Chard Town Council
The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

COUNCIL MINUTES

Minutes of the Chard Town Council meeting held remotely via zoom technology on Tuesday 27th April 2021commencing at 7:00pm.

PRESENT: Cllr Baker (Mayor), Cllr Mrs Bates (7.45pm), Cllr Mrs Kenton (7.30pm), Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland (7.51pm), Cllr Williams, Cllr Mrs Whittaker-Mather and Cllr Mrs. Wootton.

ALSO PRESENT: Rev. Georgina Vye, Mayor's Chaplain, Cllr G Verdon, Paul Russell, Locum Town Clerk, Tracy Lamb (Deputy Clerk & RFO), Liz Johnson-Idan (Community Liaison Officer) and one member of the public.

The Mayor informed Members that voting would be by a named vote.

CHAPLAIN'S 'THOUGHT FOR THE DAY'
The Chaplain read two poems reflecting on St Georges Day from an English and Scottish viewpoint published by English Heritage.

PUBLIC PARTICIPATION TIME
There was one member of the public present. It was agreed to consider Planning Application 20/02261/HOU after item 2020/298. No other matters were raised.

2020/294 APOLOGIES FOR ABSENCE
The following apologies for absence were received and accepted:
- Cllr Bulmer (meeting clash)
- Cllr Kenton (personal)
- Cllr Carnell (work)
- Cllr Mrs Young (work)

2020/295 MAYOR'S ANNOUNCEMENTS
The Mayor informed members that he had had an interesting walk round Chard with the Community Liaison Officer and a representative from Somerset Art Works as part of the HSHAZ Cultural programme. He also extended his thanks to the Mayor's Chaplain and Councillors who attended the Church Service to commemorate the Duke of Edinburgh.

2020/296 DECLARATIONS OF INTEREST
The following Declaration of Interest was made:
- Cllr Mrs O'Brien: Personal interest: Planning Application 21/00343/FUL & 21//00344/LBC.

2020/297 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
Proposed: Cllr Mrs Wootton Seconded: Cllr Mrs O'Brien
Unanimous

RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed under agenda item 2020/275, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2020/298 COUNCIL MEETING MINUTES

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Wootton

For: Cllr Baker, Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Williams and Cllr Mrs. Wootton.

Abstention: Cllr Whittaker-Mather (8th March 2021 – not in attendance)

RESOLVED that the minutes of the Full Town Council meeting held on the 8th March and 14th April 2021 be agreed and signed as a correct record.

The Mayor then suspended the meeting to receive representations regarding Planning Application 20/02261/HOU. The concerns raised by the resident were duly noted.

Council then agreed to go back into session.

It was agreed to bring agenda item 2020/304 forward for discussion:

Proposed: Cllr Mrs O'Brien Seconded: Cllr Whittaker-Mather

For: Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Whittaker-Mather, Cllr Williams and Cllr Mrs. Wootton.

Abstentions: Cllr Baker and Cllr Morrison.

RESOLVED to object to this planning application on the grounds that the Heritage Wall was part of the neighbouring property and would be significantly impacted, maintenance access would be blocked to the heritage wall and the proposal was out of keeping with the neighbourhood.

Council agreed to formally ratify the other responses submitted to SSDC in the previous month under delegated authority.

2020/299 TOWN CLERK'S REPORT

Members noted the following report from the Locum Clerk:

- The Locum Clerk would be on holiday from 17th to 21st May 2021;
- 22nd May 2021 would see the last of the food parcels that had been distributed in Chard;
- Council noted that the Somerset Waste Partnership had decided two years ago to cease any payments for fly tips as the figures had stabilised following the changes to the waste service. However, all hazardous waste reports would be dealt with directly between the SWP and the contractor;

- The Youth Club SLA had been formally approved and adopted at the Policy & Resources meeting held on Monday 26th April 2021;
- The Play Area Task & Finish Group had met on 22nd April and the final report would be submitted to the appropriate Committee for approval;
- The cleaning of the Guildhall frontage had commenced;
- The Funfair would be in Chard from 9th to 12th June 2021.

2020/300 CORONAVIRUS

Council noted the update on the current Covid pandemic including the phased return to work of office staff that was being developed.

2020/301 FINANCE

(a) **Budget Analysis Report –** Council noted the Income and Expenditure Balance Sheet for the year to date.

(b) **Budget Virements** – Council reviewed the budget virements that accord with the requirements of the Council's Financial Regulations:

Proposed: Cllr Mrs Wootton Seconded: Cllr Mrs Orchard
Unanimous

RESOLVED to adopt the budget virements as outlined in the report presented.

(c) **Direct Debit, BACS and Manual Payments** – Council **RESOLVED** to note the Schedule of Payments for April 2021 amounting to £39,669.99.

(Cllr Mrs Kenton entered the meeting at 7.30pm).

(f) **Accounts for Payment –** Council reviewed the expenditure for Month 12 as outlined in the report presented.

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Wootton
Unanimous.

RESOLVED to pay all outstanding accounts amounting to £27,969.75

(e) **Internal Audit Report –** Following consideration and review, Council noted the interim internal audit report undertaken in March 2021. Part of the banking discrepancy had now been resolved and the money refunded by the Co-operative Bank. Recommendations R1-R6 would be reviewed by the appropriate Committee in due course.

(f) **Earmarked Reserves –** Council noted the revised Earmarked Reserve allocations presented. Amounts would be finalised following the end of year closedown of the accounts.

The Civic Regalia EMR would be reviewed and a plan to replace, upgrade and maintain the civic regalia would be drawn up in due course. This would include an updated valuation of the Regalia.

(Cllr Mrs Bates entered the meeting at 7.45pm).

Cllr Shortland entered the meeting at 7.51pm).

(g) **Mayoral Allowance –** Council considered the report presented:

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs O'Brien

For: Cllr Mrs Bates, Cllr Mrs Kenton, Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Whittaker-Mather, Cllr Williams and Cllr Mrs. Wootton.

Abstentions: Cllr Baker.

RESOLVED that the sum of £2,195 from the 2019/20 Mayoral Allowance be donated to the Mayor's Charity account as a one-off donation from the Town Council and that the Mayoral allowance surplus from 2020/21 be rolled over into the 2021/22 civic year.

2020/302 COMMITTEE MEETING

(a) **Committee Meeting Minutes –** Following consideration, Council agreed to adopt the Committee meeting minutes below and to ratify any decisions and recommendations contained therein.

- Personnel & HR Committee – Tuesday 23rd March 2021
- Property & Services Committee – Tuesday 30th March 2021

(b) **SSDC Play Days Request –** Council considered the request to support the Play Days being organised by SSDC.

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs O'Brien
Unanimous

RESOLVED:

- To support the request in kind by donating the hire of the land where the play days would take place;
- To request that two days take place in Chard at Jocelyn Park and Lower Henson;
- That any additional infrastructure such as toilets would be investigated in due course.

2020/303 COMMUNITY

(a) **Community Liaison Report & Grant Support –** Council considered and noted the Community Liaison Officer's report presented.

(b) **Freeman/Freewoman Appointment Report –** Council considered the report presented.

Proposed: Cllr Mrs Kenton Seconded: Cllr Mrs Wootton
Unanimous

RESOLVED to amend the award title from Alderman to Honorary Freemen and Honorary Freewomen and to delegate authority to Council Officers to finalise the criteria for the award.

(c) **Heritage Action Zone –** Council noted the verbal update on the progress of the Culturally Chard programme. The Consortium would be meeting on 4th May 2021 to finalise the programme for 2021.

(d) **Task & Finish/Working Group Reports –** Council noted this item.

(d.i) **Guildhall Working Party –** Council agreed to defer this report until the revised organisational structure had been agreed. The report would be delegate to the appropriate Committee for consideration and adoption.

2020/304 PLANNING & HIGHWAYS

(a) **Outstanding Planning Applications –** This agenda item had already been considered under 2020/298.

2020/305 COUNCIL GOVERNANCE AND POLICY

(a) **Project Delivery Update –** Council noted the progress report of the projects currently being developed and delivered.

2020/306 DATE OF NEXT MEETINGS

Proposed: Cllr Baker Seconded: Cllr Mrs Wootton
Unanimous

RESOLVED to hold the Annual Town Council Meeting on Monday 10th May 2021, commencing at 7:00pm. The meeting would be held at Manor Court School.

It was agreed to delay holding the Annual Town Meeting until after the lockdown restrictions had been lifted, which would hopefully be on 21st June 2021.

2020/307 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/297 that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they would involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

(a) **Organisational & Staffing Structure Review Recommendations** – Council considered the recommendations from the Task & Finish Group meeting held on Wednesday 21st April 2021.

Proposed: Cllr Mrs Bates Seconded: Cllr Mrs Morrison

Amendment: Cllr Baker

For: Cllr Baker, Cllr Mrs Bates, Cllr Mrs Kenton, Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton.

Abstentions: Cllr Whittaker-Mather.

RESOLVED:

- That all the recommendations submitted by the Task & Finish Group be agreed and adopted without amendment;
- That a revised Scheme of Delegation be drawn up ready for adoption at the meeting to be held on 10th May 2021;
- That a Task & Finish Group be held as soon as possible to consider any amendments to the draft Scheme of Delegation and revised Standing Orders/Financial Regulations;
- That the amended documentation be presented to Council at its meeting on 10th May for formal adoption.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 8:47pm.

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MAYOR: **DATE:**