



CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP
www.chard.gov.uk

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Mayor: Cllr Jill Shortland Acting Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Meeting of Chard Town Council
Held in the Council Chamber, Town Hall, Chard
On Monday 21st February 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs J Shortland – Mayor
D Bulmer – Deputy Mayor
J P Dorse
A Kenton
Mrs J Kenton
Mrs C A Morrison
D J Orchard

A J Prior
G Shortland
Mrs A Spencer
M Wale
Mrs S Wyatt

IN ATTENDANCE:

The Acting Town Clerk- Sarah Robson, 18 members of the Public and 2 members of the Press.

23. Apologies for absence and to consider whether to approve reasons given. LGA 1972 s85 (1).

Apologies for absence had been received from Councillor D Hill - in hospital.

RESOLVED – to note the apologies and approve the reasons given.

24. Mayors Announcements.

The Mayor made a number of announcements;

Cllr Mrs Shortland gave a brief update on the progress of Cllr Hill who is presently at Musgrove Hospital in Taunton. He wished that his thanks were passed on to those who had visited and sent cards.

The Mayor announced that on 1st & 2nd April there will be a charity fund raising concert in aid of her two charities, Children's Hospice South West and St Margaret's Hospice. The event is being put on at the Guildhall by the Kelly Leigh School of Dance and will take the form of a musical extravaganza of traditional and modern dance.

The Mayor advised Members of a sponsored 'Firewalk' she will be undertaking on behalf of the Children's Hospice South West. The event is being held at Bridgwater on Thursday 14th April.

25. Declarations of Interest. [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159.](#)

None Received.

26. Exclusion of the press and public - To agree any item to be dealt with after the public, including the press, have been excluded under. [Standing Order #1c.](#)

RESOLVED – that Agenda items #41 and 42 be treated as confidential and dealt with after the public (including the press) has been excluded under Standing Order #1c.

27. Council Meeting - Minutes - To confirm and sign the minutes of the Extra Ordinary Town Council Meeting held on Monday 10th January 2011 (*previously circulated*). [LGA 1972, Sch 12 para 41\(1\).](#)

RESOLVED – that the minutes of the Extra Ordinary Town Council meeting held on Monday 10th January 2011 be signed as a correct record.

28. Finance and Guildhall Committee - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on 17th January 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 41\(1\).](#)

RESOLVED – that the minutes of Finance & Guildhall Committee meeting held on the Monday 17th January 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

29. Planning & Highways Committee - To receive and sign the minutes of the Planning & Highways Committee meeting held on 10th January 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 1\(1\).](#)

RESOLVED – that the minutes of Planning & Highways Committee meeting held on the Monday 10th January 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

30. Amenities Committee - To receive and sign the minutes of the Amenities Committee meeting held on 24th January 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 1\(1\).](#)

There was one amendment made to minute #9 in relation to the Mayor and Deputy Mayor joining the subcommittee.

RESOLVED – that the minutes of Amenities Committee meeting held on the Monday 24th January 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

31. Finance - Town Council Year (2010/11) to Date (Y2D) Budget (*previously circulated*) to review the budget information. [Accounts & Audit Regulations 2003 reg 4.](#)

RESOLVED – Councillors noted the Year to Date budget.

32. Finance - Accounts for Payment (*previously circulated*) to review and approve items of expenditure – Cheque signatories to be Cllr Mrs. J Shortland and Cllr Mrs. J Kenton. [LGA 1972 s150 \(5\).](#)

RESOLVED – to approve the Accounts for Payment.

33. Finance - To approve purchase of replacement Amenities Vehicle

Members were notified that one of the Amenities vehicles was no longer roadworthy and therefore not fit for purpose. The Amenities Supervisor was in the process of considering what the best options would be for a replacement.

RESOLVED – to delegate authority for the purchase of a replacement vehicle to the Acting Town Clerk and the Chair of the Amenities Committee providing it is within the approved capital budget limit that has been agreed for the 2011/2012 budget.

34. Action Review Summary – To receive and review Outstanding Actions Summary (*previously circulated*)

The Members were in agreement that a regular review of outstanding actions was a positive step forward.

RESOLVED – to note the summary

35. Meeting Dates – To confirm changes to the meeting dates list for April and May 2011 and consider a temporary suspension of Standing Order 4a in May to allow for motions to be received post election

Members were advised that due to officer's holiday commitments, the proposed meetings on April 18th would need to be rescheduled. There was also discussion regarding the difficulties in relation to the timing of motions being received for the Annual Meeting, post election.

Members were advised that a post election Planning training seminar has been arranged and will be held on Monday 23rd May at 5.00pm in the Town Hall.

RESOLVED – to re-schedule the April meetings so that the Planning Committee and Full Council are held on Monday 11th April and the Amenities Committee meeting is held on Wednesday 13th April. Motions for the meeting on May 16th will be accepted up until noon on Tuesday 10th May 2011.

36. Notice of Motion received from Cllr AJ Prior on Tuesday 1st February 2011

'that this Council ascertains the ownership of and the responsibility for the War Memorial in St Mary's Churchyard with a view to having the War Memorial professionally cleaned and delegates the implementation of the decision to the Acting Town Clerk in consultation with the Chairman of the Finance & Guildhall Committee'

Members recognised the War Memorial is not presently in good condition. Acknowledgment was made that Chard Town Council having accepted responsibility for the closed churchyard has a duty to ensure the Memorial is maintained to an acceptable standard. Two quotes were given for specialist cleaning and it was agreed unanimously that the work should be carried and to accept the company with the lowest quote. It was agreed that the expenditure should come from the Churchyard Sinking Fund.

RESOLVED - that this Council ascertains the ownership of and the responsibility for the War Memorial in St Mary's Churchyard with a view to having the War Memorial professionally cleaned and delegates the implementation of the decision to the Acting Town Clerk in consultation with the Chairman of the Amenities Committee.

37. To receive the recommendations and/or resolutions of the Allotments Sub Committee in relation to the sustainability of the Allotments.

It was reported that the Sub Committee had held its first meeting and it had resolved to amend the Terms & Conditions. There had been useful dialogue with members of the public who attended and further discussions took place regarding the new inspection regime.

There were no further recommendations at this time but a written report would follow in due course.

38. To approve the recommendation of the Working Group in awarding grants through the Council's Community Development Fund.

RESOLVED – to approve payments from the Community Development Fund to Mitchell Gardens Residents Association in the sum of £250.00 to match fund play equipment at Snowdon Park and Chard Town Football Club in the sum of £1000.00 to match fund flood lighting.

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

The Acting Town Clerk reported that some changes to the website had been made recently; also an explanation was given as to the introduction of the Action Review Summary. She also advised Members that a review would need to be undertaken of the Council's financial risk assessment process now that she was both Acting Town Clerk and Responsible Finance Officer, as this could pose conflicts with the current control measures in place.

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

Written reports from Councillor Garry Shortland and Prior were circulated with the Bulletin dated 18/2/2011 and noted for acceptance.

8.35 pm Members of the Press and Public left the meeting and there was a recess for five minutes to allow a short break

8.40pm The meeting re-convened

41. In view of the confidential nature of the business about to be transacted, the press and public were excluded during consideration of this item (Item 26 above refers)

Staff in Confidence.

Members were informed that the Acting Town Clerk had completed and passed the CiLCA qualification which was a condition of the offer of the Deputy Town Clerk's post and in line with the terms of her Contract of Employment.

42. In view of the confidential nature of the business about to be transacted the press and public were excluded during consideration of this item (Item 26 above refers) –

Commercial in Confidence

The Acting Town Clerk updated Members on a number of outstanding issues.

1. The land owned by Chard Town Council at Jocelyn Park that was used by ROK during the building of Bishop's Court.

Members wanted further enquires pursued in relation to financial contributions to make good the land.

On being put to the vote the result was;

VOTING For 6: Against: 3 Abstention: 3

RESOLVED – that the grassed area should be re-instated and that the Amenities Committee should put a proposal forward regarding the cost and identify where the finances will come from to complete the necessary work.

2. The boundary dispute at Jocelyn Park

9.10 pm Councillor D Orchard declared a Personal and Prejudicial Interest in the matter relating to the boundary dispute at Jocelyn Park as he is an employee of Western Power, that have a substation sited on the Town Council's land, he withdrew from the meeting.

RESOLVED – to await the outcome of the Land Registry Adjudicator

9.25 pm Councillor Orchard returned to the meeting

3. An update on work at the Cemetery Yard and the proposed access road from the new development, Willow Way.

9.30 pm Councillors Andy and Mrs Jenny Kenton declared a Personal and Prejudicial Interest in the matter relating to the development as a family member lives adjacent to the site, they withdrew from the meeting.

Members were appraised of the current situation and the Acting Town Clerk and Chairman of the Amenities Committee were given delegated authority to negotiate with Summerfield Developments to obtain a satisfactory outcome.

9.40 pm Councillors Andy and Mrs Jenny Kenton returned to the meeting

Staff in Confidence

9.50pm The Acting Town Clerk left the meeting

Following consideration of the Confidential Report prepared by the Acting Town Clerk, it was

RESOLVED that;

1. The decision in relation to considering replacing the Town Clerk is deferred until a later date
2. The Council delegates authority to the Acting Town Clerk in conjunction with the Mayor and Deputy Mayor to prioritise and agree the workload for the Acting Town Clerk and other officers of the Council. In addition temporary increased remunerated working hours can be agreed in advance if necessary.
3. The Council delegates authority to the Acting Town Clerk in conjunction with the Mayor and Deputy Mayor the consideration of a temporary appointment. The findings should be produced in a report before the next Town Council meeting.
4. The Council delegate authority to the Acting Clerk, the Mayor, Deputy Mayor and other Councillors as required the consideration of a restructure of the management of the Council. The findings should be produced in a report before the next Town Council meeting.
5. The Council delegates authority to the Acting Town Clerk in conjunction with the Mayor, Deputy Mayor and the HR Advisors any other appropriate temporary remuneration necessary during the interim period.

The meeting closed at 10.35pm.