



CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP
www.chard.gov.uk
TEL: 01460 239-567

Mayor: Cllr Jill Shortland Town Clerk: John Furze MILCM

MINUTES OF THE MEETING OF CHARD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, CHARD ON MONDAY 15th FEBRUARY 2010 AT 7:30PM.

PRESENT: Councillors

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

D J Orchard
A Kenton
M J Wale
Mrs S Wyatt

IN ATTENDANCE:

The Town Clerk Mr G J Furze, 29 members of the Public and 1 member of the Press .

After Public Question Time 26 members of the public and one member of the press left the meeting.

1. Apologies for absence and to consider whether to approve reasons given.

Apologies for Absence had been received from D M Mears and S Dowell – detained at work. D R Hill – conflicting meeting and The Mayor of Chard, Cllr Mrs Jill Shortland and G Shortland – both illness.

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

2. Mayors Announcements.

There were no announcements due to the Mayor's absence

3. 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.

There were no Declarations of Interest.

RESOLVED – to note

4. Exclusion of the Press and Public – To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 35.

The Town Clerk asked that Item #17 be heard with the Public and Press absent
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as the matter was 'Commercial in Confidence'.

RESOLVED – that Agenda item #17 be treated as confidential and dealt with after the public (including the press) has been excluded under Standing Order no 35.

5. **Town Council Meeting – Minutes** – To confirm and sign the Minutes of the Town Council meeting held on Monday 21st December 2009. LGA1972, Sch 12 para 41(1).

RESOLVED – that the minutes of the Town Council meeting held on Monday 21st December 2009 be signed as a correct record.

6. **Finance & Guildhall Committee** - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on Monday 18th January 2010 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 18th January 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

7. **Planning & Highways Committee** - To receive and sign the minutes of the Planning & Highways Committee meeting held on Monday 18th January 2010 and to adopt the resolutions and recommendations contained therein. LGA 1972, Sch 12 para 41(1).

RESOLVED – that the minutes of Planning & Highways Committee meeting held on the Monday 18th January 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

8. **Amenities Committee** – To Receive and sign the minutes of the Amenities Committee meeting held on Monday 25th January 2010 and to adopt the resolutions and recommendations contained therein. LGA 1972, Sch 12 para 41(1).

RESOLVED – that the minutes of Amenities Committee meeting held on the Monday 25th January 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

9. **Finance – Town Council Year (2009/10) to Date (Y2D) Budget** – To review the budget information previously circulated. Account & Audit Regulations 2003 reg 4.

Members welcomed the revised format but asked that the summary page be retained.

RESOLVED – that all Councillors noted the Year to Date budget.

10. **Finance - Accounts for Payment** – to review and approve items of expenditure – cheque signatories to be Cllrs D M Bulmer & Mrs J Shortland. LGA 1972 s150 (5).

RESOLVED – to approve the Accounts for Payment.

11. **Notice of Motion** received from Cllr David Bulmer on 8th January 2010, "That this Town Council in the interests of bringing the Council closer to the public encourages each member to post their own annual report on the Council's website under the members page."

Following discussion a vote was taken where the results were 2 For the motion, 4 Against the Motion and 1 Abstention (Cllr A Kenton). The Motion was therefore lost.

12. **Notice of Motion** received from Cllr Mrs Jenny Kenton on 26th January 2010, "That this Council, with regard to the recent bad weather, produces an emergency plan to improve community resilience."

Under Standing Order #9e the motion once seconded, stood adjourned without discussion to the next meeting of the Amenities Committee – Monday 26th April 2010.

13. **Notice of Motion** received from Mayor of Chard, Cllr Mrs Jill Shortland on 5th February 2010, "This Town Council resolves to create a Strategic Plan and delegates to the Town Clerk to organise a workshop for Cllrs with at least 3 examples of strategic plans from other Town Councils and that the draft plan the workshop produces to go to public consultation before being brought for approval to the Annual Town Council meeting in May".

As the proposer of the motion was absent and at her request the Notice of Motion is deferred to the next meeting of the Finance & Guildhall Committee on Monday 15th March 2010.

14. **Town Clerk's Delegated Powers.** Town Clerk will give Council details of any matters dealt with under his delegated powers since the last meeting of Council.

[LGA 1972 s101](#)

The Town Clerk reported he had not used any of his delegated Powers since the last meeting.

RESOLVED – to note.

15. **Resignation of Cllr Mrs J Kenton as representative** to SDDC Countryside Steering Group. Members to appoint a new representative to this group.

RESOLVED – to accept the resignation of Cllr Mrs J Kenton as the Council's representative on SDDC's Countryside Steering Group.

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

Cllr D Bulmer gave a short verbal report concerning the Market Towns Investment Group.

RESOLVED - to Note

17. **RESOLVED – that in view of the confidential nature of the business about to**

be transacted, the press and public will be excluded during consideration of this item – Commercial in Confidence.

The Town Clerk updated the members on a matter of Commercial In Confidence.

RESOLVED: - That it be delegated to the Town Clerk to instruct the Council's lawyers to conclude the matter and for papers to be prepared for Council's signature.

The Town Clerk '*gave notice*' of one further item of 'Commercial in Confidence' and will use his delegated powers to prepare a report for Council's consideration at the next meeting of Finance & Guildhall Committee on Monday 15th March 2010.

The meeting closed at 8.43pm.



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Mayor: Cllr Jill Shortland Town Clerk: John Furze MILCM

MINUTES OF THE MEETING OF CHARD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, CHARD ON MONDAY 19th APRIL 2010 AT 7:30PM.

PRESENT: Councillors

Mrs J Shortland - Mayor

Mrs C A Morrison – Deputy Mayor

Mrs J Kenton

Mrs S Wyatt

G Shortland

A Kenton

D Hill

IN ATTENDANCE:

The Town Clerk Mr G J Furze, the Deputy Town Clerk S Robson, 1 member of the Public and 1 member of the Press.

18. Apologies for absence and to consider whether to approve reasons given.

Apologies for Absence had been received from Cllr M Wale – holiday, Cllr D Bulmer – conflicting engagement, Cllrs D M Mears, D Orchard and S Dowell – detained at work, Cllr Mrs A Spencer – illness and Cllr J Dorse – family illness.

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

19. Mayors Announcements.

The Mayor reminded Members that the Annual Town Meeting will be taking place on Tuesday 4th May at 7pm and invited all members to attend. There was also a reminder that the Annual Town Council meeting will take place the following Monday on May 10th.

The Mayor confirmed details of the charity events arranged for the Bank Holiday Saturday on May Day for fundraising for the five cancer charities that are being supported during her term of office.

20. **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.

There were no Declarations of Interest.

RESOLVED – to note

21. **Exclusion of the Press and Public** – To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 35.

The Town Clerk asked that Item #33 be heard with the Public and Press absent as the matter was 'Commercial in Confidence'.

RESOLVED – that Agenda item #33 be treated as confidential and dealt with after the public (including the press) has been excluded under Standing Order no 35.

22. **Town Council Meeting – Minutes** – To confirm and sign the Minutes of the Town Council meeting held on Monday 15th February 2010. LGA1972, Sch 12 para 41(1).

It was noted that the date of the minutes should be changed to read 2010

RESOLVED – that the minutes of the Town Council meeting held on Monday 15th February 2010 signed as a correct record.

23. **Finance & Guildhall Committee** - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on Monday 15th March 2010 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 15th March 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

24. **Planning & Highways Committee** - To receive and sign the minutes of the Planning & Highways Committee meeting held on Monday 15th March 2010 and to adopt the resolutions and recommendations contained therein. LGA 1972, Sch 12 para 41(1).

RESOLVED – that the minutes of Planning & Highways Committee meeting held on the Monday 15th March 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

25. **Finance – Town Council Year (2009/10) to Date (Y2D) Budget** – To review the budget information previously circulated. Account & Audit Regulations 2003 reg 4.

Members welcomed the prompt circulation of figures at Year End and the Clerk reiterated this as being part of the efficiency savings being made.

RESOLVED – that all Councillors noted the Year to Date budget.

26. **Finance - Accounts for Payment** – to review and approve items of expenditure – cheque signatories to be Cllrs D M Bulmer & Mrs. J Shortland. LGA 1972 s150 (5).

RESOLVED – to approve the Accounts for Payment.

27. **Notice of Motion** received from Cllr Mrs Jenny Kenton on 25th February 2010, "That this Council, with the possibility of new members after the elections of 2011 puts together a member training programme, which would aid new members to fully understand the procedures and responsibilities of Chard Town Council".

Following discussion it was agreed that the provision of appropriate training should be made and that Members should send suggestions to the Clerk regarding what would be suitable.

RESOLVED – to put together a member training programme which would aid new members to fully understand the procedures and responsibilities of Chard Town Council

28. **Notice of Motion from Town Clerk** – 'That in view of the resignation of Cllr David Keitch the Town Clerk is authorised to advertise a Casual Vacancy'.

The Clerk advised Members of the statutory obligation to advertise the vacancy and suggested that it should be sited at four prominent places within the ward for a period of fourteen working days in order that the electorate has an opportunity to respond.

RESOLVED – to confirm the necessary legislative requirements to advertise a Casual Vacancy

29. **Notice of Motion from Town Clerk** – 'That in view of the impending General Election with the inevitable demands on members and officers time, the proposed workshop for a Strategic Plan for Chard be deferred to a date to be fixed after the election'.

RESOLVED – to defer the date of the proposed workshop until after the election

30. **New Standing Orders** – Members to review and adopt new Standing Orders based on the Model Standing Orders issued by National Association of Local Councils (NALC)

The Clerk highlighted to Members some of the revisions that have been made and that the adoption of the new Standing Orders form part of the audit regime.

RESOLVED – to adopt the new Standing Orders

31. **Town Clerk's Delegated Powers.** Town Clerk will give Council details of any matters dealt with under his delegated powers since the last meeting of Council.

[LGA 1972 s101](#)

The Town Clerk reported he had not used any of his delegated Powers since the last meeting.

RESOLVED – to note.

32. **Reports from Representatives of Outside Bodies.**
Nothing to report

33. RESOLVED – that in view of the confidential nature of the business about to be transacted, the press and public will be excluded during consideration of this item – Commercial in Confidence.

At 8.30pm the members of the public and press departed from the meeting.

The Town Clerk updated the members on two matters of Commercial In Confidence.

The meeting closed at 8.42pm.



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Mayor: Cllr Jill Shortland Town Clerk: John Furze MILCM

MINUTES OF THE MEETING OF CHARD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, CHARD ON MONDAY 14th JUNE 2010 AT 7:30PM.

PRESENT: Councillors

Mrs J Shortland - Mayor
D Bulmer – Deputy Mayor
D Hill
D Mears
Mrs C A Morrison
D Orchard

G Shortland
Mrs A Spencer
M Wale
Mrs S Wyatt

IN ATTENDANCE:

The Town Clerk Mr G J Furze, the Deputy Town Clerk S Robson, 18 members of the Public and 1 member of the Press.

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

Councillors A & Mrs J Kenton – holiday, J Dorse and S Dowell – detained at work

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

49. Mayors Announcements.

The Mayor confirmed that the proceeds of the fund raising efforts from her last term of office had been distributed with a total of £2500.00 being raised throughout the year. Five Cancer Charities were each awarded £500.00.

The Mayor advised Members that she would be attending hospital for an operation shortly and thanked the Deputy Mayor for attending engagements on her behalf.

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

Councillor Wale declared a Personal Interest in Item 59 re Crowshute House (Member of a user-group) and Chard Museum(member of the friends of the Museum).

Councillor Mrs Spencer declared a Personal Interest in Item 59 re Chard Museum (member of the friends of the Museum).

Councillor Mrs Morrison declared a Personal and Prejudicial Interest in Item 59 re Chard Young People's Centre (Chair of the Managing Committee).

Councillor G Shortland declared a Personal and Prejudicial Interest in Item 59 re Chard Young People's Centre (Member of Managing Committee).

Councillor Hill declared a Personal and Prejudicial Interest in Item 59 re Crowshute House (Chairman of Managing Committee) and Chard Museum (Trustee).

Councillor Bulmer declared a Personal Interest in Item 59 re Chard Museum (Friend of Chairman).

Councillor Mrs Shortland declared a Personal and Prejudicial Interest in Item 59 re Chard Young People's Centre (County Council representative of Managing Committee) and a Personal Interest in Item 59 re Crowshute House and Chard Museum (attended functions as Mayor of Chard).

Councillor Orchard declared a Personal Interest in Items 60 & 63 as an employee of Western Power

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

RESOLVED – that Agenda items #62 & 63 be treated as confidential and dealt with after the public (including the press) has been excluded under Standing Order #1c.

52. Council Meeting - Minutes - To confirm and sign the minutes of the Annual Town Council Meeting held on Monday 10th May 2010.

[LGA 1972, Sch 12 para 41\(1\).](#)

RESOLVED – that the minutes of the Annual Town Council meeting held on Monday 10th May 2010 be signed as a correct record.

53. Finance and Guildhall Committee - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on 17th May 2010 and to adopt the resolutions and recommendations contained therein and specifically **Minute #28 - Election of Chairman** in which Cllr A Kenton was elected Vice Chairman of the Committee. [LGA 1972, Sch 12 para 41\(1\).](#)

RESOLVED – that the minutes of Finance & Guildhall Committee meeting held on the Monday 17th May 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

54. Planning & Highways Committee - To receive and sign the minutes of the Planning & Highways Committee meeting held on 17th May 2010 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 17th May 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

It was resolved to bring items 58 & 59 forward for the benefit of the members of the public

58. Notice of Motion received from Deputy Mayor, Cllr David Bulmer on Friday 11th June 2010, "That this Town Council request SSDC Economic Development give more specific involvement in looking at ways to improve the economy of Chard specifically, support for the traders of Chard who are suffering during this recession." The Motion was seconded by the Mayor

Members were in agreement that promoting the economic development within Chard should be encouraged with the assistance of SSDC and that rather than waiting for the Regeneration Plan to take affect something more immediate needed to be considered.

RESOLVED- That this Town Council request SSDC Economic Development give more specific involvement in looking at ways to improve the economy of Chard specifically, support for the traders of Chard who are suffering during this recession

59. Notice of Motion from the Town Clerk, "That this Council having received grant applications that fall outside of the Council's criteria contained in the Policy Document considers applications from:-

a) Chard Young Peoples Centre

Councillors Mrs Morrison, Mrs J Shortland and G Shortland left the meeting prior to any discussion taking place as they had all declared a Personal and Prejudicial Interest in this item. The Deputy Mayor, Cllr D Bulmer took the chair for this item.

RESOLVED – to approve the recommendation of the Working Party to award £900 to Chard Young Peoples Centre

Councillors Mrs Morrison, Mrs J Shortland and G Shortland returned to the room and the Mayor, Cllr Mrs J Shortland resumed the chair.

b) Chard Museum

Councillor Hill left the meeting prior to any discussion taking place as he declared a Personal and Prejudicial Interest in this item

RESOLVED – to increase the amount recommended by the Working Party from £900 and award the whole £1000 to Chard Museum

c) Crowshute House

Councillor Hill had left the meeting prior to the previous matter being discussed and

he remained outside the room and took no part in this item as he declared a Personal and Prejudicial Interest.

RESOLVED – to approve the recommendation of the Working Party to award £900 to Crowshute House

Councillor Hill returned to the room.

Councillor Hill thanked Members for the contributions towards the Museum and Crowshute House and Councillor Mrs Morrison thanked Members for the contribution towards the Chard Young Peoples Centre.

The members of the public left the meeting.

55. Finance – Adoption of Accounts for the Year ended 31st March 2010 and the signing of the Annual Return. [Accounts & Audit Regulations 2003 reg 27](#)

RESOLVED – that the Accounts for the Year ended 31st March 2010 be adopted and that the Mayor & Responsible Finance Officer be authorised to sign the Statement of Accounts and that the Mayor & Town Clerk be authorised to sign the Annual Governance Statement.

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

RESOLVED – that all Councillors noted the Year to Date budget.

57. Finance - Accounts for Payment to review and approve items of expenditure – Cheque signatories to be Cllrs Mrs J Shortland & D Bulmer. [LGA 1972 s150 \(5\).](#)

Councillor Hill advised Members that Chard 2000 would donate £195.00 for the repairs to the Long Clock Case. The Members agreed to mount a small plaque on the clock in recognition and appreciation of this kind gesture.

The Town Clerk asked for approval to be given to issue the cheques for the Community Development Grant awards in addition to the previously circulated list.

RESOLVED – to approve the Accounts for Payment.

60. Town Clerk's Delegated Powers. [LGA 1972 s101](#)

The Town Clerk reported the use of his Delegated Power to agree a Way-Leave at Jocelyn Park to Western Power for burying an underground cable.

RESOLVED – to approve the use of the Town Clerk's delegated powers.

61. Reports from Representatives of Outside Bodies.

Councillor Bulmer gave a report about the recent meeting of the Market Town Investment

Group.

Councillor Hill reported that Chard in Bloom would be judging the Schools Planting Competition taking place in Howards Row on Wednesday 16th June at 10.00am and extended an invitation to all Members.

The member of the Press left the meeting.

62. 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 51 above refers) - Staff in Confidence

RESOLVED – to approve a promotion for Paul Thresher from Charge Hand to Supervisor of the Amenities Department with an increase of one additional Spinal Column Point (SCP) with effect from 15th June 2010 and also to pay an honorarium in recognition of his efforts whilst the restructuring took place.

RESOLVED – to approve a promotion for Andy Bourner from Amenities Operative to Senior Amenities Operative with an increase of two additional SCP's with effect from 15th June 2010.

RESOLVED – to approve an increase in hours from 25 to 33 per week for Shayna Knight and Tracy Lamb effective dates to be negotiated.

63. 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 51 above refers)

The Town Clerk updated the members on three matters of 'Commercial In Confidence'.

RESOLVED – to note the update

The meeting closed at 9.37pm.



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TEL: 01460 239-567 FAX: 01460 65710

Mayor: Cllr Jill Shortland Town Clerk: John Furze MILCM

MINUTES OF THE EXTRAORDINARY MEETING OF CHARD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, CHARD ON THURSDAY 29th JULY 2010 AT 7:30PM.

PRESENT: Councillors

Mrs J Shortland – Mayor
D Bulmer – Deputy Mayor
G Shortland
Mrs C A Morrison
Mrs S Wyatt

M Wale
T Prior
A Kenton
Mrs J Kenton

IN ATTENDANCE:

The Town Clerk Mr G J Furze, and no members of the public or press.

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

Cllr D R Hill – conflicting meeting, Cllr D Mears – prior engagement, Cllr S Dowell – a Personal & Prejudicial interest in the main agenda item

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

65. Declarations of Interest. Local Authorities (Model Code of Conduct) Order 2007 SI No.1159.

Cllrs A & Mrs J Kenton both declared a Personal and Prejudicial interest in Agenda item #67 as their son owned a property in Cedar Close.

66. Exclusion of the press and public - To agree any items to be dealt with after the public, including the press, have been excluded under. Standing Order #1c.

RESOLVED – that Agenda items #67 be treated as confidential and dealt with after the public (including the press) has been excluded under Standing Order #1c.

Cllrs A & Mrs J Kenton left the room before, and took no part in, Agenda item #67

67. 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
– Commercial in Confidence – Cedar Close

Members were appraised of proposals for rain water harvesting on the land owned by the Council adjoining Cedar Close and other issues relating to Summerfield Developments. During the discussion Standing Orders were suspended at 8.06pm in order that advice, and answers to questions, could be received from Mr Simon Jenvey, Design Manager of Summerfield Developments. Standing Orders were reinstated at 8.24pm when Mr Jenvey left the room.

RESOLVED: That it be delegated to the Town Clerk in conjunction with Cllr D R Hill (Chairman of Finance & Guildhall Committee) and Cllr G Shortland (Chairman of Amenities Committee) to proceed with plans as discussed which included rain water harvesting on the land owned by the Council adjoining Cedar Close subject to receiving assurances from Summerfield Developments that satisfy the Council's Legal Advisors.

The meeting closed at 8.32pm.



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Mayor: Cllr Jill Shortland Town Clerk: John Furze MILCM

COUNCIL MINUTES

MINUTES OF THE MEETING OF CHARD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, CHARD ON MONDAY 16th AUGUST 2010 AT 7.30PM.

PRESENT: Councillors

Mrs J Shortland - Mayor

D Bulmer – Deputy Mayor

J Dorse

D Hill

A Kenton

Mrs J Kenton

Mrs C A Morrison

D Orchard

A Prior

G Shortland

M Wale

Mrs S Wyatt

IN ATTENDANCE:

The Town Clerk Mr G J Furze, the Deputy Town Clerk Mrs S Robson, 12 members of the Public and 2 members of the Press.

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

Apologies for absence had been received from Councillor Mrs A Spencer – away on holiday and Councillor D Mears – detained at work.

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

69. Mayors Announcements.

The Mayor made a number of announcements;

A letter of thanks had been received from the Society of Local Council Clerks to the Council for its willingness in agreeing to allow the Clerk to act as temporary Regional Advisor.

A letter of thanks from the Town Crier was received for the honorarium recently awarded, members were advised the monies would be used for cleaning the outfit and to purchase some new items needed.

The Mayor has recently been interviewed for a programme about young peoples' initiatives which has focused on local activities available.

A report was made at a recent Planning meeting the Mayor attended where the issue of dangerous parking and enforcement was raised. The Mayor advised it is her intention to invite the local Police Inspector to attend the next Full Council meeting.

The Mayor reminded those present of the next event taking place to raise funds for her charities. There will be a Beatles Tribute evening at the Guildhall on August 28th, all are welcome.

The Mayor welcomed back Councillor Dorse who has been unable to attend recently due to health problems. Members were informed that Councillor Dorse is unable to sit for longer than forty five minutes and will therefore be leaving the meeting before it finishes.

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

Councillor Wale declared a Personal Interest in Item 81 being a District Councillor and also involved with the Crowshute House and Museum committees

Councillor Prior declared a Personal Interest in Item 81 being involved with the Crowshute House and Museum committees

Councillor Orchard declared a Personal Interest in Item 81 being involved with Crowshute House as a member of organisations that use the facilities

Councillor Mrs Shortland declared a Personal Interest in Item 81 being a County Councillor and trustee of the youth centre and also involved with the Crowshute House and Museum Committees in her capacity as Mayor

Councillor G Shortland declared a Personal Interest in Item 81 being involved with the Youth Club committee

Councillor Hill declared a Personal Interest in Item 81 being involved with the Crowshute House and Museum committees

Councillor Mrs Morrison declared a Personal Interest in Item 81 being involved with the Youth Club committee

Councillor Mrs Kenton declared a Personal Interest in Item 81 being a District Councillor and also involved with the Youth Club committee

Councillors A & Mrs J Kenton both declared a Personal and Prejudicial interest in Item 90 as their son owns a property in Cedar Close.

Councillor Bulmer declared a Personal Interest in Item 81 being a District Councillor

RESOLVED – to note

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

RESOLVED – that Agenda items #89 & 90 be treated as confidential and dealt with after the public (including the press) has been excluded under Standing Order #1c.

- 72. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 14th June 2010. [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of the Town Council meeting held on Monday 14th June 2010 be signed as a correct record.

- 73. Council Meeting - Minutes** - To confirm and sign the minutes of the Extra-ordinary Council Meeting held on Thursday 29th July 2010. [LGA 1972, Sch 12 para 41\(1\)](#)

RESOLVED – that the minutes of the Extra-ordinary Council meeting held on Thursday 29th July 2010 be signed as a correct record.

- 74. Finance and Guildhall Committee** - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on Monday 19th July 2010 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 19th July 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

- 75. Planning & Highways Committee** - To receive and sign the minutes of the Planning & Highways Committee meeting held on Monday 14th June and Monday 19th July 2010 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 17th June and Monday 19th July 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

- 76. Amenities Committee** – To receive and sign the minutes of the Amenities Committee meeting held on 26th July 2010 and to adopt the resolutions and recommendations contained therein and particularly Minute#19 that refers to the recommendation to purchase by part-exchange a Ransomes HR3300T Rotary Mower at a cost to the Council of £7,000. [LGA 1972, Sch 12 para 1\(1\)](#).

RESOLVED – that the minutes of Amenities Committee meeting held on the Monday 26th July 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

RESOLVED - to purchase by part-exchange a Ransomes HR3300T Rotary Mower at a cost to the Council of £7,000

It was agreed to bring agenda item 80 forward to allow Councillor Dorse representation before he leaves the meeting.

80. Notice of Motion received from Cllr Julian Dorse received on Monday 12th July 2010 - That this Town Council considers appointing Cllr Julian Dorse to the Finance and Guildhall Committee with effect forthwith."

RESOLVED - that this Town Council appoints Cllr Julian Dorse to the Finance and Guildhall Committee with effect forthwith

It was agreed to bring agenda item 81 forward

81. Notice of Motion from Cllr Martin Wale received on Thursday 15th July 2010 - That this Town Council approaches South Somerset District Council to negotiate the asset transfer of Crowshute House, Chard Museum and Chard Youth Club to Chard Town Council and if negotiations reach a stage where the outcome is likely to be successful, that a Town Vote be taken as to whether the individual maintenance of these assets should be chargeable to the Council Tax payers of Chard through the Town Precept."

There was much debate regarding the transfer of assets, the likely on-going maintenance costs and councillors consideration of the long term financial commitment. Upon being put to the vote the resolution was not passed

VOTING: For: 2 Against: 8 Abstentions: 1

8.20pm Councillor Dorse leaves the meeting

77. Item deferred from Amenities Meeting – 26th July 2010. Members to consider the charges for the Allotments from October 2010 to March 31st 2011 and then from 1st April 2011.

Members were advised that the Amenities Committee had already set the rent payable by the allotment holders from October 2010 at £16.00 for the year (£8 for the half year year). It had also been agreed to change the commencement of annual rents from October to April in order to bring it in line with the Council's Financial Year. A report was circulated which recommended the need to increase the rent to £26.00 from April 2011 due to the land owner increasing the amount due under the terms of the lease.

Councillor Prior proposed, and Cllr Bulmer seconded an amendment to the recommendation and suggested a charge to allotment holders of £8.00 for a half year commencing October 2010 but then in April 2011 the Council to subsidise the increase in the annual rent to limit it to £20.00

Upon being put to the vote the amendment was denied

VOTING: For: 2 Against: 8 Abstentions: 1

Cllr G Shortland proposed and Cllr Mrs S Wyatt seconded that the recommendation in the report be accepted. The proposal was carried.

VOTING: For: 8 Against: 2 Abstentions: 1

RESOLVED – That Allotment Holders be charged £8.00 for a half year commencing October 2010 and then in April 2011 to increase the annual rent to £26.00 per annum

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

RESOLVED – Councillors noted the Year to Date budget.

79. Finance - Accounts for Payment to review and approve items of expenditure – Cheque signatories to be Cllrs Mrs J Kenton & D Hill. [LGA 1972 s150 \(5\)](#). There were questions from members re some of the accounts which were answered

RESOLVED – to approve the Accounts for Payment.

82. Notice of Motion from Cllr Tony Prior received on 19th July 2010 – “That this Town Council will remove the desk from the foyer of the Guildhall to enable the whole of the Guildhall to be available to hirers.”

Members considered the issues raised and it was noted that even in the event of removing the desk, Health and Safety restrictions would mean that only a limited amount of space would be available for hirers. It was agreed that the introduction of the reception desk had been a success in bringing the council closer to the public and had improved services and information to the people of Chard also that to remove it would be a costly and backward step. On being put to the vote, the motion was denied.

VOTING: For: 1 Against: 8 Abstentions: 1

83. Notice of Motion from Cllr Tony Prior received on 19th July 2010 – “That this Town Council considers franchising the organisation and promotion of the Antiques Fair to one of the stallholders at reasonable rates of hire, the latter in consultation with the chairman of the Finance and Guildhall Committee and Cllr A J Prior.”

It was agreed that there must be consistency in hire charges, franchising was very complex and should be open to advertisement and delegations need to be to the Town Clerk and on that basis the proposer agreed to amend the motion.

RESOLVED - That this Town Council considers renting the organisation and promotion of the Antiques Fair to one of the stallholders at normal rates of hire, the latter being delegated to the Town Clerk in consultation with the

Chairman of the Finance and Guildhall Committee and Cllr A J Prior."

- 84. Notice of Motion from Cllr Tony Prior received on 20th July 2010** – "That this Town Council appoints Cllr A J Prior and Cllr Mrs A Spencer to the Finance & Guildhall Committee and to the Amenities Committee and in addition appoints Cllr A J Prior to the Planning & Highways Committee."

RESOLVED - that this Town Council appoints Cllr A J Prior and Cllr Mrs A Spencer to the Finance & Guildhall Committee and to the Amenities Committee and in addition appoints Cllr A J Prior to the Planning & Highways Committee

- 85. Notice of Motion from Cllr Tony Prior received on 30th July 2010** – "That this Council will add to Standing Order 1c (or any other order as appropriate) the following words: "However this exclusion of press and public does not apply to councillors who are entitled to receive background papers of and to attend all meetings of the Council, whether full Council, Committee or sub-committees."

9.07pm Councillor Mrs Morrison leaves the meeting

9.10pm Councillor Mrs Morrison returns to the meeting

There was robust debate regarding the merits of this motion and a concern expressed about the legal advice given only being from NALC. Councillor Prior agreed the motion should therefore be amended and upon being put to the vote, the amendment was carried;

VOTING: For: 9 Against: 1 Abstentions: 1

RESOLVED – that this Council takes further legal advice before the October council meeting about adding to Standing Order 1c (or any other order as appropriate) the following words: "However this exclusion of press and public does not apply to councillors who are entitled to receive background papers of and to attend all meetings of the Council, whether full Council, Committee or sub-committees.

- 86. Notice of Motion received from Cllr Mrs Jenny Kenton on 6th August 2010,** "That this Council produces a colour "newsletter" 4 times a year and distributes it house to house, to allow more understanding of this Councils actions"

Councillor Mrs Kenton circulated a number of newsletters produced by other councils for the Members perusal. It was considered the content and present way of circulating the Newsletter was not effective and did not engage with the people of Chard.

Councillor Mrs Kenton agreed the motion be amended and the word 'colour' should be deleted.

RESOLVED - That this Council produces a "newsletter" four times a

year and distributes it house to house, to allow more understanding of this Councils actions.

87. Town Clerk's Delegated Powers. LGA 1972 s101

The Clerk advised members that he had used his delegated powers to approve an amendment to a Planning Application that had been discussed earlier at the Planning Committee meeting.

RESOLVED – to approve the use of the Town Clerk's delegated powers.

88. Reports from Representatives of Outside Bodies.

There were no reports received.

9.43pm The meeting adjourned for a two minute break

9.45pm The meeting re-convened

89. 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 71 above refers) - Staff in Confidence

The Clerk reported on one item of 'Staff in Confidence' relating to a staff training matter.

RESOLVED – That Council approves the Deputy Town Clerk attending a one-day course on Cemetery Management at a cost of £95.

90. 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 71 above refers) – Commercial in Confidence

9.48pm Councillor Mrs Kenton and A Kenton left the meeting at this point after declaring a Personal and Prejudicial Interest

The Clerk updated Members on one item of 'Commercial in Confidence' relating to the development at Cedar Close

RESOLVED – to note the update

The meeting closed at 9.50pm.



CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP

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TEL: 01460 239-567 FAX: 01460 65710

Mayor: Cllr Jill Shortland Town Clerk: John Furze MILCM

COUNCIL MINUTES

MINUTES OF THE MEETING OF CHARD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, CHARD ON MONDAY 18th OCTOBER 2010 AT 7.30PM.

PRESENT: Councillors

Mrs J Shortland – Mayor
D Bulmer – Deputy Mayor
D Hill
Mrs C A Morrison
D Orchard

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

IN ATTENDANCE:

The Town Clerk Mr G J Furze, the Deputy Town Clerk Mrs S Robson, PC Paul Thomas, 15 members of the Public and 2 members of the Press.

91. Apologies for absence and to consider whether to approve reasons given.

LGA 1972 s85 (1).

Apologies for absence had been received from Councillors Mrs J Kenton, A Kenton – away on holiday and Councillor D Mears – conflicting engagement.

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

At the Mayor's instigation members agreed to bring forward item # 105 to allow PC Thomas to participate before leaving the meeting. It was also resolved to suspend standing orders to allow him to take part in the debate by responding to questions.

7.53pm - RESOLVED – to suspend Standing Orders

105. Parking issues and enforcement in Chard. Town Clerk to update members on correspondence between the council and Avon & Somerset Police in relation to parking issues and enforcement in Chard. Members to hear from the Police on the issues.

The Mayor read out a letter from Inspector Jackie Gold in response to an invitation to attend the meeting. It confirmed that local communities are encouraged to set their own priorities and in Chard those have been identified as anti-social behaviour. PC Thomas advised there is no dedicated officer in Chard for parking.

There was a long debate that covered many issues in relation to enforcement and parking problems.

8.27pm - RESOLVED – to re-instate Standing Orders

92. Mayors Announcements.

The Mayor made a number of announcements;

A reminder was given of the Remembrance Event taking place in the Guildhall on Saturday 6th November for the Battle of Britain which coincides with the March of Honour passing through Chard.

The Mayor informed Members that Cllr Dave Hill had been recognised by Somerset County Council for his long contribution to voluntary service over many years in Chard. He was congratulated by the Mayor and Members.

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

Councillor Mrs Shortland declared a Personal and Prejudicial Interest in Item 100 as one of the payments is to re-imburse her for expenditure for banners

Councillor Shortland declared a Personal and Prejudicial Interest in Item 100 as one of the payments is to re-imburse Councillor Mrs Shortland for expenditure for banners

RESOLVED – to note

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

RESOLVED – that Agenda items #108 & 109 be treated as confidential and dealt with after the public (including the press) has been excluded under Standing Order #1c.

95. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 16th August 2010. [LGA 1972, Sch 12 para 41\(1\).](#)

Councillor Prior asked for Standing Order 11a to be invoked as he wished for Members to support him in requesting the rescission of the decision relating to the allotments (agenda item 77). The Mayor asked if any member supported this proposal but only two members were in favour.

RESOLVED – that the minutes of the Town Council meeting held on Monday 16th August 2010 be signed as a correct record.

- 96. Finance and Guildhall Committee** - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on Monday 20th September 2010 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 20th September 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

- 97. Planning & Highways Committee** - To receive and sign the minutes of the Planning & Highways Committee meeting held on Monday 16th August and Monday 20th September 2010 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 16th August and Monday 20th September 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

- 98. Item deferred from Town Council Meeting – 16th August 2010.**

Minute # 85 of the meeting refers

Notice of Motion from Cllr Tony Prior received on 30th July 2010 – “That this Council will add to Standing Order 1c (or any other order as appropriate) the following words: “However this exclusion of press and public does not apply to councillors who are entitled to receive background papers of and to attend all meetings of the Council, whether full Council, Committee or sub-committees.”

There was robust debate regarding the merits of this motion and a concern expressed about the legal advice given only being from NALC. Councillor Prior agreed the motion should therefore be amended and upon being put to the vote, the amendment was carried;

VOTING: For: 9 Against: 1 Abstentions: 1
RESOLVED – that this Council takes further legal advice before the October council meeting about adding to Standing Order 1c (or any other order as appropriate) the following words: “However this exclusion of press and public does not apply to councillors who are entitled to receive background papers of and to attend all meetings of the Council, whether full Council, Committee or sub-committees.

The Clerk made the following statement to Council

"As the Council's Proper Officer it is my responsibility to advise the Council. In relation to this matter my advice is quite clear – the requirements of Local Government (Access to Information) Act 1985 DO NOT apply to this Council. This advice to Council is further confirmed by Somerset Association of Local Councils (SALC), the Legal Department of National Association of Local Councils (NALC) and the National Legal Advisor of the Society of Local Council Clerks (SLCC). In order to protect my position, I ask that it be noted in the Minutes of this meeting that I have so advised this Council."

The motion was seconded by Councillor Mrs Spencer and on being put to the vote the motion was lost.

VOTING: For: 2 Against: 7

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

Members were requested by the Town Clerk to contact the RFO in advance of the meeting if they wanted detailed information relating to the accounts in order to allow officers time to make the necessary investigations. The RFO agreed to publish the information requested regarding the Guildhall loans in the Bulletin.

RESOLVED – Councillors noted the Year to Date budget.

100. Finance - Accounts for Payment to review and approve items of expenditure – Cheque signatories to be Cllrs Mrs J Shortland & D Hill. [LGA 1972 s150 \(5\).](#)

RESOLVED – to approve the Accounts for Payment.

Cllrs Mrs J Shortland and Mr G Shortland did not leave the room during this item as there was no discussion regarding the payment for which they had declared Personal and Prejudicial Interests.

101. Notice on Motion from Cllr D Bulmer received on 23rd August 2010 - "In the interests of the well-being of the residents of Crewkerne Road, Chard, Chard Town Council considers and debates the letter sent to Cllr David Bulmer in his capacity of Deputy Mayor, regarding Industrial Noise from the nearby industrial estates"

There was a discussion relating to competing interests between local business and residents, however it was recognized that the noise levels are within acceptable standards and that nothing unlawful is taking place.

RESOLVED – that the Mayor write to the businesses in question thanking them for their co-operation and a letter to the Environmental Health Dept at the District Council to notify them of the discussion.

102. Notice of Motion received from Cllr A J Prior on 27th August 2010 - "That this Town Council reverts to meeting once every month of the year as befits the status and importance of the town of Chard."

Councillor Prior advised Members that he anticipated this being introduced from the time of the new council in May 2011. Members were of the opinion that the present

arrangements were working well and that the cost benefits due to the reduction in officer time were advantageous.

The motion was seconded by Councillor Mrs Spencer and on being put to the vote the motion was lost.

VOTING: For: 2 Against: 7

103. Notice of Motion received from Cllr A J Prior on 27th August 2010 – “That this Town Council requests South Somerset District Council, as the relevant authority, to reduce the number of elected members to this Council from the present three per ward to two per ward with effect from the elections due in 2011.”

Following some debate regarding the increased housing development and expected population growth in coming years this motion was not progressed as Councillor Prior withdrew the motion.

104. Notice of Motion received from Cllr A J prior on 4th October 2010 – “That this Town Council reaffirms its traditional policy that there is no free use of the Guildhall (excepting Mayoral prerogative in respect of the Mayor’s Parlour) and that all hirers whether organisations, individuals or Councillors pay the published rate for hires.”

Members were reminded that it has been a long standing policy of the Council that no bookings would be offered on a free of charge basis for the Guildhall. It was unanimously agreed to ...

RESOLVED - that this Town Council reaffirms its traditional policy that there is no free use of the Guildhall (excepting Mayoral prerogative in respect of the Mayor’s Parlour) and that all hirers whether organisations, individuals or Councillors pay the published rate for hires.

106. Town Clerk’s Delegated Powers. [LGA 1972 s101](#)

The Clerk advised members that he had used his delegated powers to dispose of some old equipment and unwanted materials from the Cemetery Yard. In the event the monies raised by the disposal proved to be in excess of his limit (£50) and he confirmed the £350 received had been paid into Council funds.

RESOLVED – to approve the use of the Town Clerk’s delegated powers.

107. Reports from Representatives of Outside Bodies.

Councillor Wale reported on his recent attendance at the SALC meeting. It was noted that individual copies of the publications distributed had been requested and would be kept until the new council was elected in May next year.

9.35pm Members of the Press and Public left the meeting and the members adjourned for a two minute break

9.37pm The meeting re-convened however Councillor Orchard was absent

9.38pm Councillor Orchard re-joined the meeting

108. 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 94 above refers) - Staff in Confidence

The Clerk reported on one item of 'Staff in Confidence' relating to two updated policies for the Staff Handbook reflecting recent changes in the law in relation to a new Equality Policy and a new Harassment Policy as supplied by the Council's HR advisors.

RESOLVED – to adopt the new Equality and Harassment Policies and to approve the subsequent changes to the Staff Handbook

109. 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 94 above refers) – Commercial in Confidence

The Clerk updated Members on one item of 'Commercial in Confidence' relating to changes at the cemetery yard due to the development at Cedar Close

RESOLVED – to note the update

The meeting closed at 9.52pm.