Chard Town Council
The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor Cllr. Garry Shortland Town Clerk Zoe Truong

COUNCIL MINUTES

Minutes of a meeting of the Full Town Council held on Monday 18th June 2018 in the Town Hall, Chard

Present: Cllr. Shortland (Chairman); Cllrs Mrs. Orchard, Bulmer, Carnell, Baker, Orchard, Mrs. Morrison, Mrs. Kenton, Kenton, O'Brien and Mrs. Wyatt

In Attendance: Tracy Lamb (Deputy Town Clerk/RFO)

There were No. #5 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

Chaplain's 'Thought for the Day'

Public Participation Time

A member of the Defibrillator group was pleased to confirm that the group had purchased 3 defibrillators with 2 more to come. He also raised his disappointment that a defibrillator had not yet been purchased by the Town Council.

A member of the public spoke to thank the Council for supporting the Armistice anniversary

A member of the public spoke regarding a meeting they had arranged with police regarding cyber-crime.

Reports from County and District Councillors

1 member of the public left the meeting

Cllr Baker gave an update on recycling bins and the well-attended regeneration meeting held at the Guildhall over the weekend.

Cllr Mrs Kenton advised that the red gravel path at Redstart park is being washed away during periods of rain.

Cllr Bulmer spoke to advise there was a significant planning application to be discussed at the Area West Committee Meeting on Wednesday 20th June and that whilst it related to Tatworth and Forton it would be good for Councilors to attend with their views.

2018-19/31.
Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). LGA 1972 s85 (1).

Cllr Warwick	- Illness
Cllr Mrs Glynn	- Work Commitments
Cllrs Mrs Dowell	- Work Commitments
Cllr Mrs Broom	- Family commitments

Agreed unanimously

Resolved: That the apologies and the reasons given should be accepted.

2018-19/32.
Mayor's Announcements.

Following the recent success of the disabled strongman competition, a request has been received to make this an annual event. The date will be reviewed once the world championship has finished.

2018-19/33.
Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Cllr Baker	√		#2018-19/45	Chair of the Chard Carnival committee
Cllr Mrs Kenton	√		#2018-19/45	Member of Chard Carnival committee
Cllr Mrs Morrison	√		#2018-19/52	Secretary of Chard Branch of the Royal British Legion
Cllr Orchard	√		#2018-19/45	Chard Museum Trustee

2018-19/34.
To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies [Admission to Meetings] Act 1960

Proposed: Cllr Mrs Morrison Seconded: Cllr Bulmer
Agreed Unanimously

RESOLVED - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2018-19/54 (Commercial in Confidence and Staff in Confidence) are discussed.

2018-19/35.
Council Meeting – minutes - To confirm and sign the minutes of the Annual Town Council meeting held on Monday 14th May 2018 LGA 1972, Sch 12 para41 (1)

RESOLVED – that the minutes of the Town Council Meetings held on Monday 14th May 2018 be signed as a correct record

The Chairman signed the minutes.

2018-19/36.
Committees - To receive and note the minutes of the following meetings and approve any recommendations if required:

Planning & Highways 16th April 2018
Planning & Highways 21st May 2018
Finance & Personnel 21st May 2018
Guildhall & Amenities 4th June 2018 including:

To approve the recommendation to replace all existing CCTV cameras with 5 megapixel (IP) digital units CMIP3052 turret Dome Cameras plus recording unit and additional static cameras for Holyrood Street. To purchase an additional camera to be installed next to the existing one on the arch at Howards Row for coverage opposite the Guildhall. The cost being £6,910 with A. S. Security Systems appointed to install and maintain the CCTV system, to come from General reserves (310) plus £265 for the boom lift if required.

Proposed: Cllr. Baker Seconded: Cllr. Bulmer
Agreed Unanimously

RESOLVED – To receive and note the minutes and approve the recommendations made.

Item #2018-19/52 was moved to the next item on the agenda

2018-19/52. To receive and approve recommendations from the Armistice working party.

Proposed: Cllr. Morrison Seconded: Cllr. Bulmer
Agreed Unanimously

RESOLVED – That 5 silent soldiers are purchased, subject to Somerset County Highways agreement and placed temporarily at: Furnham Road entrance to Chard, Halcombe entrance to Chard, Snowdon trough, the Beacon, Crewkerne Road entrance to Chard at a total cost of £1,250 to come from general reserves.

3 members of the public left the meeting

2018-19/37.
Finance - to review the Final Audit Report 2017-18
from the Internal Auditor; to note and consider any recommendations made

Proposed: Cllr. Mrs Morrison Seconded: Cllr. Bulmer
Agreed Unanimously

RESOLVED – The report was reviewed and noted

2018-19/38
Finance - **Adoption of Accounts for the Year ended 31st March 2018, to approve the signing of the Annual Governance Statement** (section one) (Accounts & Audit Regulations 2011)

Proposed: Cllr. Bulmer Seconded: Cllr. Mrs Morrison
Agreed Unanimously

RESOLVED – To adopt the Accounts for the year ended 31st March 2018 and approve the signing of the Annual Governance Statement (section one)

The Chairman and the Deputy Town Clerk/RFO signed the statement.

2018-19/39.
Finance - **Adoption of Accounts for the Year ended 31st March 2018, to approve the signing of the Accounting Statement** (section two) (Accounts & Audit Regulations 2011)

Proposed: Cllr. Mrs Kenton Seconded: Cllr. Mrs Morrison
Agreed Unanimously

RESOLVED – **To approve the signing of the Accounting Statement (section two)**

The Chairman and the Deputy Town Clerk/RFO signed the statement.

2018-19/40
Action Review Summary – to receive and review the Action Review

RESOLVED – The report was noted

2018-19/41.
Finance - **Town Council Year 2017/18 Year to Date Budget** to review the income and expenditure / balance sheet for the year to date (Account & Audit Regulations 2011)

RESOLVED – to note the year to date expenditure and balance sheet

2018-19/42.
Finance - **Accounts for Payment** - to review and note items of expenditure (LGA 1972 s150 (5))– cheque signatories to be Cllr. Kenton and Cllr. Mrs Wyatt

Proposed: Cllr. Mrs Morrison Seconded: Cllr. Orchard
Agreed Unanimously

Resolved - To approve the accounts for payment with Cllr Baker replacing Cllr Mrs Wyatt as cheque signatory, due to holiday commitments.

2018-19/43.
Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments (report to follow)

RESOLVED – The report was reviewed and noted

2018-19/44.
Finance – Bank Reconciliations – to receive and note the signed bank reconciliations for the third financial quarter of 2017-2018

Item withdrawn

2018-19/45.
Finance - To consider the applications for Annual Grants for 2018/2019

Cllrs Mrs Wyatt and O'Brien declared a personal interest in the annual grant relating to Chard Area Youth Committee

Proposed: Cllr. Mrs Morrison Seconded: Cllr. Carnell
For: 10 Abstained: 1

RESOLVED – That the following grants are approved, Chard Area Youth Committee: £1,000, Chard Carnival Committee: £1,000 and Chard Museum & Heritage Centre: £1,000. That a further grant of £1,000 is approved for Chard Area Youth Committee for the application that was submitted in 2017-2018. That the grant for Friends of Manor Court is deferred until all relevant documentation has been received. That the Council review the policy and requirement with regards to the evidence/documents that support applications.

2018-19/46.
Town Clerk's Report – to receive and note the update from Town Clerk

There was nothing to report

2018-19/47.

Town Clerk's Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.
(LGA 1972 s101)

None

2018-19/48
Notice of Motion from Cllr. Mrs Kenton (received 04th May 2018) "That this Council acknowledges the damage done to the environment by single use plastics, seeks help from Sustainable Chard to become single use plastic free and instructs the Community liaison officer, when settled in post, to help other businesses in the town to achieve this"

Proposed: Cllr. Mrs Kenton Seconded: Cllr. Baker
Agreed Unanimously

RESOLVED – That this Council acknowledges the damage done to the environment by single use plastics, seeks help from Sustainable Chard to become single use plastic free and instructs the Community liaison officer, when settled in post, to help other businesses in the town to achieve this.

2018-19/49
Notice of Motion from Cllr. Mrs Glynn (received 04th June 2018) "For the council to permit the Planning and Highways Committee to ask for the recent changes in parking and waiting restrictions in Chard to be changed following complaints from the local community. This is in regard to the implementation of the South Somerset Order 2012 (Amendment No. 5) Order 2017 Road Traffic Regulation which resulted in changes to the parking and waiting restrictions on Duck Lane, Fore Street, Glynswood, Holyrood Street and Morangis Way".

In the absence of Cllr Mrs Glynn, Cllr Bulmer spoke on her behalf

Proposed: Cllr. Mrs Kenton Seconded: Cllr. Mrs Morrison
Agreed Unanimously

RESOLVED – That a letter is sent to Highways, from the Chair of the Planning & Highways committee, asking for the recent changes in parking and waiting restrictions in Chard to be reviewed.

2018-19/50.
To agree the appointment of Cllr Carnell to the Finance & Personnel Committee and Cllr Mrs Glynn to the Guildhall & Amenities Committee. (Standing Order # 5 j[vii]) To consider appointments of Members to Committees, with appointed deputies. LGA 1972 s101

Proposed: Cllr. Mrs Morrison Seconded: Cllr. Bulmer
Agreed Unanimously

RESOLVED – To agree the appointment of Cllr Carnell to the Finance & Personnel Committee and Cllr Mrs Glynn to the Guildhall & Amenities Committee

2018-19/51.

Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

None Received

RESOLVED – **The report was reviewed and noted**

2018-19/53.
Correspondence - To consider a request to appoint a Representative on or work with the external body, Chard Improvement Action Group and make arrangements for reporting back.

There were no representatives appointed

1 member of the public left the meeting

2018-19/54. In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2018-19/34 above refers)

1) Commercial in Confidence

Delegated authority was given to the Chair of the council and the Deputy Town Clerk/RFO to Pursue a request for use of the Mayors Parlour and Bondfield room as offices

Proposed: Cllr. Baker Seconded: Cllr. Mrs Kenton
Agreed unanimously

Resolved - To purchase the hardstanding at Zembard Lane (next to the old Mortuary) for the sum of £10,000 from South Somerset District Council and authorise all work required to turn this into suitable cemetery land. To purchase of the land to the rear of the garaging at 2 Crimchard for the sum of £35,000 from South Somerset District Council and authorise all work required to turn this into suitable cemetery land.

2) Staff in Confidence

A verbal report was given from the Personnel Sub Committee meeting

Proposed: Cllr. Mrs Kenton Seconded: Cllr. Mrs Morrison
Agreed unanimously

Resolved - To give delegated authority to the Deputy Town Clerk/RFO to use any resources necessary including agencies, temporary staff and overtime during the period of being short staffed and for recruitment needs.

There being no further business the meeting closed at 9:22 pm.