



# Dulverton Town Council

[www.dulvertontowncouncil.co.uk](http://www.dulvertontowncouncil.co.uk)

## The Clerk

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## Minutes of the Meeting of Dulverton Town Council

Held on Monday 9<sup>th</sup> April 2018 at 7.00pm, in the Town Hall, Dulverton.

**Present:** Chairman/Mayor: Mr Gerry Lewis. Councillors: Mrs Judy Ernest; Mr Keith Coulman; Mr Ian Fleming; Mrs Margaret Rawle; Mr Nick Thwaites (D.T.C. & W.S.C.); Mr Piers Wood; Mr Bruce Heywood (W.S.C.) and Cllr. Frances Nicholson (S.C.C.) who left at 8.55pm.

### **Deferment of Business for Comment by the Public:**

None

### **Apologies:**

Cllr. Mrs Christine Dubery and Mrs Michelle Benton.

### **Declarations of Interest:**

Cllr. Nick Thwaites with regards his position as District Councillor.

Cllr. Ernest with regards the Youth Club.

### **Chairman's Comments & Meeting Management:**

Item 8 is to be moved to Item 7.

### **Presentation:**

Mrs Michelle Benton, Co-Op Member Pioneer: Cancelled.

### **Questions for County and District Councillors:**

Cllrs Bruce Heywood & Nick Thwaites W.S.C.:

Street Signs:

Replacement street name plates are on order and will be installed upon receipt.

Employment Community Hub:

The facility was opened on Thursday 5<sup>th</sup> April 2018 and will be open monthly to support those seeking employment.

Battleton Nos 6-8 Planning Application:

Members were informed that the application has been passed by W.S.C. as per officer recommendation.

Car Park Signage:

Members expressed their frustrations concerning the incorrect information given on existing signage and requested that W.S.C. attempted to provide the correct information as soon as possible.

Cllr. Frances Nicholson S.C.C.

Andrews Hill Signpost:

The Signpost has been ordered and will be erected on receipt.

Dulverton Nursery:

Cllr. Nicholson expressed her concern that there had been some degree of misinformation circulating and attempted to clarify the situation. The nursery is run by and is part of the school, however S.C.C. have a statutory duty to provide funding for child care and aim to work with providers to help sustain their businesses and consequently provide the service. There does exist a general issue regarding the distribution funding throughout the country and as a result Somerset appears to lose out. However, no funds have been withdrawn. The schools view is that if there is not the demand, the hours available should reduce accordingly.

Work is ongoing to respond to the consultation and find a better way forward. A grant from the Sustainability Fund was recently awarded which aims to help the provider while looking for ways of being sustainable in the long -term. Cllr. Nicholson intends to meet with parents next week and hopes that a resolution will be found quickly as she acknowledges that it is important that if families are to live and remain in Dulverton and the surrounding area they need to be able to work.

**6285 Update of action points resulting from the last meeting:**

Minute 6270 – Somerset Library Service Consultation:

According to Cllr. Nicholson the options have been broadened by S.C.C. but there is no final solution in mind. She advised members to continue as they were doing, in arguing the case for maintaining the current service as it is. She does however consider that voluntary help would be welcome. Cllr. Lewis commented that it would be preferable if the library service continued to be administered by professionals.

Minute 6285 – Burr ridge Wood Bridleway:

Cllr. Fleming has clarified the status of the footpath/bridleways concerned. Enquiries have been directed to E.N.P.A. who erected the signage.

**Minutes of the meetings held on 12<sup>th</sup> March 2018 as circulated:**

Were approved and signed. Proposed by Mrs Rawle, seconded by Mr Fleming and carried.

**6286 Accounts:**

Financial Statement: See Appendix A

RESOLVED: That the Financial Statement as per Appendix A is approved. Proposed by Mr Fleming, seconded by Mr Lewis and carried.

Payments for approval: See Appendix B

RESOLVED: That the payments as per Appendix B are approved. Proposed by Mr Thwaites, seconded by Mr Fleming and carried.

**6287 Committees:**

Minutes to be approved by the relative Committee members and adopted as part of this meeting:

a) Grounds Committee Meeting – 20<sup>th</sup> March 2018.

RESOLVED: That the minutes of the Grounds Committee meeting held on 20<sup>th</sup> March 2018 are approved. Proposed by Mrs Ernest, seconded by Mr Fleming and carried.

b) Planning Committee Meeting – 3<sup>rd</sup> April 2018.

RESOLVED: That the minutes of the Planning Committee meeting held on 3<sup>rd</sup> April 2018 are approved. Proposed by Mrs Rawle, seconded by Mr Lewis and carried.

c) Legal & Finance Meeting – 5<sup>th</sup> April 2018.

RESOLVED: That the minutes of the Legal & Finance Committee meeting held on 5<sup>th</sup> April 2018 are approved. Proposed by Mr Fleming, seconded by Mr Thwaites and carried.

The Clerk was requested to enquire from S.A.L.C. as to whether the Council needed to appoint a Data Protection Officer before 31<sup>st</sup> May 2018.

**6288 Co-Option:**

The Clerk informed members that W.S.C. had instructed DTC that no requests for an election had been received. There currently exists two vacancies at present which can be filled by co-option.

**6289 Dulverton Youth Club:**

Cllr. Ernest left the room.

RESOLVED: To award £1,000 as per minute 6277. Proposed by Mr Thwaites, seconded by Mr Lewis and carried.

**6290 Life Education Wessex:**

Members agreed that a contribution towards the costs would not be granted.

**6291 Musgrove Park MRI Scanner Appeal:**

After lengthy discussion it was proposed by Mr Thwaites that a grant amounting to £1,000 is awarded. Cllr. Fleming then proposed an amendment as follows:

RESOLVED: To award £500. Proposed by Mr Fleming, seconded by Mr Coulman and carried unanimously.

The Chairman suggested that the award of a further grant is considered in December 2018.

**6292 Car Parks - W.S.C. Proposed Survey**

W.S.C. Task and Finish Group intend to carry out a survey of the car parks regarding boundaries, parking lines, ticket machines and lights etc., to ensure that up to date information is used when formatting policy. Cllr Thwaites requested that representative from DTC accompanies the survey team when the survey is carried out. Cllr. Lewis agreed to be involved.

**6293 DTC/Dulverton Public Relations:**

Cllr. Thwaites informed members that the Traders Association had requested that a member of DTC is appointed as Council representative to act as a formal link between the two organisations. After lengthy debate members agreed that the Clerk write to the Chairman of the Traders Association formally inviting a representative to attend a future Council meeting to discuss any proposals the traders may have as to how to address their issues of concern.

Cllr. Coulman suggested that a Town Council Surgery is held at a future Farmers Market event providing the opportunity for members of the public/residents to meet Councillors and obtain a greater understanding of the responsibilities of the Town Council and the work undertaken by its' members. It was agreed that Cllrs. Mr Coulman and Mr Lewis would lead the project.

**6295 Late Correspondence:**

Correspondence noted by members.

**6296 Questions for Members who have attended additional meetings:**

Traders Association – 21<sup>st</sup> March 2018:

Attended by Cllr. Thwaites. A copy of the minutes was circulated to members.

**6297 Issues to be raised with permission of the Chairman:**

Internal Audit Issues:

Cllr. Thwaites confirmed that all the information as recommended by the Internal Auditor to be published on the website was in fact was there.

Exmoor Lawns – Event Management:

After lengthy debate the Chairman suggested that in the event that an approach is made requesting permission to hold a formal event on the Lawns a policy is in place to deal with it.

The issue is to be referred back to the Grounds Management Committee.

Committee Structure:

The Chairman expressed his concerns that the committee structure is not being taken seriously. He asked members to respect and uphold committee decisions, which should only be challenged in exceptional cases.

Youth Club:

Cllr. Ernest informed members that the Youth Club had been awarded a grant of £2,000 from All Saints Church to help meet the cost of staff training.

Lorna Doone Festival:

Cllr. Coulman expressed his concerns that initial enthusiasm appears to have evaporated and that if the event is to be used as a marketing opportunity the organisation of events need to commence as soon as possible. Mrs Jan Ross is sourcing general funding for the Festival and various suggestions have been made concerning the 'opening' of the event.

Future Agenda Items:

The Clerk requested members contact her with regards items for the agenda the Friday prior to publication which occurs on the Tuesday before the next meeting.

**Chairman .....**

Appendix A.

Dulverton Town Council

FINANCIAL STATEMENT

<b>Bank Balances at 26/02/18:</b>		
General Account	25,855.07	
Investment Account	87,686.38	
Parish Lengthsman Account	6201.01	
		<b>119,742.46</b>
<b>Receipts - March 2018:</b>		
General Account	270.00	
Investment Account	0.00	
Parish Lengthsman Account	0.00	
		<b>120012.46</b>
<b>Payments - March 2018:</b>		
General Account	3241.72	
Investment Account	0.00	
Parish Lengthsman Account	428.31	
		<b>116,342.43</b>
<b>Balances @ 26/03/2018</b>		
General Account	22,883.35	
Investment Account	87,686.38	
Parish Lengthsman Account	5,772.70	
		<b>110,483.00</b>
Less unpresented cheques at 31/03/18	4,349.70	
Banking after 26/03/2018	100.00	
		<b>112,092.73</b>
<b>Available Funds @ 31/03/2018</b>		
<b>As Per Cashbook</b>		
General Account	19,061.96	
Investment Account	87,686.38	
Parish Lengthsman Account	5,344.39	
		<b>112,092.73</b>

**Dulverton Town Council**

**Bank Reconciliation Statement as at 03/04/2018**

<u>Bank Statement Account Name</u>	<u>Statement Date</u>	<u>Page Number</u>	<u>Balances</u>
General Bank Account 38007789	26/03/2018		1 22,883.35
			<u>22,883.35</u>

**Unpresented Cheques (Minus)**

			<b><u>Amount</u></b>
12/07/2017	002220	Yeo Electrical	725.00
21/11/2017	U002299	Exe Pest	120.00
15/03/2018	U002343	SALC	50.00
23/03/2018	U002349	Sylvia Gosling	500.87
23/03/2018	U002350	Mrs A. Munday	1088.43
23/03/2018	U002347	Mrs C.Dubery	63.00
23/03/2018	U002348	Mrs C.Dubery	375.86
23/03/2018	U002352	Water2business	273.16
23/03/2018	U002353	Mrs A.Marshall	259.02
23/03/2018	U002353	Mr J. Kenwood	465.75

3,921.39

18,961.96

**Receipts not Banked/Cleared (Plus)**

26/04/2018	BACS		0.00
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0.00

18,961.96

**Balance per Cash Book is :-**

**19,061.96**

**Difference Excl Adj is :-**

**-100.00**

Adjustments to Reconciliation

08/03/2018	000299	Farmers Market fee	100.00
03/04/2018	000299	Farmers Market fee	-100.00

**Unreconciled Difference:-**

**-100.00**

**for Cashbook 1 - General Account**

**Bank Reconciliation Statement as at 03/04/2018**  
**for Cashbook 2 - Parish Lengthman Acc 38024152**

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<u>Bank Statement Account Name</u>	<u>Statement Date</u>	<u>Page Number</u>	<u>Balances</u>	
Parish Lengthman Acc 38024152	26/02/2018		6,201.01	
			6,201.01	
 <u>Unpresented Cheques (Minus)</u>				<u>Amount</u>
20/03/2018	U000125	Mr Shaun Bryant	428.31	
				428.31
				5,772.70
 <u>Receipts not Banked/Cleared (Plus)</u>				
			0.00	
				0.00
				5,772.70
		<b>Balance per Cash Book is :-</b>		<b>5344.31</b>
		<b>Difference Excl Adj is :-</b>		<b>428.31</b>
 <u>Adjustments to Reconciliation</u>				
			0.00	<b>0.00</b>
		<b>Unreconciled Difference is :-</b>		<b>428.31</b>

## Appendix B.

**Dulverton Town Council**  
**Cashbook transactions totalling £0.01 or more**  
**for the period 01/03/2018 to 31/03/2018**

### Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	General Account 38007789	08/03/2018	U002339	Royal Mail Group Ltd.	267.00
1	General Account 38007789	08/03/2018	U002340	Andy Takel	546.25
1	General Account 38007789	08/03/2018	U002341	Direct Tec	90.00
1	General Account 38007789	12/03/2018	U002342	South West Hygiene	217.06
2	Parish Lengthman Acc 38024152	20/03/2018	U000125	Mr Shaun Bryant	428.31
1	General Account 38007789	15/03/2018	U002343	SALC	50.00
1	General Account 38007789	15/03/2018	U002344	A-TAC Cleaning	351.00
1	General Account 38007789	15/03/2018	U002346	Travis Perkins	93.60
1	General Account 38007789	23/03/2018	U002349	Sylvia Gosling	500.87
1	General Account 38007789	23/03/2018	U002350	Mrs A. Munday	1088.43
1	General Account 38007789	23/03/2018	U002347	Mrs C.Dubery	63.00
1	General Account 38007789	23/03/2018	U002348	Mrs C.Dubery	375.86
1	General Account 38007789	23/03/2018	U002353	Water2business	273.16
1	General Account 38007789	23/03/2018	U002353	Mrs A.Marshall	259.02
1	General Account 38007789	23/03/2018	U002354	Mr J. Kenwood	465.75

### Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	General Account 38007789	08/03/2018	120.00
1	General Account 38007789	15/03/2018	250.00