



Town Council Offices,
1 Park Road,
Shepton Mallet
BA4 5BS

t: 01749 343984

e: info@sheptonmallet-tc.gov.uk

w: www.sheptonmallet-tc.gov.uk

ANNUAL MEETING OF THE FULL COUNCIL

[Link to Agenda here](#)

Held on: Wednesday, 18 May 2022 at 7 pm. The Council Chamber, Mendip District Council Offices, Shepton Mallet, BA4 5BT

Members Present: All Councillors; Berkeley, Brittain, Crisfield, Ducker, Heaton, Hale, Harrison (Chair), Hobbs, Kennedy, Lovell, Makin, Mayall (Vice-Chair), McGuire, Nicklin & Stokes-Stephens.

Absent: Councillor Roth

Officers Present: Town Clerk - Claire Commons (online), Responsible Finance Officer - Liz Evans, Democratic Services Assistant - Becky Kingston-Wood

In attendance: Press (0), Members of the public (7).

Public Question Time

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern, the following matters were raised.

- TC1.15 b **Planning Applications** - A member of the public raised concerns over the development on the land at Westway Lane

One-minute silence was held

in memory of Robin Scott.

Previous Councillor to Shepton Mallet Town Council

The meeting commenced at **7:05pm**

MINUTES

TC1.1 Election of Chair and Vice-Chair

- Officer report TC1.1 was received. One nomination was received for the position of Chairman and it was **RESOLVED** that Councillor Harrison serve as chairman for the municipal year 2022/2023. Cllr Harrison duly delivered and signed their acceptance of office.
- Two nominations were received for the position of Vice Chairman, Cllr Mayall and Cllr Nicklin and it was **RESOLVED** that Councillor Mayall serve as Vice Chairman for the municipal year 2022/2023. Cllr Mayall duly

delivered and signed their acceptance of office. A press release announcing this decision to be issued by the Town Clerk.

ACTION: TOWN CLERK

TC1.2 Apologies

- a. Officer report TC1.2 was received and it was **RESOLVED** to accept apologies for absence and delay to signing acceptance of office from Cllr Roth due to a conflicting business engagement .

TC1.3 Declarations of Interest

- a. Officer report TC1.3 was received, all councillors were reminded of their duty to declare any interests in the business to be transacted and it was **NOTED** that Cllr Hobbs declared an interest in TC1.15 Planning Applications due to being a Mendip District Councillor (*Financial provision - 0*)

TC1.4 Minutes

- a. Officer report TC1.4 was received and it was **RESOLVED** that the minutes of 22nd March 2022 and 10th May 2022 be approved for signing as true records of the decisions taken. (*Financial provision - 0*)

TC1.5 Co-Option

- a. Officer report TC1.5 was received and it was **RESOLVED** that Robert Heaton be co-opted to the East Ward for Shepton Mallet Town Council and that Jon Ducker be co-opted to the West Ward for Shepton Mallet Town Council and each signed their acceptance of office and took their seat at the table. A press release announcing this decision to be issued by the Town Clerk. (*Financial provision - 0*).

ACTION: TOWN CLERK

- b. It was **RESOLVED** to adopt the Co-Option policy and procedures and delegated to the Town Clerk the management of the policy. (*Financial provision - 0*)

ACTION: TOWN CLERK

TC1.6 Report for Information to Full Council

- a. Officer report TC1.6 was received, Cllrs Harrison and Lovell provided verbal reports and they were **NOTED** (*Financial provision - 0*)

TC1.7 Committee Reports to Full Council

- a. Officer report TC1.7 was received and it was **RESOLVED** to recruit a grants officer equivalent to 14 hours per week, a communications officer up to 37 hours per week. To allocate up to £5,000 from General Reserves to support the families aiding the resettlement of Ukrainians within Shepton Mallet, delegated to the Town Clerk in consultation with Cllr Hale. To provide a contribution of £6,500 to the community fridge, delegated to the Town Clerk in Consultation with Cllrs Hale and Crisfield. Delegate to the Town Clerk all other details in discharging these decisions. Completion of this resolution to be no later than Wednesday, 01 June 2022. A press release to be prepared by the Town Clerk. (*Financial provision - £5,000*)

ACTION: TOWN CLERK

TC1.8 General Power of Competence

- a. Officer report TC1.8 was received and it was **RESOLVED** to confirm that the Council meets the criteria for eligibility (two thirds elected members and CiLCA qualified Clerk) and adopts the General Power of Competence. (*Financial provision - 0*)

TC1.9 Accounts Year Ending 31st March 2022

a. Officer report TC1.9 was received and it was **RESOLVED** That the Annual Governance Statement for the Year ending 31st March 2022 is adopted *(Financial provision - 0)*

ACTION: TOWN CLERK

b. It was **RESOLVED** that the Statement of Accounts for the year ending 31st March 2022 is approved and duly signed thereby approving the Council's Annual Return. *(Financial provision - 0)*

ACTION: TOWN CLERK

c. It was **RESOLVED** that the dates for the exercise of public rights are confirmed as 14th June 2022 - 25th July 2022 *(Financial provision - 0)*

ACTION: TOWN CLERK

d. It was **RESOLVED** to adopt the Internal Audit report. Delegate to the Town Clerk all details in discharging these decisions. Completion of these resolutions to be no later than Monday 25th July 2022. *(Financial provision - 0)*

ACTION: TOWN CLERK

TC1.10 Calendar of Meetings

a. Officer report TC1.10 was received and it was **RESOLVED** to adopt the calendar of meetings for the forthcoming municipal year and make the appropriate updates to the website and noticeboards. *(Financial provision - 0)*

ACTION: TOWN CLERK

TC1.11 Standing Committees and Working Groups

a. Officer report TC1.11 was received and it was **RESOLVED** that for the municipal year 2022/2023 the following members sit on the committees and working parties shown below *(Financial provision - 0)*

POLICY & RESOURCES COMMITTEE	ARTS, CULTURE & TOURISM COMMITTEE
Ex-officio Vice-Chair of Council: Cllr. Mayall (Chair) Ex-officio HR Chair: Cllr. Hale Ex-officio ACT Chair: Cllr. Lovell Ex-officio TDP Chair: Cllr. Nicklin Ex-officio RAE Chair: Cllr. Kennedy Cllr. Harrison Cllr. <i>vacancy</i>	Cllr. Brittain Cllr. Crisfield (Vice Chair) Cllr. Heaton Cllr. Kennedy Cllr. Lovell (Chair) Cllr. Mayall Cllr. Stokes-Stephens Cllr. <i>vacancy</i>
RECREATION, AMENITIES & ENVIRONMENT COMMITTEE	HUMAN RESOURCES COMMITTEE
Cllr. Berkeley (Vice-Chair) Cllr. Harrison Cllr. Hobbs Cllr. Kennedy (Chair) Cllr. McGuire Cllr. Mayall Cllr. Nicklin Cllr. Roth	Ex-officio chair of Council: Cllr. Harrison Ex-officio chair of P&R: Cllr. Mayall Cllr. Crisfield (Vice-Chair) Cllr. Ducker Cllr. Hale (Chair) Cllr. Kennedy

TOWN DEVELOPMENT & PLANNING	COLLETT PARK FEASIBILITY WORKING PARTY
East Cllr. Lovell (Vice-Chair) East Cllr. Harrison East Cllr. Brittain West Cllr. Nicklin (Chair) West Cllr. Makin West Cllr. <i>vacancy</i>	Cllr. Berkeley Cllr. Harrison Cllr. Kennedy Cllr. Mayall Cllr. Hobbs Cllr. Nicklin Cllr. Makin
LOCAL GOVERNMENT REORGANISATION AND ASSETS WORKING PARTY	COLLETT PARK DAY WORKING PARTY
Cllr. Crisfield Cllr. Kennedy Cllr. Berkeley Cllr. Nicklin	Cllr. Berkeley Cllr. Roth

ACTION: TOWN CLERK

TC1.12 Councillor Roles

- a. Officer report TC1.12 was received and it was **RESOLVED** to continue with the current representatives and then review the representation at the next meeting of Full Council. *(Financial provision - 0)*
- b. It was **RESOLVED** to **suspend Standing Orders** to allow the meeting to extend beyond the 2 hours, take a 5 minute comfort break and then resume for 15 minutes to deal with the remaining business.

TC1.13 Standing Orders and Financial Regulations

- a. Officer report TC1.13 was received and it was **RESOLVED** to adopt the model Standing Orders and Financial Regulations including the officer recommended customisation for Shepton Mallet Town Council. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Wednesday 1st June 2022. *(Financial provision - 0)*

ACTION: TOWN CLERK

TC1.14 Code of Conduct

- a. Officer report TC1.14 was received and it was **RESOLVED** to adopt the new Code of Conduct and Councillors confirm their agreement to abide by the Code. *(Financial provision - 0)*

ACTION: TOWN CLERK

TC1.15 Planning Applications

- a. Officer report TC1.15 was received and it was **RESOLVED** to submit the following observations to the Local Planning Authority. *(Financial provision - 0)*

APPLICATION & APPLICANT	DETAIL	OBSERVATION
2022/0851/TPO Bo Walsh	TPO M343 T1 - (Beech) reduce canopy 3-4m & prune 4-5m. T2 (Beech) reduce canopy 3-4m. T3 -(Beech) reduce canopy 3-4m & prune 4-5m. 55 Barrington Place, Shepton Mallet, BA4 5GH	Recommend approval subject to Mendip Tree Officer work
2022/0883/ADV Josh Cawsey	1no. Wayfinding freestanding totem sign. The Market Cross, Market Place, Shepton Mallet	Note the conservation officer concerns and recommend support. Request it goes to planning committee (not delegated authority) and Cllr Nicklin will represent the town Council at that meeting.

b. It was **RESOLVED** to **suspend Standing Orders** to allow a member of the public to speak on the application for Land South West of 12 Westway Lane.

2022/0888/OUT Robert Palmer	Application for outline planning permission with some matters reserved for demolition of existing buildings and erection of up to 22no. dwellings, public open space and associated infrastructure with details of access. Land South West of 12 Westway Lane, Shepton Mallet	Recommend refusal due to overdevelopment and poor quality of design. Overdevelopment and Impact on traffic generation. Out of keeping with the area. Lack of integration of Social Housing. Inadequacy of ecological report
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There being no further business, the meeting was closed at 9:23pm

These minutes were adopted on 19 July 2022 under minute reference TC2.3 as a true record of the decisions taken and are duly signed below by the chair of that meeting.

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Signed: _____ Date: _____