

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 16 December 2024**, 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:** <https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>.
- **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-Feb-2022.pdf \(crewkerne-tc.gov.uk\)](#)).**
- **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-2024.pdf \(crewkerne-tc.gov.uk\)](#)).**

Katharine Sheehan FSLCC, Town Clerk (signed on original)
10 December 2024

Agenda

106/2425 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.

107/2425 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.

108/2425 To approve the draft minutes of the Town Council meeting held on 25 November 2024.

109/2425 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.

- 110/2425** **To receive reports from:**
- a. Somerset Council.
 - b. Crewkerne & Ilminster Local Community Network.
 - c. Crewkerne Neighbourhood Policing Team.
- 111/2425** **Clerk's progress report:** to receive a verbal update report (for information only).
- 112/2425** **Finance & Procedure:**
- a. To approve the accounts for payment for December 2024 as listed.
 - b. To report the bank reconciliation for November 2024 has been completed.
 - c. To note the monthly accounts for the War Memorial Commemoration Trust have been checked.
 - d. To review the rents and hire charges for 25/26.
 - e. To receive the interim report of the Internal Auditor and note the following recommendations:
 - That Council minute 181/2425 and Staffing Sub-Committee minute 002/2425 refer to the meeting of Staffing Sub-Committee held on 14 April 2024.
 - That minutes of the Planning & Highways Committee of 10 June 2024 be received and approved by Full Council.
 - That Amenities Committee minute 55/2324 be clarified to refer to the meeting of the Amenities Committee held on 12 February 2024.
- 113/2425** **Planning:**
- a. To consider applications requiring comment before the next Planning and Highways Committee meeting:
 - i. **24/02399/LBC 23 Market Street Crewkerne Somerset TA18 7JU**
Proposed signage installation and re-decoration of existing shopfront fascia and glazing mullions to include an A-frame position on the pavement (implemented).
 - ii. **24/02730/ADV 23 Market Street Crewkerne Somerset TA18 7JU**
Display of 1 No. non-illuminated fascia sign, 2 No. non-illuminated 'other' LH and RH window signs and 1 No. non-illuminated chalkboard A Board on the pavement (retrospective).
 - iii. To note receipt of amended drawings pursuant to s.78 appeal against refusal of Reserved Matters consent for 145no. dwellings at Land at Kithill, Crewkerne - Somerset Council reference 23/01295/REM and consider any comments.
- 114/2425** **Station Road:** to consider an approach from Misterton Parish Council regarding a joint application for parking restrictions.
- 115/2425** **Council surgeries:** to note dates and identify councillor support for surgeries in 2025.
- 116/2425** **Town interpretation boards:** to note CIL funds now accrued to cover scope of project and determine features for inclusion.
- 117/2425** **Reptile Translocation:** to consider a proposal to translocate reptiles from the Key Site to Bincombe Beeches nature reserve.
- 118/2425** **Happy Valley event summer 2025:** to consider dates and quotes for a Skate Jam event.
- 119/2425** **Committee Review Working Group:** to receive a report from initial meeting.
- 120/2425** **To receive the following minutes and approve any recommendations contained therein:**
- a. Planning and Highways Committee 14 October 2024 & 10 June 2024.
 - b. Joint Burial Committee 1 October 2024.
 - c. Youth Service Steering Group 21 October 2024.
 - d. Amenities Committee 16 September 2024.
 - e. Reports from Town Council representatives to outside bodies.

121/2425 **To receive Matters of Report** (verbal reports for information only).

122/2425 **Next meeting:** Monday 27 January 2025, 18.45, Council Chamber, Town Hall.

ACCOUNTS FOR PAYMENT - 16th December 2024

Checked by:.....

Date:

Payment Ref	Gross	Vat	Net	Payee	Description
O P Dec 1	£161.00		£161.00	Adam's Locks	Chamber door lock repair/GRC keys
O P Dec 1	£36.00		£36.00	Adam's Locks	GRC keys
O P Dec 2	£86.40	£14.40	£72.00	Tru Event Security	Lighting Up security provision
O P Dec 3	£51.60	£8.60	£43.00	Paperchase Recycling	Cemetery general waste collection 30/9 - 3/11/24
O P Dec 4	£144.00	£24.00	£120.00	Fern Garden Tree Services	Cemetery beech tree planting
O P Dec 4	£492.00	£82.00	£410.00	Fern Garden Tree Services	Cemetery tree branch removal
O P Dec 5	£258.00	£43.00	£215.00	Designer Metal (Suffolk) Ltd	Metal tree guard
O P Dec 6	£800.00		£800.00	Simon Stewart	Newsletter delivery
O P Dec 7	£30.54	£5.09	£25.45	Defib Warehouse	AED Protect responder kit
O P Dec 8	£5,265.91		£5,265.91	SCC Pension Fund	Pension Contributions Nov 24
O P Dec 9	£2,126.60		£2,126.60	HM Revenue & Customs	Tax & NI Contributions Nov 24
O P Dec 10	£108.21	£11.03	£97.18	Hughes, G	Expenses
O P Dec 11	£144.07		£144.07	Cross, A	Expenses
O P Dec 12	£32.71		£32.71	Glautier, L	Refund of bond deposit
O P Dec 13	£66.00	£11.00	£55.00	Sovereign Fire & Security	GRC alarm maintenance
O P Dec 13	£60.00	£10.00	£50.00	Sovereign Fire & Security	GRC fire alarm maintenance
O P Dec 14	£726.00	£121.00	£605.00	Prosound Solutions (SW) Limited	Stage hire Lighting Up - balance
O P Dec 15	£86.40	£14.40	£72.00	T.R.U. Event Security & Consultancy	Security provision for Lighting Up - balance
O P Dec 16	£148.10	£4.68	£143.42	Viking Direct	Stationery/Stamps
O P Dec 16	£189.65	£31.61	£158.04	Viking Direct	Office chairs
O P Dec 17	£500.00		£500.00	Crewkerne & District The Shed	Cemetery War graves information map
O P Dec 18	£3.49		£3.49	Head K	Expenses
O P Dec 19	£716.40	£119.40	£597.00	Police & Crime Commissioner For Avon	Bleed Kits
O P Dec 20	£980.00		£980.00	M C Commercial Cleaning	Cleaning Nov 24
O P Dec 20	£512.50		£512.50	M C Commercial Cleaning	GRC Cleaning Nov 24
O P Dec 21	£1,577.92		£1,577.92	Active Learning & Skills	Provision of Youth service Nov 24
O P Dec 22	£48.03	£1.88	£46.15	Sheehan, Katharine	Neighbourhood plan search fees/Misc.
O P Dec 23	£15.00		£15.00	Penny,L	Christmas Market pitch fee refund
DD33 C.Card	£169.50		£169.50	TV Licensing	GRC Television licence 1/12/24 - 30/11/25
DD23	£459.22	£76.54	£382.68	British Gas Business	Electricity Town Hall 20/10 - 20/11/24
DD21	£144.41	£6.88	£137.53	British Gas Business	Electricity Happy Valley floodlights 18/10 - 18/11/24
DD30	£128.90	£6.14	£122.76	British Gas Business	Electricity Public Toilets 19/10 - 19/11/24
DD59	£614.16	£102.36	£511.80	British Gas Business	Gas GRC 14/10 - 20/11/24
DD33 C.Card	£337.50		£337.50	DVLA	Grounds vehicle tax 1/12/24 - 30/11/25
DD22	£8.14	£0.39	£7.75	British Gas Business	Gas Victoria Hall 17/10 - 17/11/24
DD33 C.Card	£25.97	£4.33	£21.64	Festive Lights	Christmas light connectors
DD13	£1,752.93		£1,752.93	Aviva Credit Services UK Ltd	Insurance Dec 24
DD51	£649.00		£649.00	Somerset Council	Rates GRC Dec 24
DD2	£1,360.00		£1,360.00	Somerset Council	Rates Town Hall/Victoria Hall Dec 24
DD55	£511.00		£511.00	Somerset Council	Rates Lodge office Dec 24
DD20	£309.00		£309.00	Somerset Council	Rates Workshop/Cemetery Chapel Dec 24
DD50	£1,011.78	£168.63	£843.15	E. O N	Electricity GRC 1/11 - 30/11/24
DD57	£17.84	£2.97	£14.87	British Telecom	Telephone & broadband GRC Dec 24
DD42	£34.84	£1.66	£33.18	British Gas Business	Electricity Workshop/Cemetery Chapel 29/10 - 2/12/24
DD33 C.Card	£56.32	£9.38	£46.94	Amazon Marketplace	Plastic storage boxes for Christmas lights
DD33 C.Card	£10.90		£10.90	The Menders	Window competition cup engraving
DD26	£18.26	£0.87	£17.39	British Gas Business	Gas Town Hall 28/10 - 29/11/24
DD46	£122.80	£20.47	£102.33	Somerset Web Services Lrd	Email hosting Dec 24
DD49	£238.51	£39.74	£198.77	The Business	Fuel Nov 24
DD43	£31.55		£31.55	Lloyds Bank	Bank charges Nov 24
DD33 C.Card	£29.99	£5.00	£24.99	Amazon Marketplace	Leaflet holders
DD33 C.Card	£35.63	£5.95	£29.68	Amazon Marketplace	Handwash GRC
DD33 C.Card	£24.08	£4.05	£20.03	Amazon Marketplace	Handwash Victoria Hall
DD33 C.Card	£32.06	£5.35	£26.71	Amazon Marketplace	Handwash Town Hall
O P Dec 24	£332.57	£55.43	£277.14	Altegra Integrated Solutions Ltd	Hire of cherry picker for Christmas light installation
O P Dec 25	£404.71	£67.45	£337.26	Darkin Miller Ltd	Internal Audit 2024/25 1st visit
O P Dec 26	£1,062.66	£177.11	£885.55	Yarcombe Woodland Products Ltd	Town Christmas trees
O P Dec 26	£123.12	£20.52	£102.60	Yarcombe Woodland Products Ltd	Wooden sleepers
O P Dec 26	£474.00	£79.00	£395.00	Yarcombe Woodland Products Ltd	Large Christmas tree
O P Dec 26	£52.56	£8.76	£43.80	Bradfords	Gravel
O P Dec 26	£49.34	£8.22	£41.12	Bradfords	Timber screws

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

ACCOUNTS FOR PAYMENT - 16th December 2024

Checked by:.....

Date:

O P Dec 26	£60.60	£10.10	£50.50	Bradfords	Fencing pin
O P Dec 26	£21.86	£3.64	£18.22	Bradfords	Drill bit
O P Dec 26	£22.80	£3.80	£19.00	Bradfords	Rock salt
O P Dec 27	£180.00		£180.00	Footprintz	Bincombe flyers
O P Dec 28	£103.80	£17.30	£86.50	Sovereign Fire & Security	GRC Intruder/Fire alarm/CCTV maintenance Jan 25
O P Dec 29	£2,386.08	£397.68	£1,988.40	Relay Electrical Services	Installation of Christmas lights
O P Dec 29	£360.00	£60.00	£300.00	Relay Electrical Services	Happy Valley floodlight repair
O P Dec 30	£96.46	£4.99	£91.47	Wynnstay	Grounds PPE/Cemetery pest control
O P Dec 31	£750.00	£125.00	£625.00	J C Fabrications (Chard) Ltd	Christmas tree support
O P Dec 32	£50.00		£50.00	Ross Owen Williams	Lighting up compere
O P Dec 33	£275.00		£275.00	M C Commercial Cleaning	GRC kitchen/bar deep clean
O P Dec 34	£55.98	£9.33	£46.65	Screwfix Direct Ltd	Christmas light master plug
O P Dec 35	£888.00	£148.00	£740.00	Somerset Wildlife Trust Consultancy	Bimcombe site scoping visit
O P Dec 36	£131.04		£131.04	James Hardware	Sundries
O P Dec 37	£17.18		£17.18	Singleton A	Lighting up expenses
O P Dec 38	£2,070.00	£345.00	£1,725.00	HG Home Improvements	Completion of lodge cemetery toilet refurbishment
O P Dec 39	£35.00		£35.00	Somerset Association of Local Councils	Clerk's training
O P Dec 40	£9.60		£9.60	Legg, A	Expenses
O P Dec 41	£9.34		£9.34	Goddard, Andy	Expenses
O P Dec 42	£10.90		£10.90	Hewitt P	Sundries
DD17c	£18.20	£0.87	£17.33	Edf Energy 1 Ltd	Electricity Street lighting Middle Path 1 - 30/11/24
DD17b	£16.30	£0.78	£15.52	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 1 - 30/11/24
DD31	£21.60	£3.60	£18.00	Iris Business Software Ltd	Payroll software Nov 24
DD33 C.Card	£46.00		£46.00	Amazon Marketplace	Cemetery Law text book
Total	£33,635.52	£2,509.38	£31,126.14		

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

CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 30/11/2024			
	Cash in Hand 01/04/2024		£382,829.46
	ADD		
	Receipts 01/04/2024 - 30/11/2024		£744,725.09
	SUBTRACT		
	Payments 01/04/2024 - 30/11/2024		£487,447.55
A	CASH IN HAND 30/11/24		£640,107.00
	(per Cash Book)		
	Cash in Hand per Bank Statements 30th November 2024		
	LLOYDS - Business Call Account	£477,656.80	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£112,450.20	
			£640,107.00
	Less unrepresented cheques		
			£0.00
	Plus unrepresented receipts		
B	ADJUSTED BANK BALANCE		£640,107.00
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 30/11/2024			
A	Cash in Hand 01/04/2024		£197.17
	ADD Receipts 01/04/2024 - 30/11/2024		£6,508.14
	SUBTRACT Payments 01/04/2024 - 30/11/2024		£148.50
	CASH IN HAND 30/11/2024 (per Cash Book)		£6,556.81
B	Cash in Hand per Bank Statements 30th November 2024		
	LLOYDS - Instant Access Account	£4,050.90	
	LLOYDS - Current Account	£2,505.91	
			£6,556.81
	Less unrepresented cheques		
			£0.00
	Plus unrepresented receipts		
	ADJUSTED BANK BALANCE		£6,556.81
	A = B Checks out OK		
	Town Clerk:		
Date:			
Checked by:			
Date:			

Report subject	To review the rents and hire charges for 25/26
Committee name	Full Council.
Meeting date	16 th December 2024.
Report author	Katharine Sheehan FSLCC, Town Clerk and Paula Hewitt, Finance Officer.
Report contact details	townclerk@crewkerne-tc.gov.uk .
Consultees	N/A.
Decision required?	Yes.

1. Purpose

1.1 To consider the annual rents and hire charges due to underpin the draft budget for 2025/26.

2. Background information

2.1 Current year and proposed charges are outlined below.

	CURRENT 2024/25	PROPOSED 2025/26	Notes
GRC Beech Suite (Main hall hire)	£19.38 per hour for all off peak hires. £24.06 per hour for all peak hours hire (Friday and Sat 7pm – midnight). £32.85 per hour for retail business hire for commercial purposes.	£19.77* £24.54* £33.51*	-12.5% discount for regular users
GRC Oak Room (Small room hire)	£9.69 per hour for all off peak hires. £13.03 per hour for all peak hours hire (Fri & Sat 7pm – midnight). £16.37 per hour for retail business hire for commercial purposes.	£9.88* £13.29* £16.70*	- 12.5% discount for regular users
GRC Kitchen	£9.15 light use per session £35.75 full use per session	£9.33* £36.47*	Kitchen users may be asked to provide evidence of current food hygiene certification.

			Full use kitchen hires require returnable cleaning bond of £100.
GRC Bar	£35.75	£36.47* per session	Available for events – subject to TENS licence/external bar service in place see separate booking form and list of service providers.
GRC Performing Rights Charges	Where live or recorded music is played for public performance an additional and separate charge will be made as follows: <ul style="list-style-type: none"> • Discos/dances/dinners/receptions/performances £13.58* • Aerobics/dance or ballet classes etc. £2.11* • Private hire (e.g. wedding reception, birthday party or similar) No charge. 		
Annual charge for sports club use of GRC	Fees and T&Cs set separately.		
Henhayes pitch fees (rugby, football, cricket clubs)	£71.08 p.a.	£72.50* p.a.	
CLM (Aqua Centre)	£1,000 + VAT (£1,200)		Review 2025
CUDOS	£3337.62* + VAT (£4,005.14)	TBC pending agreement of new licence.	
Bowling Club	£687.12*	£700.00	Licence expires 30/4/2044
Severalls Hall Phoenix Brass	£2,274.62*	TBC pending agreement of new lease.	
Allotments	1) £31.44* 2) £15.72*	1) £32.07* 2) £16.03* For WMG additional water charges: 1) £17.23 2) £8.62	1) Full size plot 2) Half size plot Plus extra for water on WMG to be increased annually in line with inflation.
Chamber & Interview Room	£16.15 + VAT per session	£16.47* +VAT per session	
Tennis Court Fees	£6 p/hr £35 season pass	£6 p/hr £35 season pass	
V/Hall normal	£16.29* + VAT	£16.62* + VAT	

(Hourly)	(£19.55)	(£19.94)	Discount for regular users 12.5%
V/Hall peak time (Hourly)	£21.76* + VAT (£26.11)	£22.20* + VAT (£26.63)	
V/Hall retail (Hourly)	£27.33* + VAT (£32.80)	£27.88* + VAT (£33.46)	
V/Hall kitchen – light use	£7.60* + VAT (£9.12)	£7.75* + VAT (£9.30)	Charge per session
V/Hall kitchen – full use	£29.82* + VAT (£35.78)	£30.42* + VAT (£36.50)	Charge per session
V/Hall Performing Rights Charges	Where live or recorded music is played for public performance an additional and separate charge will be made as follows: <ul style="list-style-type: none"> • Discos/dances/dinners/receptions/performances £27.16 + VAT* (£32.60) • Aerobics/dance or ballet classes etc. £2.12 + VAT* (£2.54) Private hire (e.g. wedding reception, birthday party or similar) No charge.		
Themed market	£11.00 per pitch	£11.00 per pitch	
Weekly market	£10.00	£10.00	
CANCELLATION CHARGES APPLICABLE TO ALL HIRES	<ul style="list-style-type: none"> • More than 21 days prior to the event: no charge • More than 7 days but fewer than 21 days prior to the event: 50% of the hire charge Less than 7 days prior to the event: 75% of the hire charge		

Rent increases take effect from 1st April apart from Victoria Hall which is 1st January. 2025 will be the last year where this happens, and Victoria Hall price changes will be brought in line with other charging schedules with effect from 1st April 2026.

* Increase in fee of 2%.

3. Financial implications

3.1 Rents and hire charges represent part of the income stream for the budget.

4. Equalities considerations

N/A.

5. Council Action Plan objectives supported

N/A.

6. Recommendation

6.1. It is recommended that the Council:

- a) AGREES the proposed rents and hire charges as outlined above for inclusion in the Budget.



FINAL

Internal audit report 2024/25

Visit 1 of 2

CREWKERNE TOWN COUNCIL

Date: 2nd December 2024

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Crewkerne Town Council following the carrying out of internal audit testing on site on the 26th November 2024.

The audit work has been carried out in accordance with Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners', as supplemented by the requirements of later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2024/25 (which will be in May or June 2025) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Payments
3. Risk Management
4. Petty Cash (confirmed n/a)
5. Payroll
6. Exemption (confirmed not covered)
7. Public Rights
8. Publication

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report. Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	0
Medium	2
Low	1
TOTAL	3

I would like to thank Katharine Sheehan, Town Clerk and Responsible Finance Officer; and Paula Hewitt, Finance Officer for their assistance during this audit.

Darkin Miller ~ Chartered Accountants
2024/25 INTERNAL AUDIT OF CREWKERNE TOWN COUNCIL
FINAL REPORT VISIT 1 OF 2: 2nd DECEMBER 2024

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/ Medium/ High)	Management Response	Responsible Officer	Due Date
2.1 – Ensure compliance with Financial Regulations and minute any suspension	<p>I checked to see that items and services above a de minimis amount had been competitively tendered. I found that the minutes of the Council and Committee meetings routinely detail the quotes obtained for the provision of goods and services. However, I noted that the Council procured a mower during the year for £27.8k + VAT. The value of the mower was above the tender threshold but the Council made its procurement decision on the basis of quotations.</p> <p>I recommend that the Council complies with the requirements of its financial regulations. Where there are reasons for the Regulations to be suspended and a direct award made, I recommend that the reasons are embodied in a minute to Council in accordance with the Financial Regulations.</p>	M	Updated model Financial Regulations will be adopted to reflect changes to procurement processes and thresholds and any future need to deviate from FRs will be minuted.	KS	
3.1 – Make amendments to minutes where required	<p>I checked to see that there was no unusual financial activity in the minutes. I found no such activity but did note:</p> <ol style="list-style-type: none"> 1. Council minute 181 (22/04/24) and Staffing Committee minute 2 (27/09/24) both refer in error to the minutes of the Staffing Committee of 14/04/24. The meeting was held on 12/04/24. 2. The Council approves the minutes of its Committee 	L	Listed on next Full Council agenda for inclusion in minutes.	KS	

	<p>meetings and their recommendations during the year. I was unable to see where the minutes of the Planning & Highways Committee meeting of 10/06/24 were approved.</p> <p>3. Amenities Committee minute 55 (13/05/24) refers in error to the minutes of 11/02/24. The meeting was held on 12/02/24.</p> <p>I recommend that amendments are made where required and that the Council considers the minutes of the Planning Committee of 10/06/24 along with the next minutes that it receives from other Committees. This will ensure that an accurate record of approved Council business and decisions is held.</p>				
<p>14.1 – Ensure evidence taken to prove unaudited AGAR remained published during public rights period</p>	<p>I checked to see that the Council had complied with the publication requirements. I found evidence that all publications required had been properly published within deadlines, but was unable to prove that the unaudited AGAR had remained published until at least one day after the end of the public rights period. All of the evidence indicates that the Council complied, but as I cannot prove it I have noted that compliance with this test is 'not covered.'</p> <p>I recommend that a screenshot is taken of the unaudited AGAR in situ on the Council's website on the day that it is removed, in order to prove that it remained published for the duration of the public rights period.</p>	<p>M</p>	<p>Noted for action next year.</p>	<p>PH</p>	

CM/P24-2196

29 November 2024

THE OWNER/OCCUPIER
[ADDRESS]

Dear Sir/Madam

Amended drawings pursuant to s.78 appeal against refusal of Reserved Matters consent for 145no. dwellings at Land at Kithill, Crewkerne – Somerset Council reference 23/O1295/REM

I am writing on behalf of our client, Tilia Homes, to notify you of amendments to the above planning proposals, which are shortly to be subject of appeal to the Planning Inspectorate.

You will be duly notified separately by Somerset Council of the appeal upon the appeal's submission and validation, and will then have the opportunity to provide written comments directly to the presiding Inspector.

The Appellant's appeal submission will include a Statement of Case setting out the Appellant's justification for why the appeal should be allowed and reserved matters approved but will also comprise minor amendments to the proposal drawings intended to achieve further improvements in the light of the Council's Reasons for Refusal O1 and O2, including a reduction in quantum to 144no. dwellings.

It should be noted that the majority of these amendments were submitted to Somerset Council prior to the determination of the earlier application, but that the Council chose not to advertise or consult upon these further revisions and instead refused the application of the previous iteration of the drawings, submitted in March 2024, upon which wider re-consultation did occur.

A summary of the changes involved is therefore provided overleaf.

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DESIGN | ECONOMICS | ENVIRONMENT | HERITAGE | LAND & PROPERTY | PLANNING | TRANSPORT & INFRASTRUCTURE



Revisions – May 2024	Further Revisions – November 2024
Plot 26–28 and 29–32 handed to provide stronger corner turner feature building with detached Scotswoods	Plots 2–6 moved south to increase garden sizes and increase separation from existing adjacent gardens
Render facades introduced to offer more variety in the streetscenes	Plots 11–13 moved south to allow P11 bin location to be within compliant distance. P13 now more visible in vista from the west
Additional garages incorporated throughout to replace 3 rd tandem space where possible, to provide a more satisfactory parking solution to the additional 0.5 spaces required under policy	Plots 14–18 moved south to increase garden sizes and increase separation from existing dwellings [min. 21.5m]
Omission of plot 56, reducing overall numbers to 144 and enlarging surrounding gardens	Plots 51–52 and 119–120 gardens increased in size
Block paving provided to private drives	Plots 123–133 garages moved south to increase gardens p125–126
EV charging locations added to Parking Plan	Plot 117 omission of 3 rd space from primary route frontage (and added to Plot 54) for increased landscaping/planting
Nodal ‘square’ feature included to primary route within the green corridor, to provide interest along the route, and to additional traffic calming benefits	Plot 129 visitor space relocated to adjacent to Plot 142. Increased landscaping/planting opportunities
Adjustments to turning head geometry (plots 108/129) to offer a less ‘standard’ highway character	Plots 35–37 revised bin collection point and Plot 35 bin storage location to ensure waste collection compliance
Plot 35 (FOG) garden omitted to benefit plots 29&30 gardens	
Juliette balconies added to the apartments	



The amendments have the principal effect of rationalising and refining external areas to the benefit of the visual presence of the development and the amenity of incoming occupiers, responding directly to comments received from design officers in particular during the lifespan of the application. They do not however materially affect the overall development parameters or their accordance with the Outline planning permission.

The acceptance of these amended drawings has been discussed with Somerset Council and under appeal procedural guidance we are accordingly consulting interested parties pre-emptively of the appeal's submission to ensure that no-one is deprived of the opportunity to have considered and made comments on these changes.

Full electronic copies of the revisions can be found at Tilia Homes' website at <https://www.tiliahomes.co.uk/events/crewkerne-consultation>, together with a full schedule of the drawings, and those they supersede. If you require a hard copy, then please contact us directly and we can arrange for this to be sent to your postal address at A3 printed size.

Please return any comments you may have within 21 days of this letter and in any case no later than **24 December 2024**. This can be done by e-mail via landsouthofkithill@pegasusgroup.co.uk or by letter (addressed to **KITHILL CONSULTATION**) via Pegasus Group's Bristol postal address at the foot of this letter.

Please note that any comments will be passed in full to the Planning Inspectorate and Somerset Council and made public via the official planning record.

Yours faithfully,

Chris Marsh
Associate Planner
chris.marsh@pegasusgroup.co.uk

Report subject	Station Road: to consider an approach from Misterton Parish Council regarding a joint application for parking restrictions.
Committee name	Full Council.
Meeting date	16 th December 2024.
Report author	Katharine Sheehan FSLCC, Town Clerk.
Report contact details	townclerk@crewkerne-tc.gov.uk .
Consultees	Misterton Parish Council.
Decision required?	Yes.

1. Purpose

1.1 To consider whether to apply for parking restrictions along Station Road in conjunction with Misterton Parish Council.

2. Background information

2.1 Parking along Station Road has increased considerably over recent years. This is a busy A road on a bend approaching Crewkerne Station, where it is now necessary to pull into the middle of the road around the parked vehicles.

2.2 Misterton Parish Council has already applied for parking restrictions to be instated between the Station entrance and the old Stagecoach Inn, and also from the Station entrance towards the bus stop. These have been approved.

2.3 Misterton Parish Council would like to make a joint application for additional restrictions for the remainder of Station Road between Misterton and Crewkerne.

2.4 A joint approach is considered necessary as although the majority of this stretch is in Misterton parish, the remaining four houses are in Crewkerne. Were parking restrictions agreed for only part, pressure would be added to the stretch without restrictions.



Figure 1: Location of Crewkerne/Misterton parish boundary.

3. Financial implications

3.1 None.

4. Equalities considerations

Improves accessibility as cars often park on pavements, preventing safe pedestrian access and causing issues for wheelchairs and pushchairs.

5. Council Action Plan objectives supported

N/A.

6. Recommendation

6.1. It is recommended that the Council:

- a) Considers the above report and AGREES to make a joint application with Misterton Parish Council for parking restrictions along Station Road.

Report subject	Council Surgeries: to note dates and identify councillor support for surgeries in 2025.
Committee name	Full Council.
Meeting date	16 th December 2024.
Report author	Katharine Sheehan FSLCC, Town Clerk.
Report contact details	townclerk@crewkerne-tc.gov.uk.

1. Purpose

1.1 To note dates and identify councillor support for surgeries in 2025.

2. Background information

2.1. Town Council surgeries are a good way of meeting members of the public and hearing issues and concerns first hand.

2.2. Council surgeries have been increasingly well attended over recent months. Councillors are asked to collect 'surgery sheets' from the offices on the Friday before the event, to keep a log of the issues raised and contact details from those attendees requiring follow up action or communication. Please pass these sheets as soon as possible following the surgery to either the Clerk or Deputy Clerk.

The following dates require two councillor volunteers between 10.30-12.00:

Date of surgery	Councillor 1	Councillor 2
Saturday 25 th January		
Saturday 22 nd February		
Saturday 22 nd March		

3. Financial implications

N/A.

4. Equalities considerations

Improves access to elected representatives.

5. Council Action Plan objectives supported

N/A.

6. Recommendation

6.1. It is recommended that Council:

a) Agrees councillor representation at these surgeries to assist staff with planning.

Report subject	Reptile translocation: to consider a proposal to translocate reptiles from the Key Site to Bincombe Beeches Nature Reserve.
Committee name	Full Council.
Meeting date	16 th December 2024.
Report author	Katharine Sheehan FSLCC, Town Clerk.
Report contact details	Townclerk@crewkerne-tc.gov.uk
Consultees	TW appointed ecologist, CTC appointed ecologist.
Decision required?	Yes.

1. Purpose

1.1 To consider a proposal from Taylor Wimpey to translocate approximately 200 reptiles (predominantly slow worms) to Bincombe Beeches Nature Reserve.

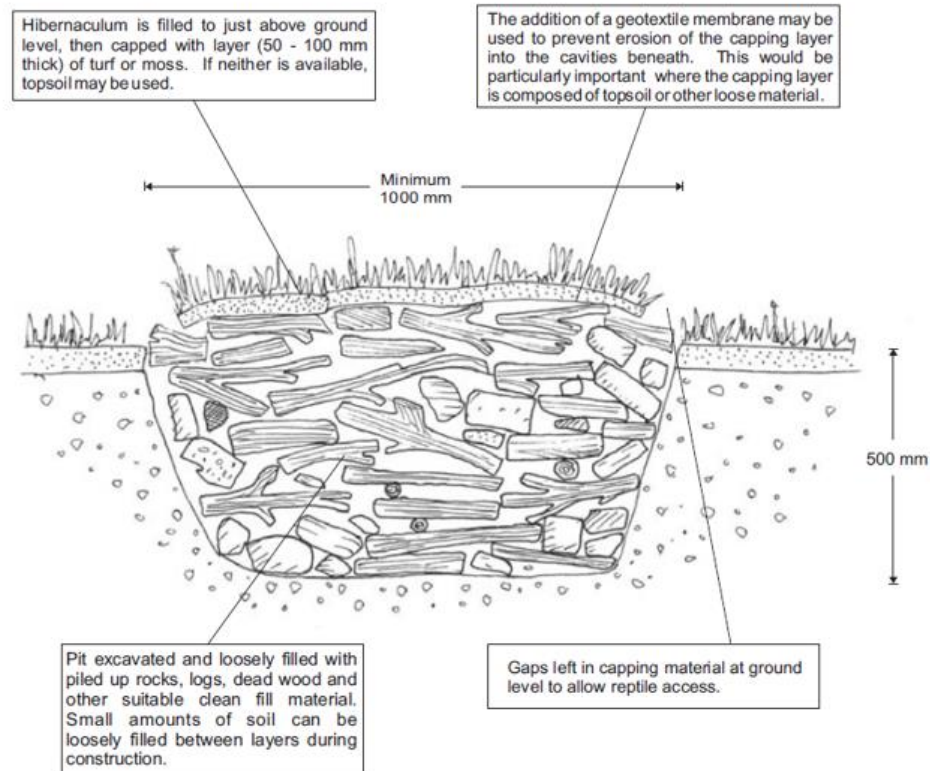
2. Background information

2.1 The Council has been approached by ecologists consulting for Taylor Wimpey about the possibility undertaking a reptile translocation. This involves moving reptiles from the development land into a suitable alternative site (receptor site). A new receptor site is required to move reptiles into during the 2025 season (April onwards).

2.2 The receptor site needs to be a largely grassland field where reptile habitat enhancement (new hibernacula) could be provided. These can either be done in house or organised externally. An example of a hibernacula is pictured below, however there are a number of different types and this provision can be flexible. Two council sites were identified as possibilities and site visits were undertaken to both. Bincombe Beeches Nature Reserve was identified as the preferred receptor site, the undeveloped rear end of the cemetery is less preferable due to its proximity to the original TW site but would still be acceptable.

2.3 As part of the process, the ecologist would provide habitat management recommendations (grass cutting regime) favourable for the reptiles.

Example reptile hibernacula design
(Highways Agency, 2005)



2.4 Next steps:

Should Councillors be minded to agree the translocation the next steps are proposed by the ecologist:

- Get confirmation from Taylor Wimpey they would like to use the site (including costs for it)
- Start building hibernacula across the site; these would need to be installed prior to March
- Start the translocation in March in which case would likely start bringing reptiles into the site from the end of March
- Translocation visits continue every day until five consecutive visits are undertaken where 0 reptiles are captured. This could take a couple of months or more. The ecology team might be bringing in a couple of reptiles per day (0-10 per day, perhaps) and they will keep the Council updated on this.
- The translocation is then complete. The team will also provide inputs to CTC's new management plan for reptile specific management actions.

2.5 One additional thing to note is that Crewkerne Town Council has recently engaged an ecologist to update the Bincombe Beeches Management Plan. He was consulted on this proposal and made the following observations:

“My concern would be translocating what is considered a considerable population to an area that may well already have a very well-established population, and without the baseline data to suggest otherwise, I would not consider the translocation exercise to be following best practice guidelines. The approach may be suitable if the population to be translocated was much smaller but unfortunately this is not the case.

Ultimately it is the responsibility of the developer to establish whether the designated receptor site is suitable, and I would recommend that reptile surveys be undertaken at Bincombe Beeches to obtain the baseline data. The reptile surveys would not be able to go ahead until March at the earliest”.

2.6 The Taylor Wimpey ecologist responded to say:

“Whilst best practise is to provide baseline data, it is our experience that slow worms in particular can live at very high densities and the site is likely to be able to support additional numbers, particularly with increasing carrying capacity through hibernacula and management.

Following Monday’s meeting if the councillors do wish to proceed, we would put together an outline agreement to propose to Taylor Wimpey which can include baseline surveys”.

3. Financial implications

3.1 A fee would be payable by Taylor Wimpey to the Council following the identification of a suitable site. This does vary but could be between £400 - £1000 as a guideline.

4. Equalities considerations

N/A.

5. Council Action Plan objectives supported

N/A.

6. Recommendation

6.1. It is recommended that the Council:

a) Considers the above information and decides whether to proceed.

Report subject	Happy Valley summer event: to consider dates and quotes for a Skate Jam in summer 2025.
Committee name	Full Council.
Meeting date	16 th December 2024.
Report author	Katharine Sheehan FSLCC, Town Clerk.
Report contact details	townclerk@crewkerne-tc.gov.uk .
Consultees	Members of the Youth Service Steering Group and Happy Valley Working Group.
Decision required?	Yes.

1. Purpose

1.1 To agree quotes and dates for a summer Skate Jam event and Fun Day at Happy Valley in summer 2025.

2. Background information

2.1 Both the Happy Valley Working Group (HVWG) and Youth Service Steering Group (YSSG) have suggested that this year it would be good to hold a summer event based at Happy Valley. A suggestion was made that this should be a 'skate jam'.

2.2 CTC usually funds two summer holiday Fun Days, led by our Youth Provider, ALS. It is proposed that one of these days would be held at Henhayes as usual, but the second be moved to Happy Valley and run in conjunction with a skate jam to make the most of the ramps there.

2.3 Council is asked to indicate its early support for such an event to assist with planning, and also to inform the budget. Please see financial implications below.

2.4 Skate jam providers get booked up in advance but a provisional available date of Saturday 2nd August 2025 has been identified.

2.5 Additionally, it is suggested both the local Police and Fire teams be invited to attend to carry out youth engagement activities during the day.

3. Financial implications

3.1 Quotes have been obtained for the Jam provision:

Company A	£1,500 + VAT
Company B	£2,500 + VAT

Both companies have run successful Skate Jams locally in recent years.

3.2 Additional costs for toilet hire, first aid and ALS will be approximately £500.

4. Equalities considerations

N/A.

5. Council Action Plan objectives supported

9.2 Deliver occasional events as required

9.5 Work with partners to deliver more community projects, trails and competitions.

6. Recommendation

6.1. It is recommended that the Council:

- a) AGREES a Skate Jam provider and budgets accordingly, and delegates all arrangements to the Deputy Clerk.

Report subject	To receive a report from the Committee Review Working Group.
Committee name	Full Council.
Meeting date	Monday 16 th December 2024.
Report author	K. Sheehan FSLCC, Town Clerk.
Report contact details	townclerk@crewkerne-tc.gov.uk .
Consultees	N/A.
Decision required?	No.

1. Purpose

1.1 To receive a report from the initial meeting of the Committee Review Working Group (CRWG).

2. Background information

2.1 The CRWG met in early December to consider the following questions raised by the Town Clerk:

- The 'grey area' of legislation around membership of all councillors on Committees.
- Whether the Committee/Council meetings are at the right times of the year and meeting frequently enough or too frequently.
- Whether the remits and titles of the Committees are right.
- Whether the composition of the Committees could be changed, and if so, how this would affect the meetings cycle.

3. Detailed Consideration

3.1 Councillors received a detailed presentation from the Town Clerk regarding the reasons for a review, a summary of current arrangements and an overview of arrangements in other, similar, town councils.

3.2 A discussion took place around whether there was enough support for changing current arrangements to adopt terms of reference, elect a chair and direct the Town Clerk's workload to accommodate this substantial piece of work.

3.3 Points raised during the discussion included:

- Whether councillors who were not involved in the committee stage would want to revisit the 'debate stage' when an item came to full council, making full council meetings very lengthy. The Town Clerk felt this could be navigated with a robust scheme of delegation.

- A number of options for a revised meeting cycle were discussed, as councillors noted that if committee numbers were reduced, it would not be possible to 'double stack' two meetings in one evening, or reconvene as Full Council as required.
- Councillors discussed the possibility of not having any committees, and increasing the number of Full Council meetings to encompass all business. Lead Members for Amenities etc could report back on areas of work.
- Councillors noted that other Town Councils tend to have more than 12 members which makes committees with reduced membership more workable.
- Councillors felt that every member should have equal opportunity to review and/or participate in every project/application/decision.

The Town Clerk noted that she had now brought these issues to the attention of Councillors with her advice being that at the bare minimum the composition of committees should be adjusted, whatever the effect on meeting arrangements.

As there was no definite consensus on a need to change current arrangements, the terms of reference were not adopted, no Chair/Vice Chair was elected and no future meetings set. The Town Clerk was asked to model a meetings cycle for committees with reduced membership and the Chair of Policy and Resources Committee asked to be sent further detail on the relevant legislation and guidance.

No further action was agreed.

4. Financial implications

None.

5. Equalities considerations

None.

6. Council Action Plan objectives supported

CTC Action Plan objective 11.6: Review Committee structures and meetings cycle in accordance with best practice.

7. Recommendation

7.1. It is recommended that the Council:

- a) Notes the report and considers whether to proceed with any further aspect of this work.