

# To all members of the Town Council

You are **SUMMONED** to attend a **MEETING** of the **TOWN COUNCIL** on **Tuesday 28<sup>th</sup> February 2023 at 7.30pm** to be held in **the Community Hall**.  
The press and public are also invited to attend.

*Councillors are reminded that as office holders they are expected to comply with the Nolan Principles and the Council's Code of Conduct as well as showing respect for others in accordance with the law.*

*Before the start of the meeting, in accordance with Standing Order 3 (e) there will be an opportunity for members of the public to comment on agenda items (at the discretion of the Chairman of that meeting).*

*In accordance with Standing Order 3 (f) the question/comment time is limited to 3 minutes each, and the session should not exceed 15 minutes (unless directed by the Chairman of that meeting)*

*Please be aware that the proceedings may be filmed or recorded.*

LNewby

**Lisa Newby**  
**Town Clerk**  
**21<sup>st</sup> February 2023**

## **Agenda**

**22/183: Apologies for Absence (LGA 1972 s85(1)).**

**22/184: Declarations of Interest.**

Declarations of Interests Members to declare any interests, including disclosable pecuniary interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any written requests from members for dispensations that accord with the Localism Act 2011 s33 (b-e) (This does not preclude any later declaration).

**22/185: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).**

To approve the [minutes of the Full Council meeting held on 17<sup>th</sup> January 2023](#)

**22/186: Action points**

To receive an update about action points from the previous meeting.

**22/187: Minutes and Recommendations from Committees and from those Working Groups that report to the Full Council:**

- a. Events Committee meeting** - to receive the minutes from the meeting [on 24<sup>th</sup> January 2023](#), and note the recommendations for approval.
  - i.** To approve the recommendations for the proposed events (Big Picnic for the Coronation, Remembrance Sunday and Christmas Event), and associated road closures.
- b. Town Committee meeting.** – to receive the [minutes from the meeting on 31<sup>st</sup> January 2023](#).

- c. Planning & Consultation Response Committee** – to receive the minutes from the meeting 7<sup>th</sup> February 2023 and an update from 27<sup>th</sup> February 2023.
- d. Strategic Planning Committee** – to receive the [minutes from the meeting on 21<sup>st</sup> February 2023](#), and to agree the following recommendations:
  - i. To support the Local Cycling and Walking Infrastructure Plan (LCWIP), and commit £1000 towards the project.
  - ii. To respond to the Statement of Community Involvement consultation with the following: that Town and Parish Councils continue to benefit from a zero fee Pre-Planning Application Advice service.
  - iii. To not go ahead with the Community Plan refresh in connection with CCS, but to conduct the survey independently to ensure that the questions asked are the right ones.
  - iv. To invite members of the public onto the Committee.
- e. Bruton and Cary Retrofit Working Group** – update including a consideration of plans and budgeting for next year.
  - i. As per the previous recommendation from the Retrofit Working Group, to transfer the approximate £25k underspend to Somerset CAN to be used as matched funding for the MCS retrofit bid.

**22/188: BruBowl Working Group** – update from the working group meeting on 6<sup>th</sup> February 2023.

- a.** To receive the meeting notes (previously circulated) from the working group meeting on 6<sup>th</sup> February 2023.
- b.** To approve the undertaking of the surveys required: a Geotechnical Survey (including percolation testing) and a Primary Ecological Appraisal (PEA).
- c.** To consider allocating earmarked funds for BruBowl, from Jubilee Park Development.

**22/189: District and County Councillors** – to receive reports from District and County Councillor Lucy Trimmell and County Councillor Tom Power.

**22/190: Antisocial behaviour and vandalism.** A short discussion to focus on what the Town Council could and should do, and to clarify actions taken so far.

**22/191: Local Community Networks (LCN).** – update from the last South East Somerset (SES) LCN that took place on 2<sup>nd</sup> February 2023. To receive an update from the fortnightly briefings from Somerset County Council as required.

**22/192: Community Shed.** To approve the submission of the pre-planning application advice for the community shed.

**22/193: Replacement youth shelter.** To consider the proposed location of the replacement youth shelter, and the proposal for the design of the shelter itself.

**22/194: Community Right to Bid.** To receive an update from Cllr Jones regarding the AstroTurf pitch at Bruton School for Girls.

**22/195: Go-op Co-operative passenger train proposal.** To support the introduction of a newly proposed passenger train service from Bruton Station, by the Go-op Cooperative. A letter of support is requested.

**22/196: Cemetery.** To consider a request received for a memorial bench to be installed at Bruton Cemetery.

**22/197: Bank Reconciliations** - to note the bank reconciliations for all the current and deposit accounts to 31<sup>st</sup> January 2023.

- 22/198: Budget Position** - to note the budget report to 31<sup>st</sup> January 2023.
- 22/199: Receipts and payments** – to note the receipts & payments 1<sup>st</sup> – 31<sup>st</sup> January 2023 (January payments approved at the Full Council meeting on 17<sup>th</sup> January 2023)
- 22/200: Accounts for Payment** –
- a. To approve the schedule of payments for February 2023 and to note the direct debit payments.
- 22/201: To consider the Town Council banking arrangements.**
- a. To remove Cllr Jones (at his request) as a signatory from the Town Council main bank accounts.
  - b. To agree the signatories on the Town Council facilities with Scottish Widows bank.
- 22/202: Work Experience Placement.** – A request has been received from a year 12 student at Sexeys School to complete a work placement at Bruton Town Council In June 2023.
- a. To approve the placement taking place.
  - b. To approve the Locum Accounts Support providing a work schedule, and providing office support during the placement.
- 22/203: Risk Register.** To consider and approve the Risk Register as circulated.
- 22/204: Annual Leave.**
- a. To note and agree Staff members holding over annual leave to 2023/24 in line with annual leave policy (5 days).
  - b. To agree the payment of annual leave of staff on fixed term contracts ending on 31<sup>st</sup> March 2023 to have the leave as payment in their final salary (if required/requested).
- 22/205: To agree the job description of the Assistant clerk.** Once agreed, to delegate the recruitment, interview and appointment process to councillors working with the Town Clerk.
- 22/206: Reports** - to receive reports from:
- a. Members representing the Council on outside bodies
  - b. Town Councillors
  - c. Chairman

**END OF AGENDA**