



CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 www.chard.gov.uk

Mayor: Cllr Martin Carnell Town Clerk: Paul Russell

CHARD TOWN COUNCIL

All Council Meetings are open to the Public and Press

Date of Publication: Tuesday 5th July 2022

TO: Cllr Carnell (Mayor), Cllr Brown (Deputy Mayor), Cllr Baker, Cllr Bates, Cllr Bulmer, Cllr Crook, Cllr Eggins, Cllr Grief-Page, Cllr Hassan, Cllr Hawkes, Cllr Jones, Cllr A Kenton, Cllr J Kenton, Cllr Richter and Cllr Watson.

NOTICE OF MEETING

You are hereby summoned to attend the Full Town Council Meeting of Chard Town Council that will be held on **Monday 11th July 2022**, commencing at 19:00 hours at The Guildhall, Fore Street, Chard TA20 1PP.

Paul Russell
Town Clerk

PUBLIC PARTICIPATION

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments to the Town Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.

7.00pm Celebrant's 'Thought for the Day'

Public Participation Time

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council.

Reports from County and District Councillors

To receive Councillor reports.

Police Report

The police may attend, when available, to provide information on policing in Chard.

AGENDA

2022/44 APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2022/45 MAYOR'S ANNOUNCEMENTS

2022/46 DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

2022/47 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As certain items are expected to include the consideration of exempt information Full Council is, therefore, recommended to resolve "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 Confidential Matters below, 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".

2022/48 COUNCIL MEETING MINUTES

To confirm and sign the minutes of the Full Town Council meeting held on the 20th June 2022 (attached).

2022/49 TOWN CLERK'S REPORT

To receive an update report from the Town Clerk.

2022/50 COMMITTEE MEETINGS

- (a) **Committee Meeting Resolutions** – To note and review the resolutions passed at all committee meetings held since 16th May 2022 and ratify any decisions as required. Please see the attached report.

2022/51 TOWN CLERK'S REPORT

To receive the Town Clerk's report.

2022/52 UNITARY AUTHORITY

To receive a verbal update report.

2022/53 COUNCIL MATTERS

- (a) **Lease, Football Changing Room** – To formally authorise the Football Club Lease Task & Finish Group of Cllr Baker and Cllr Eggins to commence negotiations to finalise the lease for the new Changing Facilities. Please note the final lease will be presented to Full Council on 12th September for consideration and adoption.
- (b) **Lease, Watts Store** – To formally authorise the Officer Team and at least two Councillors (to be nominated) to commence negotiations to draw up and finalise a lease for the Watts Store to be used by the Chard Town Team and Chard Carnival as a storage unit. Please note that the final lease will be presented to Full Council on 12th September for consideration and adoption.
- (c) **SSDC Environmental Champion Nomination** – To consider the nomination of an Environmental Champion to represent Chard Town Council. The brief is attached for information.
- (d) **Draft Action Plan** – In order to commence the development of work plans for each Committee a draft Action Plan has been developed based on the 2022/23 budget. The development of a Council Strategy/Corporate Plan will also include an Action Plan. Council is requested to consider the attached Action Plan and decide to either adopt it in principal or defer to the relevant Committees for consideration.
- (e) **Councillor Surgeries** – To consider and agree the format for future Councillor Surgeries, to confirm dates and agree a rota.

2022/54 MOTION

- (a) **Motion Proposed by Cllr Carnell:**

“That Chard Town Council will not accept any request from the Cotley Hunt to carry out any form of hunting on Town Council owned land.”

2022/55 DATE OF NEXT MEETINGS

The next Full Council meeting will be held on Monday 12th September 2022 in the Guildhall Auditorium, Fore Street, Chard TA20 1PP commencing at 7pm.

2022/56 CONFIDENTIAL MATTERS

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 2022/47 above refers)

- (a) **HR & Personnel Committee** – Please see the attached recommendations from the Committee for consideration and approval. (report to follow following the meeting held on Tuesday 5th July 2022)

(b) Operation LB – Please see the attached information received.



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Mayor: Cllr Martin Carnell Town Clerk: Paul Russell

COUNCIL MINUTES

Minutes of the Chard Town Council meeting held in the Guildhall Auditorium, Fore Street, Chard TA20 1PP on Monday 20th June 2022 commencing at 7:00pm.

PRESENT: Cllr Martin Carnell (Mayor), Cllr Claire Brown (Deputy Mayor), Cllr Jason Baker, Cllr Victoria Bates, Cllr David Bulmer, Cllr Banah Crook, Cllr Tim Eggins, Cllr Andi Grief-Page, Cllr Shakil Hassan, Cllr Jason Hawkes, Cllr Sarah Jones, Cllr Claire Richter and Cllr Natasha Watson.

ALSO PRESENT: Paul Russell, Town Clerk, Beverley Newman Democratic Officer, Jo Bromley (Celebrant), Cllr Connor Payne (South Chard County Councillor), Cllr Martin Wale (North Chard County Councillor), Cllr Trish O'Brian (SSDC) and one member of the public.

Celebrant's 'Thought for the Day'

Council reflected on new beginnings and taking inspiration from adversity.

Public Participation Time

A request was made to Chard Town Council to make a statement on their position on fox hunting. The member of the public was encouraged to contact a Councillor and request that they place a motion on a Full Council agenda on the subject.

Reports from County and District Councillors

District and County Councillor reports were received and noted.

Police Report

The police had sent apologies.

2022/30 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Kenton and Cllr J Kenton.

2022/31 MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:

- The Mayor had attended the 40th anniversary commemoration of the Falklands war;
- The Mayor thanked everyone for attending the Mayor Making event on Saturday 18th June and making it so successful;
- The Mayor held a charity swim on 18th June 2022 at the Leisure Centre and raised approximately £800. The swimmers achieved their goal and swam the length of the English Channel, all 22 miles.

2022/32 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Baker: Personal – Agenda items 2022/39 (SSDC Councillor) and 2022/40 (helped draft the policy with the Royal British Legion)
- Cllr Eggins: Personal – Trustee of the Chard Community Hub
- Cllr Hawkes: Personal – Member of the Chard Community Hub

2022/33 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Proposed: Cllr Bulmer

Seconded: Cllr Bates

Unanimous

That as certain items were expected to include the consideration of exempt information Full Council **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 Confidential Matters below, 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.

2022/34 COUNCIL MEETING MINUTES

Proposed: Cllr Grief-Page

Seconded: Cllr Hassan

For: 12

Abstention: 1 (absent)

RESOLVED that the minutes of the Full Town Council meeting held on the 16th May 2022 be agreed and signed as a correct record.

2022/35 TOWN CLERK'S REPORT

Members noted that name badges had now been received and were available for collection and that Councillor laptops had been received and were ready for collection.

2022/36 ANNUAL GOVERNANCE STATEMENT 2020-2021 AND ACCOUNTING STATEMENTS 2020-2021**(a) Annual Governance Statement**

Proposed: Cllr Bulmer

Seconded: Cllr Hawkes

Unanimous

RESOLVED to approve and sign the Annual Governance Statement 2021-2022 of the Annual Governance and Accountability Return (AGAR) as recommended by the Finance & Audit Committee.

(b) Accounting Statements

Proposed: Cllr Grief-Page

Seconded: Cllr Brown

Unanimous

RESOLVED to approve and sign the Accounting Statements 2021-2022 of the Annual Governance and Accountability Return (AGAR) as recommended by the Finance & Audit Committee.

(c) Balance Sheet & Variations

Proposed: Cllr Richter

Seconded: Cllr Hawkes

Unanimous

RESOLVED to approve the Balance Sheet, Earmarked Reserves and Variances as recommended by the Finance & Audit Committee.

(d) Internal Audit Report – Council agreed to:

- Note the Internal Audit report Action Plan and defer consideration of this to the Finance & Audit Committee to review and to action any recommendations;
- Note the Chard Town Council AGAR Internal Audit Certificate for 2021/22;
- Note the Internal Audit Final Update report and defer consideration of this to the Finance & Audit Committee to review and to action any recommendations.

2022/37 NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

Council considered the proposal to formally designate the neighbourhood plan area that the Chard Neighbourhood Development Plan would cover.

Proposed: Cllr Brown

Seconded: Cllr Bates

Unanimous

RESOLVED to:

- Defer the formal designation of the area to be covered by the proposed Chard NDP
- Set up a Task & Finish Group to draw up a map of the proposed area for the NDP;
- To appoint Cllr Carnell, Cllr Baker, Cllr Tim Eggins, Cllr Grief-Page and Cllr Hawkes to the Task & Finish Group;
- To submit an amended proposal to Full Council for consideration and adoption.

2022/38 UPPER HENSON PLAY AREA

Council considered the formal appointment of a suitable contractor to deliver the Upper Henson Play Area enhancements.

Proposed: Cllr Crook

Seconded: Cllr Bates

Unanimous

RESOLVED to appoint Wicksteed Leisure Ltd to undertake the contract to upgrade Upper Henson Park play area and to carry out public consultation.

2022/39 PROPOSED PLAY AREA INVESTMENTS

Council considered the draft S106 funding allocations being proposed to be invested in the various play area enhancements.

Proposed: Cllr Brown
Unanimous

Seconded: Cllr Hawkes

RESOLVED:

- To support the allocations in principle;
- To delegate authority to the Town Clerk to apply for the Section 106 funding from South Somerset District Council based on the approved allocations;
- To instruct the Officer Team to commence the development of a Tender document to obtain proposals from suitable contractors to improve all the play areas identified;
- To instruct the Officer Team to commence the development of a Tender document to obtain proposals from suitable contractors to improve the Lower Henson Skatepark;
- To instruct the Officer Team to investigate additional funding opportunities available.

2022/40 REMEMBRANCE COMMEMORATION POLICY

Council considered the draft Remembrance Commemoration Policy.

Proposed: Cllr Richter
Unanimous

Seconded: Cllr Brown

RESOLVED to adopt the Remembrance Commemoration policy.

2022/41 MARKET CHARTER PROPOSAL

Council considered the report regarding the future management and legal standing of Chard Market.

Proposed: Cllr Baker
Unanimous

Seconded: Cllr Bates

RESOLVED to make a declaration that Part III of the Food Act 1984 is to be used to operate and manage Chard Market.

2022/42 DATE OF NEXT MEETINGS

Council noted that the next Full Chard Town Council meeting would be held on Monday 11th July 2022 at the Guildhall Auditorium, Fore Street, Chard TA20 1PP commencing at 7pm.

2022/43 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2022/33 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) **Somerset Building Preservation Trust Request** – Members considered the report presented. Following discussion, it was agreed to defer a decision on this item and invite the Somerset Building Preservation Trust to an informal meeting to provide further information and explore options available.

There being no other business the Mayor thanked Members for attending and closed the meeting at 9:18pm.

MAYOR:

DATE:

CHARD TOWN COUNCIL

COMMITTEE DECISIONS REPORT

The following decisions have been made by the two Committees and an update on progress is included. Council is requested to note the report:

AMENITIES & EVENTS COMMITTEE

2022/05 APPOINTMENT OF REPRESENTATIVES AND MEMBERS TO VARIOUS TASK & FINISH GROUPS

Committee **AGREED** to appoint the following Task & Finish Groups:

- Amenities and Events Budget and Strategic Development Group – Cllr Baker, Cllr Bulmer and Cllr Eggins.
- Cemetery Working Group – Cllr Baker, Cllr Brown and Cllr Richter.
- Guildhall Marketing & Event Development Group – Cllr Baker, Cllr Eggins and Cllr Richter.
- Play Area Refurbishment Group – Cllr Baker, Cllr Bulmer and Cllr Watson.
- Culturally Chard Steering Group – Cllr Eggins was appointed Chard Town Council representative.

Update: *None of the T&F Groups have met as yet.*

- (c) **Upper Henson Park** – Committee noted that four tenders had been received to upgrade Upper Henson Park. The tenders had been assessed and three companies, Sutcliffe Play, Kompan and Wicksteed Leisure Ltd had been invited to interview to provide background information on their proposals. Details of the three proposals were presented to Committee for consideration.

Proposed: Cllr Baker
Unanimous

Seconded: Cllr Bulmer

RESOLVED that a recommendation be submitted to the Full Council meeting on 20th June 2022 to appoint Wicksteed Leisure Ltd to undertake the contract to upgrade Upper Henson Play Area and to carry out public consultation.

Update: *This has now been formally resolved by Full Council – 20th June 2022*

- (d) **Allotment Liaison Meeting** – Committee considered the reintroduction of regular meetings with allotment holders.

Proposed: Cllr Eggins
Unanimous

Seconded: Cllr Bulmer

RESOLVED to reintroducing regular meetings with allotment holders and to delegate the organisation of the meetings to Officers.

Update: *This has not as yet been actioned. A date for the first meeting needs to be agreed.*

CONFIDENTIAL ITEMS:

- (a) **Lease, New Changing Facility, Jocelyn Park** – Committee noted that a draft lease had been provided by the Council's solicitor to lease the new changing facility to Chard United Football Club.

Proposed: Cllr Watson Seconded: Cllr Bulmer
Unanimous

RESOLVED to appoint Cllr Baker and Cllr Eggins to review the draft lease, amend it as required and submit it directly to Full Council for consideration and adoption.

Update: *To be provided at the meeting.*

- (b) **Jocelyn Park Matters** – Committee noted the update provided by the Clerk regarding land ownership in this area. It was agreed to give delegated authority to the Town Clerk to confirm land ownership of the road behind the properties in Bradfield Way.

Update: *This has now been actioned.*

FINANCE & AUDIT COMMITTEE

2022/06 APPOINTMENT OF MEMBERS TO TASK & FINISH GROUPS

Committee considered the appointment of a Grants Sub-Committee and a Budget and Strategic Plan Task & Finish Group.

Proposed: Cllr J Kenton Seconded: Cllr Baker
Unanimous

RESOLVED:

- To appoint a Grants Sub-Committee made up of five members of the Finance & Audit Committee;
- To amend the Scheme of Delegation to include this sub-committee;
- To appoint Cllr Baker, Cllr Hassan, Cllr A Kenton, Cllr J Kenton and Cllr Richter to sit on the sub-committee.

Proposed: Cllr Baker Seconded: Cllr Bulmer
Unanimous

Update: *First Grants Sub-Committee is being arranged.*

RESOLVED:

- To appoint a Budget and Strategic Plan Task & Finish Group made up of members of the Finance & Audit Committee;

- To appoint Cllr Baker, Cllr Bulmer, Cllr Hawkes, Cllr A Kenton, Cllr J Kenton and Cllr Richter to sit on the Task & Finish Group.

Update: *The T&F Groups has not yet met.*

2022/07 ANNUAL GOVERNANCE STATEMENT 2021-2022 AND ACCOUNTING STATEMENTS 2020-2021

Committee considered the following items en-bloc to be recommended for adoption by Full Council:

Proposed: Cllr Baker
Unanimous

Seconded: Cllr A Kenton

RESOLVED to recommend approval of the following items to Full Council:

- Financial Report for 2021/22
- Annual Governance Statement
- Accounting Statement

Update: *This has now been formally resolved by Full Council – 20th June 2022*

(a) Work Plan Update Report – Committee noted the Work Plan update. It was agreed to develop a Committee specific Work Plan to be placed on each agenda to action.

Update: *This is currently being drafted in relation to Policy reviews. Strategic Plan work plan will be developed once the Plan has been developed and adopted.*

CHARD TOWN COUNCIL

DRAFT ACTION PLAN 2022 TO 2023

The Town Council is responsible for a number of buildings and open spaces within the town of Chard. Its main work consists of carrying out regular commitments such as maintaining public open spaces and play areas, Zembard Lane Cemetery and the Guildhall. In addition, the Town Council considers and comments on local planning applications, responds to issues and concerns raised by residents and liaises with both South Somerset District Council and Somerset County Council, where appropriate, on matters such as highways, flooding, dog fouling, street cleaning and footpath maintenance.

The Town Council is committed to continuing to provide these services and improve where it can over the next twelve months. There are also a number of specific initiatives which the Town Council will focus its time and resources to. The following projects have been identified at the beginning of this period:

PROJECT	LOCATION	ESTIMATED COST	COMPLETION BY
Neighbourhood Plan	Parish of Chard and potentially additional land sited in neighbouring parishes.	£10,000 to be funded mainly through grant funding.	December 2025
Application for Quality Status under the NALC Parish Award Scheme	Whole Council area.	Staff time and small items of expenditure.	March 2023
Develop/improve the Council website. To improve the Town Council's website to meet with the requirements of open and transparent governance.	Whole Council area.	£2,000 plus staff time and possible additional expenditure.	December 2022
Additional Cemetery land. Identify suitable additional land to extend the Zembard Lane Cemetery.	Whole Council area.	£250,000 to purchase the land plus additional expenditure to lay out a new cemetery.	March 2025
Continue to invest and improve all the Town Council owned and managed play areas using S106 funding supported by additional investment through grants and other sources.	<ul style="list-style-type: none"> • Lower Henson skate park, MUGA and recreational area; • Upper Henson Play Area; • Ashcroft Play Area; • Jocelyn Park; • Holcombe Open Space and play area. 	£50,000 allocated for the first upgrade for Upper Henson Park. A further £142k has been identified through S106 for additional upgrades. Additional grants to be applied for	March 2025

PROJECT	LOCATION	ESTIMATED COST	COMPLETION BY
Councillor Support. To invest in hardware and software to improve the democratic processes and protocols as well as Council transparency and effectiveness.	Whole Council area.	£8,720 for hardware and a further £2,400 on the iBabs system.	September 2022
Christmas Lights. To continue to support the Town Team with the annual Christmas lights scheme including improvements as identified.	Chard town centre.	£15,000 for additional lighting a contractor costs to erect and dismantle the main festive lights within Chard Town Centre	January 2023
Development of a Council Strategy to guide the Council up to the next elections in 2027.	Whole Council area.	Staff time and small items of expenditure.	March 2023
Councillor Training. To implement a comprehensive training and support package for the newly elected members of the Town Council	Whole Council area.	£2,000	March 2023
Council run events. To develop a number of Council run events including regular comedy nights, the Spring Festival, the Platinum Jubilee Celebrations and the Heritage Open Days.	Whole Council area.	£6,500 plus staff time and additional grant funding.	May 2023
Community Grants. To continue to support community organisations through annual and community grants.	Whole Council area.	£23,400	March 2023
Guildhall improvements. To continue to invest in the Guildhall to ensure that it is well maintained and attractive to potential users.	Guildhall	£14,000 plus use of Earmarked Reserves and additional grant funding to improve the carbon footprint of the building.	March 2023
Local Information Point. To continue to invest and improve the Town Council's reception service and local information point for visitors.	Guildhall	£500 plus staff time and additional grant funding.	March 2023

PROJECT	LOCATION	ESTIMATED COST	COMPLETION BY
Zembard Lane Cemetery. To continue to invest in the cemetery to identify additional interment space. To apply for change of use for the additional land purchased.	Cemetery	£10,000 from Earmarked Reserves.	March 2023
Street Cleaning. To formally hand back the street cleaning contract to SSDC and to TUPE over relevant staff.	Whole Council area	Staff time and some small additional costs.	June 2022
Allotments. To revitalise the Allotment Liaison Group and to continue to ensure that the allotments are well maintained.	Allotments	Staff time and some small additional costs.	March 2023
Amenities. To continue to manage and maintain all the amenity areas and play areas to a good standard, to invest in annual plantings and floral displays in the town centre, to improve street furniture and to continue to ensure that trees are properly managed.	Whole Council area.	£25,000 for play equipment £1,500 for street furniture £4,500 for planting £2,500 for hanging baskets £5,000 for arboriculture	March 2023
CCTV. To complete the investment part funded by the MTIG fund with additional cameras at the top of Boden Street.	Town Centre	£2,500 including grant funding.	September 2022
Signage. To complete the provision of new signage in the town centre part funded by the MTIG fund.	Town Centre	£15,000 including grant funding.	September 2022
New Street Columns. To complete the installation of 10 new street columns in Fore Street and Howards Row.	Town Centre	£45,000 including grant funding.	September 2022
Provision of new bins and recycling on the go initiative funded by MTIG and SCC.	Town Centre	£19,000 including grant funding.	March 2023
To begin the development and implementation of the Binit recommendations funded by SCC.	Town Centre	£45,000 including grant funding.	March 2023

PROJECT	LOCATION	ESTIMATED COST	COMPLETION BY
Grounds Equipment. To rationalise the existing grounds equipment and upgrade equipment where necessary and appropriate.	Whole Council area	£5,000 for equipment hire and improvements. £5,000 for new grounds equipment	March 2023
Youth Council. To continue to develop this initiative with Holyrood School.	Whole Council area	£1,000	March 2023
Community Resilience. To continue to develop and support a community resilience plan.	Whole Council area	£1,000	March 2023
Markets. To develop and build up the current market offer in Chard	Town centre.	Staff time and NABMA subscription.	March 2023