43 + VAT were APPROVED.

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

The Clerk reported that Cllr. Wakeman had verified the bank reconciliation for June 2019. It was noted that cash in hand as of 30 June 2019 was £326,672.09.

c) To receive the first quarter income and expenditure financial report

The report was noted.

d) To authorise the Clerk to pay invoices in August 2019, with ratification at September's meeting

It was **AGREED** that the Clerk be authorised to pay the invoices in August as per **Financial Regulations 6.5 and 6.7 with the list for ratification at September's meeting.**

55 **NEIGHBOURHOOD PLAN**

19/20 To consider whether the Council should embark on the development of a Neighbourhood Plan for Crewkerne

Cllr. Best pointed out that many towns were putting in place Neighbourhood Plans, both to enable them to better control and manage future development and also to gain access to increased Community Infrastructure Levy (CIL) contributions. Cllr. Hartshorn added that the SSDC Local Plan was limited in scope, whereas a Neighbourhood Plan for Crewkerne could be more detailed and focussed.

After further discussion, it was **AGREED to embark on the generation of a Neighbourhood Plan for Crewkerne.** Cllrs. Aslett, Best and Cottle kindly volunteered to assist in the process.

56 **TOWN HALL FRONT OFFICE**

19/20 To consider the layout and usage of the Town Hall front office

Councillors noted that there were privacy issues with the SSDC Customer Access Point (CAP) in its current location in the Town Hall front office and it was **AGREED to instruct SSDC to relocate the CAP to the opposite wall of the front office and to provide appropriate screening.**

Cllr. Pailthorpe pointed out that, as the reduced SSDC presence had freed up an area in the front office, there was scope to make more use of the space. He recommended that the front office was re-configured as a community hub, housing not just the LIC and the SSDC CAP but also serving to showcase key community groups. As an example, he suggested that the Twinning Association memorabilia, which was currently located mainly in the Council Chamber, was displayed in the front office. Cllr. Pailthorpe added that, as part of redefining the front office as a community hub, it would be sensible to undertake some redecoration of the room and incorporate some minor changes to modernise it, such as the fitting of modern lighting panels and the addition of new display boards.

Councillors were fully supportive of Cllr. Pailthorpe's proposal and it was therefore **AGREED to work towards re-configuring the Town Hall front office as a community hub.** Cllrs. Pailthorpe and Wakeman kindly offered to assist with this work.

57 **NEWSLETTER**

19/20

a) Articles: to agree the articles for inclusion in the next issue of the newsletter

Councillors agreed the Clerk's proposed articles for the newsletter, with the addition of an article concerning the Council's Environment Working Group and a short article on the wall from Bincombe Lane to Bincombe Beeches.

b) Delivery: to review the options for delivery of the newsletter.

Councillors noted the comparative costings provided by the Clerk and it was **AGREED to continue with the current newsletter delivery contractor.**

58 **COUNCILLOR IT**

19/20 To consider possible replacement of the tablet computers issued to Councillors

After discussion, it was **AGREED that all Councillors must use their "crewkerne-tc.gov.uk" email address (or, as appropriate, their SSDC email address) for all council business and not their private email address.**

It was further **AGREED that, if individual Councillors required dedicated hardware to enable them to access their Town Council emails, then they should approach the Clerk, who would arrange for a suitable laptop/tablet to be made available.**

59 **COUNCILLOR SURGERY VENUE**

19/20 To consider whether the surgeries should be held in venues other than the Town Hall

Cllr. Aslett pointed out that very few members of the public attended the surgeries in the Town Hall and therefore that it may be preferable to use the town's cafes as a venue. Cllr. Roundell

Greene responded by pointing out that confidentiality was a potential issue for Councillor surgeries held in public areas such as cafes.

Cllr. Best made the point that, as part of the Town Council’s “Quality Council” commitment, it was important for Councillors to make themselves available to meet the public.

After discussion, it was **AGREED that Councillor surgeries would continue to be held in the Town Hall. However, in addition, “meet your Councillors” sessions would be held on a trial basis in a venue in the town centre, with feedback on the outcome of these sessions at a future Full Council meeting.** Cllrs. Aslett and Wakeman kindly volunteered to host the first trial session and Cllrs. Hartshorn and Head the second.

The Clerk was asked to include a “meet your Councillors” article in the forthcoming newsletter.

60 **TO RECEIVE DRAFT COMMITTEE AND WORKING GROUP MINUTES**

19/20

- a) Planning and Highways Committee meeting held on 8 July 2019

Noted.

- b) Amenities Committee meeting held on 8 July 2019

Noted.

61 **TOWN COUNCIL SURGERIES**

19/20

For 21 September, 19 October and 16 November. Two Councillors required for each session.

- 21 September: Cllrs. Hartshorn and Pailthorpe
- 19 October: Cllrs. Aslett and Best
- 16 November: Cllrs. Roundell Greene and Wakeman

62 **TO RECEIVE ANY MATTERS OF REPORT**

19/20

- Cllr. Aslett reported that the Deputy Clerk was awaiting a response from Somerset Waste Partnership regarding clarification of any agreement that might be in place with the residents of Court Barton for the collection of refuse.
- Cllr. Hartshorn reported that South Western Railway had available a Communities Improvement Fund, and that this fund might have the potential to be used to support improvements to cycle paths between the town centre and the station.
- County Cllr. Best reported that he had received confirmation from Somerset County Council (SCC) that he had been allocated £2,000 as part of SCC’s “Improving Lives in Somerset” strategy and their associated grant scheme.

63 **DATE OF THE NEXT MEETING**

19/20

Monday 23 September 2019 at 6.45 p.m. in the Council Chamber.

Signed:

Dated:

tc29Jul2019

It was AGREED that in view of the confidential nature of the business about to be transacted it was advisable that the public and press be excluded and were instructed to withdraw.

CONFIDENTIAL SESSION – CONTRACTUAL MATTER

63 TOWN CCTV

19/20 To consider the quotations received for the upgrade of the town centre CCTV system

The Clerk reported that it had only been possible to obtain two quotations for the upgrade of the CCTV system. It was therefore **AGREED that, in view of the specialist nature of the work, it was acceptable on this occasion to waive the requirement of the Financial Regulations for three quotations.**

The Clerk reminded Councillors that £1,000 of grant funding had been received from the Police & Crime Commissioner’s office, so that the CCTV Earmarked Reserve now stood at £2,770.

After discussion, it was **AGREED to accept the quotation from Inno Fire & Security for the upgrade of the town CCTV system in accordance with their quotation and at the quoted cost of £8,900 (+ VAT), funds to be taken from the CCTV Earmarked Reserve and from General Reserves.**

The meeting closed at 8.25 p.m.

Signed:

Dated: