



# Minutes of the Meeting of the Shepton Mallet Town Council held on 7 January 2003, in the Mendip District Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present: Councillor Mr R.R Champion - Chairman**

Councillors, Mrs J.D. Bartlett, Mr M.M. Cann, Mr J.E. Gilham, Mr R Gurd, , Mr C.C. Inchley, Mr E.F. Inchley, Mr N. Jeremiah, Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor and Mr N.F. Shearn. 4 members of the public and press.

The Chairman opened the meeting, welcoming members and the general public, wishing them all a Happy New Year. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures.

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## 110. Apologies for absence

Councillors: Mr K.J. Hurrell.

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## 111. Public Forum

Cemetery Memorials- Mr Robby Robertson reported that on the 3 January 2003 he became aware of an undated notice displayed on the Cemetery notice board. The notice informed that numerous Memorials within the Cemetery had been laid flat having been found unsafe. He immediately patrolled all areas of the Cemetery but was unable to find any recently laid down. On Monday the 6 January 2003 he arrived at the Cemetery to see a firm of Monumental Masons laying down Memorials. He wished to enquire why the Memorials had been laid down and how did Mendip DC know in advance that numerous Memorials would be found to be unsafe and need laying down?

The Chairman confirmed that a copy e-mail dated 12 December 2002 had been received by the Town Council, which stated that a total of 46 headstones had been found to be unsafe and needed to be laid down and that the work would be undertaken in the next few days.

Cleanliness of the Market Place- Mr Selway referred to the previous minutes and again raised his concern at the disgraceful condition of the area caused mainly by the pigeon problem which was getting worse and that nothing appeared to be happening. He had previously contacted Mr Terry Leach at MDC and wanted both Town and District Councils to work together on the matter and that the owners of the properties concerned should be brought to account and made to clear up the mess and board up their open windows.

Town Market – Mr Selway raised concern as to the content and quality of the Town Market. He understood that Mr Newman was a good market manager but had to now cover a very large area. He emphasised that the Market was indeed the lifeblood of the Town and he wished to see its expansion.

The meeting was then adjourned due to Mr Robertson (member of the public) being taken ill, an ambulance was summoned and first aid provided.

The Chairman aborted the meeting due to the unfortunate personal circumstances of Mr Robertson and the Chamber was cleared at the request of the medical technicians.

**Councillor R.R. Champion**

**Chairman**

**Signature** \_\_\_\_\_

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# Minutes of the Meeting of the Shepton Mallet Town Council held on 14 January 2003, in the Mendip District Council Chamber, Cannards Grave Road, Shepton Mallet.

**Present: Councillor - Mrs J.D. Bartlett, Vice Chairman (acting Chairman of the meeting)**

Councillors, Mr K.J. Hurrell, Mr E.F. Inchley, Mr N. Jeremiah, Mrs J.M. Marsh, Mr N.F. Shearn and Mr P.G. Treby (7.55pm) 4 members of the public and Mr Peter Chapman, Director, Mendip Housing Ltd

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures.

The Chairman paid tribute to the late Mr John Robertson taken ill at the previous meeting and the late Mr Michael Chamberlain, a long term and good friend of the Council who sadly passed away on Sunday the 12 January 2003. A minute's silence was held.

The late Mr Robertson's service arrangements are to be held at 11am on Monday 20 January 2003 in the parish church.

A Memorial service was also to be held for the late Mr Chamberlain in St Cuthbert's Church, Wells on Wednesday 22 January 2003 at 2pm.

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## 112. Apologies for absence

Councillors: Mr M.M. Cann, Mr R.R. Champion, Mr J.E. Gilham, Mr C.C. Inchley, Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill and Mr T.S. O'Connor.

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## 113. Presentation by Mr Peter Chapman (Mendip Housing Limited - MHL) on their ideas and proposals for future use of the Huntsman Polyurethane's / Griggs Sites.

Mr Chapman provided background information on Mendip Housing Limited with the company now in existence some two and a half years with the transfer of MDC housing stock taken place in March 2001. The company now totalled some 130 employees of which approximately 100 operated out of their temporary move site at Mulberry where the company was already running out of available space due to their rapid development and expansion of the company. They were seeking a permanent base in the Town which they wished to purchase rather than rent and at the same time convert or build their own offices and if possible to obtain on the same site some one and a half acres for a Sheltered Housing scheme as at present some 2,500 of their customers were in retirement and this was a growing total.

Huntsman Site - Chesterton's were the agents and in his opinion were led by £s rather than the future use of the site within the community and it would appear the most revenue could be obtained from a retail development. Initially they had been omitted from the short list of 6 applicants to provide development presentations, however following discussions with Huntsman, MHL were now included although there appeared no co-ordination between this and the Griggs site next door. While their proposals remained flexible the main aims were to convert the existing customer services building for their offices, redevelop to the south to provide the sheltered housing requirement and let out to the highest bidder the west side of the site to a suitable private housing developer such as Barretts etc.

Griggs Site – In his opinion this site should be the preferred site for retail as it would provide an extension of the existing retail area, however if MHL was unsuccessful with the Huntsman site this would be their second option.

The Chairman thanked Mr Chapman for a very clear concise presentation and wish list. Members then engaged in a question and answer session with Mr Chapman who confirmed the following;

- 1-Housing rents were set by the Housing Corporation and would not be increased due to their proposals and MHL would raise money for the development by way of a mortgage which would be paid in lieu of their existing lease / rent.
- 2-Site contamination surveys would be carried out and any decontamination cost would be borne by Huntsman.
- 3-MHL were a private company and therefore had no rights over public funds or Mendip ratepayers.
- 4-Any new housing development may well be required by MDC to include some 22% for social housing.

- 5- Estimate that some 60 to 70 units could be included in the private housing development although this could be increased due to the possible type of development being in favour of flats and dwellings with smaller gardens.
- 6- Yes there may well be increased traffic, however the site already had one good entrance directly off the roundabout and also the Hitchen Lane entrance could be used for any future development to the west side of the site.

The Chairman proposed to suspend Standing Orders to allow members of the public to put any further questions directly to Mr Chapman. **Resolve;** by a unanimous vote that Standing Orders be suspended.

Mr Stride enquired if MHL would consider provision of a community hall type facility within their development? Mr Chapman responded that it would be on his personal wish list however his board ran the company and costs to build and run / support the facility were matters for consideration. Huntsman remained very supportive of the community and he was sure this and the creation of employment in the Town would be part of their considerations in the assessments of any bids for the site. No other members of the public wished to speak.

The Chairman thanked Mr Chapman for being so upfront and frank and wished his company well for the future.

**Resolve;** by a unanimous vote that Standing Orders are reinitiated.

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#### 114. Public Forum

There were no matters raised.

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- 115. Confidential Matters** The Chairman proposed that in view of the nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded and they are instructed to withdraw. Members of the public and press then withdrew from the meeting.

**Resolve;** that the motion be carried and in the public interest that the press and public be excluded and withdraw.

Members of the Public then left the meeting.

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#### 116. Existing Offices

Councillor Shearn declared a personal interest following offers for free storage / loan of items by Mrs Shearn.

The Chairman informed members that certain furniture and effects would require disposal or remote storage which consisted of furniture from a) Committee Room b) Chamber table's c) gas cooker and other misc items. The Clerk had called in two clearance companies and one auction company who had declined any interest. Following discussions with Mrs Shearn an offer had been received that if the Council were to provide the furniture on free loan and allow the continued use of the furniture, Mrs Shearn was prepared to keep the furniture in the Methodist Hall. Mrs Shearn had no further storage facilities and the chairs / tables were unable to be stacked therefore they would have to be left out and used. The only other option was to store the furniture at park road depot for the immediate future however the conditions within the buildings was deemed unsuitable and the space may well be required for storage by other materials that would not be effected by the damp conditions.

**Resolve;** by a unanimous vote that the kind offer of Mrs Shearn is accepted and the furniture from the existing committee room and the tables from the chamber are provided on free loan until further notice. Park Road depot is to be used for other items of storage and the Clerk was to contact social services to arrange disposal of the gas cooker.

Contents of the ground floor storage room had now been transferred to Mrs Shearn who kindly offered free storage for the immediate future subject to the metal shelving going as well to enable storage of the effects much of which needed to be sorted and then some may well need to be disposed of. Mr Fred Davis had written to the Council, which was read in full by the Clerk. Mr Davis indicated that these metal shelves may well belong to him and requested return of same if they were no longer in use by the Council, failing this he wished his letter to be recorded and put on file. Councillor Hurrell noted that when the original Phyllis Collection was first stored in the room no shelving units were in the room at the time. Members considered that the shelving units possibly came from a retail unit and were gifted to the Museum Society.

**Resolve;** that Mr Davis is informed that the Council understanding is that the shelving units were gifted to the Museum Society and that the Council would continue to use them as they were currently.

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## 117. Oil Paintings

- a) **Frank Richards – Christchurch Priory 1892 – Highcliffe Castle** requested SMTC arrange transportation at a cost of £125.00 with Quadron Services, which Highcliffe Castle would pay direct. Delivery arranged for Wednesday 15 January 2003 and confirmed insurance arrangements during transit. Formal documentation still to be provided by Highcliffe Castle. The Clerk had recorded and the Vice- Chairman had viewed very minor damage to both the frame and painting, which would be documented and agreed with Highcliffe Castle on delivery.

**Resolve;** that the matter is noted.

- b) **Auction Paintings – Near Harrogate & Malvern – Details of business received from Bearnese and Lawrences of Crewkerne.** Following consultation with the Chairman the Clerk had arranged collected by Lawrences at no charge. Terms 6% + 1% insurances at hammer prices. Free illustration. The Clerk had also requested that they re-evaluate the painting and respond back for further consideration by Council as to the market value and for agreement on a reserve price to be set.

**Resolve;** that the matter is noted.

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## 118. Highfield House

The Clerk request permission to obtain the service of Quadron estimated at one man and a van for a morning to assist with moving the clerks office, document archives and stationery to Highfield House, date yet to be confirmed but in any event no later than the 31 January 2003. Approximately half of the total contents were already in storage at Highfield House.

**Resolve;** by a unanimous vote that the services are Quadron are used for the move of offices, and members were requested to assist is possible when the date was finalised.

The Chairman raised concern that no written details or confirmation had been received from MDC regarding the lease and occupation of Highfield House Annex and proposed that written confirmation is sent to MDC outlining full details of verbal agreements made to date to include the lease, fully serviced arrangements and agreed improvements works to be completed and paid for by MDC. The Clerk provided a summary of the verbal agreements made to date with a fully serviced annual rent of £6000 included within a four year lease with break clauses on a three month timescale. The only additional cost to the Council was telephone lines / call charges and contents insurance cover. The building improvement works were to be paid for by MDC or if paid for by SMTC then they would be deducted from the rent due, however SMTC had requested a public access hatch to be constructed and several other minor items over and above the original agreement which Council may consider it fair to pay for. Also MDC had allowed further use of the ground floor of the house to include ladies welfare and main utility facilities than was originally agreed. Minor problems were being highlighted on a daily basis and dealt with which incurred extra works such as postal letterbox etc. Several Members were very concerned that no written details had been received from MDC and Councillor Jeremiah proposed and Seconded by Councillor Hurrell that a letter is sent to MDC outlining our verbal agreements to date.

**Resolve;** by a vote of 5 for that a letter is sent to Mr Derek Hooper of MDC outlining and confirming verbal agreements made to date to included lease / rent and service arrangements along with improvement works and payment of same. A reply from MDC was not to be requested at this stage.

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## 119. Document Storage Units

The Chairman requested authority to purchase two document storage units c/w bankers boxes and a small step ladder to assist access of racking from Rapid Racking at a special pre end of January price of £255.00 plus delivery plus VAT. Space was a premium at Highfield House and the Clerk emphasised the need to store documents / valuables safely and retrieve them as and when required. The facility would easily be relocated when required. Councillor Treby used the same system in his business and informed that any future requirement for additional document boxes would need to come from the same company due to the sizing.

**Resolve;** by a unanimous vote to purchase two sets of racking c/w document storage boxes with a three step ladder at a special sale offer from Rapid Racking Ltd at a cost of £255 + delivery + vat.

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## 120. Council Employees

The Clerk confirmed following consultations with the Chairman and Administration Portfolio Holder that due to the timescale involved and the Christmas holiday period executive decisions had been made as follows;

- a. **Keyholder** – The Clerk confirmed that Mrs Pam Thomas employment would be terminated by mutual agreement with effect from 31 January 2003 at no additional cost.
- b. **Cleaner** – Prior to end of December 2002 the Chairman had visited Mr Ken Manship and following short discussions served 3 months written notice of redundancy with effect from 31 January 2003. Redundancy payment of 25.5 weeks plus outstanding holiday entitlement plus two month pay in lieu of notice = Total sum £982.67 was due.
- c. **Clerk** – The Clerk confirmed following the reduction in staff his salary would be reduced as of 1 February 2003 by the staff allowance sum of £1536.00 per annum.

**Resolved;** by a unanimous vote that the above decisions are noted and approved in retrospect.

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## 121. Finance

The Chairman confirmed that payments could not be approved in closed session however due to the previous meeting being aborted in the Public Forum section and the timescale for payments to be made the payments submitted for approval at the meeting of the 7 of January and again at this meeting would be signed under executive powers and submitted for retrospective approval at the next meeting of Council on the 4 February 2003.

**Resolve;** that the matter is noted.

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The Chairman confirmed that all other outstanding matters including Play Equipment would be held over until the next meeting of Council programmed for 4 February 2003.

The meeting was closed at 8.20pm

**Councillor R.R. Champion**

**Chairman**

**Signature** \_\_\_\_\_

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# Minutes of the Meeting of the Shepton Mallet Town Council held on 4 February 2003, in the Mendip District Council Chamber, Cannards Grave Road, Shepton Mallet.

**Present: Councillor Mr R.R Champion - Chairman**

Councillors, Mrs J.D. Bartlett, Mr M.M. Cann, Mr J.E. Gilham, Mr R Gurd, Mr K.J. Hurrell, Mr C.C. Inchley, Mr E.F. Inchley, Mr N. Jeremiah, Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor and Mr N.F. Shearn.

Mrs Shane Hippisley (Mendip Social Car Scheme)

9 members of the public and press.

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures.

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## 122. Apologies for absence

Councillor: Mr P.G. Treby.

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## 123. Mendip Social Car Scheme – Presentation by Miss Shane Hippisley

Members were provided with a summary of the proposed scheme. Miss Shane Hippisley, a Transport Development Worker with the Community Council on a 3-year contract is to oversee the project which, will enabled parishes to start up car schemes geared to their own needs. The aims were to provide journeys for members of the community who have no access to other means of transport for trips to medical centres, shops, sports clubs and social events normally within a 20-mile radius of the parish. Start-up grants were available and support for all other aspects to get the scheme up and running thereafter the scheme was intended to stand alone as a non-profit organisation which would not compete with the commercial sector. All journeys are to be pre booked 24-hour in advance and transport was to be provided by volunteer drivers using their own vehicles with fuel costs and insurance cover being provided by the scheme. Usually the scheme was limited by the quantity and availability of drivers and their vehicles. The user would be charged the rate per mile to cover all costs. Members were afforded a question and answer session and the next step in the process would be that a survey of the community would take place, the results of which would be collated and the Town Council duly informed. The Chairman thanked Miss Hippisley for her presentation.

The Chairman then proposed that Standing Orders be suspended to allow for the meeting to be adjourned for approximately 10 minutes to facilitate the members annual group photograph to be completed as the photographer had unfortunately arrived late.

**Resolve;** that Standing Orders are suspended. The meeting was adjourned for approximately 10 minutes and the group photograph completed.

**Resolve;** that Standing Orders are re-instigated and the meeting continued. Councillor Manvill then left the meeting due to ill health.

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## 124. Public Forum

Bus Services – Mr Clive Pearson provided an update on his progress with Atkins. There was a 6 to 7 week delay in provision of sign posting of the new service to the Community Hospital and St Peters Estate, following this, leaflets would be provided to further inform the expected catchment community of approximately 20,000 and he promised to keep the Town Council informed. Mr Pearson further informed on his discussions to date to the provision of a service on the Ridgeway Estate, which he was hoping to get up a petition of support for the service to further his negotiations. This would however be a long-term project as the hospital service had taken some 2 years to set up. The Chairman thanked Mr Pearson for his efforts and assistance and confirmed support for his continued endeavours. Members also provided their personal support and gratitude.

Poor Maintenance to Pavements – Mr David Selway raised concern yet again to the very poor condition of the pavement surfaces within the town centre and requested a further very stiff letter to SCC to rectify the matter without delay. The Chairman confirmed a meeting had taken place only yesterday with SCC and the Area Highways Officers where the matter had been discussed.

WEB Site - Mr David Selway reported that the information on the site, as far as the Town Council was concerned, was out of date.

Town Market - Mr David Selway recorded his wish to see the market full of stalls and tidied up however buildings in the area were in a terrible state and he wanted something done about the matter and stated that the Town Council should chase MDC.

Council Taxpayers Association – Mr Vince O'Reilly provided update on their discussions with other such organisations. Wells Residents Association would be running candidates in the forthcoming May Elections. He considered that Shepton Mallet was dirty, the rates were high when compared with other areas and that the community should not accept a sub standard town.

Community Grants - Mr Taffy Stride raised concern as to the recent award of Grants at the last meeting totalling some £1000 and enquired is financial details such as balance sheets were obtained prior to considerations being made. The Clerk confirmed that a comprehensive application form was now in use although some very small organisations only provided bank-statements, indeed some had no bank accounts available. Wherever possible information was requested, provided and considered.

Maxwell Road – 106 Agreement – Mr Taffy Stride understood that development of the area had included a 106 agreement being obtained at a multi agency meeting and wished to know if this involved any monies from the Tesco (Town Centre) Fund?

Commercial Road - Mr Taffy Stride brought the Councils attention to the disgusting state of an area in Commercial Road opposite the Commercial Café, which was not in the ownership of the Café and requested that the Council strive to get the area cleaned up.

Cemetery Memorials – Mrs Mary Reeves raised concern as to the testing of the “laying down” of certain headstones in the Cemetery and MDC handling of the matter. MDC had incomplete records of owners. Some letters had not gone out to owners of Memorials and the letters that had been sent appeared to be of an unsympathetic nature. The Friends of the Cemetery had not been informed or invited to attend to witness the testing. The Friends presently had 90 paid up members and their committee had not been consulted despite previous promises by MDC that they would consult the Friends at all times.

Cemetery – Permission to Plant Donated Trees - Mrs Mary Reeves was concerned as to the lack of response from MDC regarding her requests over the last 6 months to obtain permission.

Inappropriate Pension Fund Investments by SCC and Corporate Bodies - Mr Duane Cummins highlighted what he considered inappropriate investment principles by SCC, Waste / Drinking Water Companies and the BBC many of whom were large polluters and affording drastic damage to the environment, which was a very serious issue. He provided copies of a comprehensive document on the matter and highlighted large investment sums within each of the pension funds relating to SCC and the BBC. The Chairman thanked him for the information that members would review at a later date.

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## 125. Chairman's Announcements

The Chairman confirmed attendance at the Induction of Rector Elizabeth Smith and also two funeral ceremonies within the same week for the late Robbie Robertson and Michael Chamberlain. Letter of remorse had been received from Mr Cox following his arson attack on the Police Station and a further letter from the Councils Solicitors informing that Mr David Ryan had left their services. The Residents Association had submitted a letter, the majority of which had been announced in the Public Forum section and a response letter received from Waterloo School which confirmed the annual cost of the Crossing Patrol facility as £1,000 compared with an unmanned crossing costing some £18,000 and that they would be unable to continue the provision without the appreciated and continued support of the Town Council. Finally a return letter had been received from Mr Fred Davis MBE confirming that he was in agreement to the continued loan of the two metal shelving units to the Town Council but that in his opinion the ownership of the units were indeed his.

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## 126. Minutes

The Minutes of the Meeting of the Town Council held on the 10 December 2002 were considered for accuracy and content.

**Resolve;** that the following amendments are included as provided on the agenda as follows;

Page 1 Public Forum – Bus Services – “Clive Pearson” in lieu of Ken Dilkes

Page 4 Item 1e – Remove all after £250

Page 7 Item 5 – Remove all from “One member understood – as soon as possible”

Page 7 Item 7 – amend timescale to read “late January early February 2003”

Page 10 Min 108 – add contents of verbal advice received from SALC.

**Resolve;** that the Minutes of the Town Council Meeting held on 10 December 2002 were approved as a true record and signed by the Chairman.

The Minutes of the Meeting of the Town Council held on the 7 and 14 January 2003 were considered for accuracy and content.

**Resolve;** that the Minutes of the Town Council Meeting held on 7 and 14 January 2003 were approved as a true record and signed by the Chairman.

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#### **127. Matters arising from the Minutes**

The Chairman requested any additional matters arising, which were not already included within the agenda and attached Portfolio Reports. No matters were raised.

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#### **128. Minutes of the Planning Recommendations Committee**

The Chairman requested members to note the contents of the Minutes relating to meetings held on 17 December 2002, the 7 January and the 28 January 2003.

**Resolve;** that the Minutes of the Planning Recommendations Committee held on the 17 December 2002, the 7 and the 28 January 2003 are all noted.

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#### **129. Community & Leisure Portfolio Report – Dated 30 January 2003 (Copy attached to these minutes)**

Councillor Lovell presented the report and members noted the contents, which had been previously supplied with the agenda.

**Resolve:** that the Community & Leisure Portfolio Report – Dated 30 January 2003 as attached to these Minutes are noted.

**Item 1 – Community Grant of £250 to SM History Group** – A member requested confirmation that the Town Council's application form for grants did include the requirement for financial details as highlighted in Public Forum section. The Clerk confirmed this.

**Resolve;** that previous conditions are deleted and that payment is made without conditions or delay.

**Item 2b - Byelaw to prohibit the consumption of alcohol in public areas.** Response received from both Wells & Glastonbury Councils. Wells City Council were progressing their scheme following consultation with their Area Regeneration Officer (ARO) and Jenny Davis at MDC and consultations with the police. Geographical areas had to be agreed for inclusion in such a Byelaw with all parties, the order would then need to be made, signs would require purchase and erection and then the ban would come into effect and enforcement begin. A formal response was still awaited from the Police to the Town Councils initial enquiry. Members considered that the problem should be analysed to ensure that a Byelaw would provide a practical solution to any such problem.

**Resolve;** that the matter is noted and returned to the Portfolio for further consideration and consultation with the Police. When information is obtained the matter is to be filed and reconsidered if and when any such problem should arise. Matter to be deleted from the current Portfolio report.

**Item 3 - Bus Services** - Members thanked Mr Clive Pearson in his endeavours and reaffirmed the full support of the Town Council in the matter.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 3a - Shepton Mallet Town Bus Guide** -To note receipt of the latest edition with copies available from the Clerk.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 4 - 20 mph Safe Route to Schools Initiative** – The Council would support all the schemes on offer and noted that if problems were encountered with compliance or enforcement then SCC may well have to selectively put in additional traffic calming measures.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 5 - DTLR Grant to Reduce Child Casualties** – Both proposals would not now proceed. A meeting had taken place on Monday 10 February 2003 at MDC with Mr Paul Chant (SCC) and officers from both SCC Highways and MDC to discuss the matter. Members considered that the community should be engaged, the profile raised and pressure brought to bear on officers within SCC during the next few weeks in an attempt to achieve priority for LTP funding of the proposed safety and enhancement schemes for the town during the next financial year.

Councillor Chris Inchley suggested that a postcard type response should be provided to individual members of the community and schools to raise the profile of the problem and with a section for them to write their own personal comments before mailing direct to Councillor Tim Carroll at County Hall. Councillor Lockey confirmed that he had discussed the matter many times and most recently with Councillor Carroll and had pushed the matter and that Councillor Carroll was fully aware of the situation in the town, however he considered additional support and backup may well be beneficial. Councillor O'Connor deemed that safety was indeed the highest priority however there was a further allocation of monies in respect of enhancements to make the town a place where communities wanted to live, work, shop and prosper. In this criteria Shepton Mallet should again be of the highest priority. The Clerk confirmed that a quotation had been provided from Capita for the printing of 2000 A5 double sided postcards at a cost of £145 plus VAT. Members considered that this was a positive way forward and there was a need to move now without delay and provide the postcards to the community, schools, supermarkets etc. Petitions were another method, which may well be worth consideration.

**Resolve:** by a unanimous vote that 2000 postcards are printed by Capita at a cost of £145 plus VAT and supplied to the community for return to Councillor Tim Carroll prior to the next meeting of the LTP. As soon as available postcards are to be distributed to the schools and the community. A further copy would be printed with the kind support of the media in next weeks Journal media.

**Item 8 - Safety Barrier – Outside Collett Park Entrance at Charlton Road –** Now completed by SCC Highway and letter of thanks already sent by Clerk.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 13 - Modernising Mental Health Services for Older People –** Councillor Marsh declared a Personal Non Prejudicial Interest in the matter. A Public Meeting is to be held Mon 17 February, 6.30pm at Whitstone School Hall. Proposal documents are available from the Clerk with return dates for any comments open until the 31 March 2003.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 14 - Somerset Community Health Council (CHC) Final Report –** Councillor Champion declared a Personal Non Prejudicial Interest in the matter. Limited copies of the report are available from the Clerk.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 15 - Mid-Somerset Agricultural Society –** Information relating to their AGM and also a Wine and Cheese Party had been received along with confirmation that this years Show was programmed for Sunday 17 August 2003.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 16 - Cemeteries & Closed Churchyards –** Members considered recommendations to transfer the subject matter is transferred to this portfolio from the Collett Park Portfolio and that a booklet on Rules & Regulations for Cemeteries had been received from MDC. Information sheets relating to the Allen Memorial and Headstones being laid down were also attached to the report for information purposes.

**Resolve;** that all the above matters are noted and the subject heading "Cemeteries & Closed Churchyards" is applied to the current Community & Leisure Portfolio report and deleted from the Collett Park Portfolio Report. Councillor Gilham then left the meeting.

**Item 17 - Swimming Pool –** Members considered recommendations to transfer this subject matter from the Regeneration Portfolio now that the Lottery Bid has unfortunately been unable to support the provision of a new pool. Progress would now be made under the Community & Leisure Portfolio with a feasibility team to get together with Glenn Crocker and Lynsey Melhuish of MDC to consider the refurbishment of the existing pool. Councillor Lovell proposed, seconded by Councillor Jeremiah a vote of thanks for the efforts of Councillor Cann and Ruth Sindell in their extended efforts with the Lottery Bid Project.

**Resolve;** that the Swimming Pool matter is transferred to the Community & Leisure Portfolio and that a vote of thanks is recorded to Councillor Cann and Ruth Sindell for their extended efforts to the Lottery Bid Project.

**Item 18 - Kerbside Recycling Scheme – MDC –** An Information pack was previously provided to all members. The Clerk confirmed that some date changes had occurred to the practical roll our programme and these were available from the Council office if required.

**Resolve;** that the matter is noted.

**Item 20 – Community Learning Partnerships (CLPs)** – The Clerk confirmed receipt of their latest Newsletter “Spring 2003” and their Prospectus both are available from the Council Office.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

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**130. Regeneration Portfolio Report – Dated 30 January 2003 (Copy attached to these minutes)**

Councillor Chris Inchley presented the report and members noted the contents, which had been previously supplied with the agenda.

**Resolve:** that the Regeneration Portfolio Report – Dated 30 January 2003 as attached to these Minutes are noted.

**Item 1 - Market and Coastal Towns Initiative (MCTI)** – Councillor Champion updated members following the first four meetings where progress was being made and matters were looking good with a further meeting programmed for this coming Friday.

**Resolve;** that the matter is noted.

**Item 2a - Town Centre Traffic - Restriction Orders – Market Place & High Street North** – Matter now to be resolved by SCC Executive sub-committee in the next few weeks following objections received at the consultation stage.

**Resolve;** that the matter is noted.

**Item 3 - Bollards – High Street (North)** – Meeting arranged Thursday 6 February 2003 at 10am with Guy Braga the new Area Regeneration Officer MDC to progress matters hopefully within this financial year.

**Resolve;** that the matter is noted.

**Item 5 - Indoor Swimming Pool Lottery Bid** - Matter now transferred to the Community & Leisure Portfolio

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 8 - CCTV** – Councillor Shearn updated members. It looked likely that the scheme would be up and running by 1 April 2003. Mr Nick Tolson may well be taken on to run the project for the first twelve months and they were looking for volunteers to monitor the screens.

**Resolve;** that the matter is noted.

**Item 10 – Christmas Lights** – A thank you letter had been received from the Chamber of Commerce for the Town Councils input this year. The Clerk updated members with an invoice totalling some £980 held on dispute with SEC Lighting Contractors due to poor performance and no qualification of charges. The SEC supervisor dealing with the contract had unfortunately now left their company. Although they were engaged on a time and material basis, an estimate total charge of some £1,000 was original envisaged. An interim payment had already been made of £1,500 and with this latest disputed invoice sum the total was now in the region of £2,500. SEC had been requested to attend a meeting and provide qualification as to the charges made and to discuss their poor performance.

**Resolve;** that the matter is noted.

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**131. Properties Portfolio Report – Dated 30 January 2003 (Copy attached to these minutes)**

Councillor Lockey presented the report and members noted the contents, which had been previously supplied with the agenda.

**Resolve:** that the Properties Portfolio Report – Dated 30 January 2003 as attached to these Minutes are noted.

**Item 1 - Allotments - Rent Review as from 1 April 2003**

**Resolve;** that annual rents levels as from the 1 April 2003 are amended to £16 (full) and £9 (half) plot. Plot areas below the size of 1400 square feet is deemed a half plot with an annual rent of £9 and any plot in excess of 1400 square feet is deemed to be a full plot with an annual rent of £16. The matter is to be deleted from the current portfolio report.

**Item 1b vi – Allotments - Complaints regarding Obstruction to entrance and Unqualified use of parking facilities** – Complaints were still being received. The Clerk confirmed that a strong letter had been sent highlighting the contents of the complaints received and to request that the access is kept free at all times and that the internal car parking area is for the parking of allotment holders vehicles only when they are attending their plots on site. No unattended vehicles or vehicles not owned by an allotment holder are to be on the site. The situation will be closely monitored / recorded and appropriate action taken.

**Resolve;** that the matter is noted.

**Item 1c I - Maintenance Contract – Hitchen Lane Site**–The existing contractor for the Whitstone Road site Mr Adrian Crozier had expressed an interest in the work at the same contract price of £75.00 per annum but that he would also increase the frequency of clearance within the same price. The Clerk had undertaken a site meeting with him and he was fully aware of the contract requirements.

**Resolve;** that the Clerk strive to seek agreement from Mr Adrian Crozier to undertake the work for the sum of £75.00 per annum (Hitchen Lane Site) and £25.00 per annum (Whitstone Road Site) (Total £100.00 per annum) for the next four year period which would expire as of 31 March 2007.

**Item 2 - Park Road Depot** – Following a working party meeting with MDC and following a verbal enquiry the working party had indicated to MDC that there may well be no objection to their proposal regarding upgrading at their own expense the Town Councils Toilet Block in return for continued shared use. The working party had attempted to progress matter with Quadron being a willing partner, but however MDC appeared to be making little or no progress in the matter.

**Resolve;** that the matter is noted.

**Item 3 - Town Notice Board** - The Clerk confirmed that the work to refurbish the Notice Board was now completed and it looked very good.

**Resolve;** that the matter is noted.

**Item 4 – Town Clock** – Councillor Marsh declared a Personal Prejudicial Interest in the matter.

**Resolve;** that the matter is noted.

**Item 5a & 5b - Previous Council Offices - 8 Great Ostry** - The Clerk confirmed that the sale had been completed and the monies banked. Investment procedure had been checked and the monies were required to be earmarked within a fund. Investment Interest rates had also been audited with the Treasury providing 2.81% and the Councils existing Reserve Fund Investment with Investec Bank (UK) Limited achieving 4.25% which appeared the best option at this point in time.

**Resolve;** by a unanimous vote that the capital nett proceeds from the sale of the property 8, Great Ostry, totalling some £90,425.00p is to be invested within the existing Reserve Account with Investec Bank (UK) Limited at the current variable rate of 4.25% gross and to be earmarked within the existing “Civic Centre Fund”.The matter is to be deleted from the current portfolio report.  
Councillor Cann then left the meeting.

Councillor Chris Inchley declared a Personal and Prejudicial Interest in the next two items 6a and 6b as he was a serving Executive Board Member at MDC and he duly left the room.

**Item 6a - Highfield House – 1 Park Road BA4 5BS** – The Clerk confirmed that the relocation of offices was now complete. A letter had been sent to MDC on the 17 January confirming SMTC verbal rent agreements and an e-mail had been sent shortly afterwards proposing partnership funding of £500 towards refurbishment works and upgrades required for occupation. A response had yet to be received, however MDC Officers had been extremely helpful in the matter.

**Resolve;** that the matter is noted.

**Item 6b - New Build Locations** – Following correspondence received from Graham Jeffs MDC and copy of the draft minutes from the MDC Executive Meeting held on the 20 January 2003 a meeting had been arranged with the Clerk and Graham Jeffs for 10am Wednesday 5 February 2003 to consider the preferences and options required by the Town Council. The Clerk reported that several members had lobbied MDC Officers with differing opinions and this was causing MDC some concern. The Clerk request guidance and some order of priority to the available options from Council prior to his meeting with Graham Jeffs. Sketch plans of the Commercial Road and Park Road sites were provided to each member to assist their consideration. Previous resolve of Council was highlighted by the Clerk in that the Council agreed to occupy part of Highfield House subject to agreement in principle being obtained from MDC on the permanent relocation of the Town Council to one of the two sites.

The Clerk informed members that the Council would not be permitted to keep large reserve balance funds without concise allocation for practical future use. The options, were to use the funds appropriately or return the balances to the ratepayers. Councillor Lovell proposed and Councillor Jeremiah seconded that the Council should inform MDC at this stage that the Council could only limit its proposals to one of three options; 1 – Commercial Road site, 2 – Park Road site and finally 3 - to stay where we are at Highfield House.

**Resolve;** by a vote of 6 for and 5 against that MDC are informed that at this stage the Town Council was not in a position to provide preferences without further details, but however, could limit its proposals to one of three options; 1 – Commercial Road site, 2 – Park Road site and finally 3 - to stay where we are at Highfield House. Additional information was required to enable further consideration at Portfolio level to this matter.

Councillor Frank Inchley then left the meeting and Councillor Chris Inchley rejoined the meeting.

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### 132. Collett Park Portfolio Report – Dated 30 January 2003 (Copy attached to these minutes)

Councillor Shearn presented the report and members noted the contents, which had been previously supplied with the agenda.

**Resolve:** that the Collett Park Portfolio Report – Dated 30 January 2003 as attached to these Minutes are noted.

**Item 1 – Cemeteries and Closed Churchyards** – Members noted the comments made within Public Forum regarding an apparent breakdown in consultations between MDC and the Friends. Councillor Marsh confirmed previous promises made by MDC to consult in the first instance and at all times with the Friends. Councillor Chris Inchley and O'Connor would contact the Portfolio holder at MDC, Councillor Gloria Cawood to discuss the matter.

**Resolve;** that the matter is noted and the subject of “Cemeteries and Closed Churchyards” is transferred to the Community & Leisure Portfolio and is deleted from this report.

**Item 3 – Shelter Roof** – The Leader confirmed the work was now complete with exception of minor finishes. The Clerk confirmed that although the payment was included within this months schedule he had agreement of the company to withhold payment until practical and satisfactory completion had been achieved. This would hopefully occur in the next few weeks when the contractor was again in the area.

**Resolve;** that the matter is noted and subject to satisfactory completion that payment is approved and the matter to be deleted from the current Portfolio report.

**Item 5 - Play Equipment** - Copy of the proposals and plans were provided previously with the agenda. Four quotations had been received for differing sections of the work but that advice was that one contractor should undertake the whole project. The Clerk had confirmed that Financial Regulations would permit Council to order the works as an extension to an existing contract or failing same the works would have to be submitted to a tendering process which would delay matters further. The existing Park Contractor Quadron had therefore submitted an inclusive price for all the works using the nominated suppliers and their quotations. The specification called for a maximum of two weeks downtime for the whole play area and the works to be fully completed prior too the Easter Holiday period. The final price received indicated a saving of £3,000 to £5,000 over alternative quotations. One member enquired if alternative funding such as grants or sponsorship had been investigated. One member requested an update to the previously removed wooden “Coronation Gates” from the Charlton Road entrance at the next meeting programmed for the 23 March 2003. Acceptance of the quotation submitted by Quadron for the complete works for the sum of £23,807.50p plus VAT was proposed by Councillor Shearn and seconded by Councillor Champion.

**Resolve;** by a unanimous vote that the quotation from Quadron totalling £23,807.50p plus VAT is accepted subject to maximum two weeks downtime and the work being fully completed prior too the Easter Holiday period. Monies to be drawn from current improvement budget of £14,000 and the balance to come from year 2003/04 improvement budget.

**Item 6 – Tree Works** – Two differing quotations had been received although some of the work proposed had been undertaken already due to the storm damage inflicted at the end of 2002. The Clerk brought to members attention that Financial Regulations and the sum involved required that correct tendering procedures should be adopted and that the RFO on behalf of the Council should strive to obtain three different quotations for the same quantity of works.

**Resolve;** that the matter is re-tendered to comply with current Financial Regulations.

**Cross Country Route within the Park** – The Clerk confirmed that at 4pm today approximately 300 students from various schools used the park as part of their Cross Country route, without prior notification to the Town Council and that they had also undertaken works to fence off certain public areas. Contact had now been made with the organisers who understood in future that such an event would require agreement of the Town Council. There were Health & Safety implications and that the park contractor should also be aware to enable them to manage the situation.

**Resolve;** that the matter is noted.

**Request to plant and maintain a Rose Bush within the Park by Students of Whitstone Technology College as part of their project work.** – Two students had submitted written request to plant and maintain a rose bush within the existing shrub bed at the Charlton Road entrance on the side adjoining Dr Butler's residence.

**Resolve;** that permission is granted for students of Whitstone Technology College to supply, plant and maintain a rose bush within the existing shrub bed at Charlton Road entrance on the side adjoining Dr Butlers residence.

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### **133. Footpaths Portfolio Report – Dated 30 January 2003 (Copy attached to these minutes)**

The Chairman presented the report and members noted the contents, which has been previously supplied with the agenda.

**Resolve:** that the Footpaths Portfolio Report – Dated 30 January 2003 as attached to these Minutes are noted.

**Item 2 and 3a - Footpath Maintenance** – The Chairman request consideration by members to future footpath maintenance. The Clerk highlighted the problem encountered over the last two-year period using various contractors on an hourly rate basis, which was very difficult to tender and quantify. Council should consider and decide an agreed list of footpaths to be maintained within the Town along with both the quantity and frequency of work required on an annual basis. The work could then be submitted as per Financial Regulations to the required tendering process and the works ordered. This would need to be completed asap and in any event prior to the elections failing same the Council would not have a means of undertaking the works early in the growing season of May and June. The Town Council were not responsible for footpaths but undertook the work under agency from MDC, in return for payment of £120 for up to 15 miles of footpaths. Although the Town Council provided additional financial support the work did need prioritising due to the available budget restraints.

**Resolve;** that the matter is returned to the Portfolio for further consideration with an additional meeting being undertaken if needed to finalise matters and provide recommendations to Council as soon as practical.

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### **134. Administration Portfolio Report – Dated 30 January 2003 (Copy attached to these minutes)**

The Chairman presented the report and members noted the contents, which had been previously supplied with the agenda.

**Resolve:** that the Administration Portfolio Report – Dated 30 January 2003 as attached to these Minutes are noted.

**Item 2 – Oil Paintings** – “Christchurch Minster” was now on loan and under the duty of care of Christchurch Council at Highcliffe Castle. Signatures had been obtained for the delivery and condition of the painting and frame, however the formal legal administration / agreement relating to the loan and set conditions was still outstanding. Paintings “Near Harrogate” and “Malvern” are now under the duty of care of Lawrences Auctioneers to be offered for sale by way of auction for the best market value price. Correspondence received regarding expected retail value and to agree minimum reserve price received consideration.

**Resolve;** that the loan of the painting “Christchurch Minster” is noted and that the formal administration and legal documentation is to be completed as soon as practical.

**Resolve;** that the paintings “Near Harrogate” and “Malvern” are offered for sale by way of auction at a commission rate of 6% plus 1% insurance costs plus VAT. The reserve price of each painting is to be considered following further discussions with the Auctioneers and a final executive decision being made and reported to Council as soon as practical by the Chairman and Vice-Chairman in consultation with the Clerk. The Clerk was thanked for his efforts and work carried out to the Oil Paintings.

**Item 4a - External Audit** -. Annual Return for year ending 31 March 2002 received an unqualified certification and opinion by the External Auditor Moore Stephens of Bath. Invoice also received for £763.75 inc VAT.

**Resolve;** that the matter is noted and deleted from the current portfolio report.

**Item 5a - Data Protection Act 1998** – This Act required the Council to notify the Information Commissioner. This duty will involve the annual fee of £35 renewable on the anniversary of notification. The Clerk had already afforded the appropriate notification on the 17/12 and was still awaiting a response.

**Resolve;** that the matter is noted.

**Item 5b - Freedom of Information Act 2000** – The Information Commissioner had confirmed approval of the policy adopted by Council with an expiry date of February 2007. They would contact this Council 6 months prior to this date requesting submission of an updated policy for further approval.

**Resolve;** that the matter is noted and deleted from the current portfolio report.

**Item 5c - Human Rights Act 1998** – Written advice received from SALC confirmed that very few of the Human Rights Listed would have direct application to this Council.

**Resolve;** that the matter is noted and deleted from the current portfolio report subject to further consultation with Mr Keith Bush of MDC.

**Item 5d - Crime & Disorder Act 1998** – Written advice received from SALC confirmed that this Council has to take this into consideration when exercising other functions.

**Resolve;** that the matter is noted and deleted from the current portfolio report subject to further consultation with Mr Keith Bush of MDC.

**Item 5e - Disability Discrimination Act 1995** – Written advice received from SALC confirmed that in Oct 2004 the occupiers of premises to which the public have access should have been addressed, hence the main reason for relocation of the Town Council Offices.

**Resolve;** that the matter is noted and deleted from the current portfolio report subject to further consultation with Mr Keith Bush of MDC.

**Item 5f - Equal Opportunities**– Written advice received from SALC confirmed members should considered a Model Equal Opportunities Policy to be adopted by Council and recommended the following policy is adopt by Council; “No member of the public, job applicant, elected member, or employee shall receive less favourable treatment on the grounds of gender, race, sexual orientation, marital status or disability”.

**Resolve;** that the following policy is adopted with immediate effect; “**No member of the public, job applicant, elected member, or employee shall receive less favourable treatment on the grounds of gender, race, sexual orientation, marital status or disability**”. The matter is to be deleted from the current portfolio report subject to further consultation with Mr Keith Bush of MDC.

**Item 5g - Employment Law** – Written advice received from SALC confirmed the requirement for contracts of employment, fair dismissal, grievance and disciplinary processes, which were mandatory. They may well be far more important when the Code of Conduct relating to employees is launched shortly.

**Resolve;** that the matter is noted and deleted from the current portfolio report subject to further consultation with Mr Keith Bush of MDC.

**Item 5h - Race Relations (Amendment) Act 2000** – Members considered a draft resolution afforded by SALC and members recommended that the following policy is adopt by Council; “The Council acknowledges its continuing duty under the Race Relations (Amendment) Act 2002 and resolves that in the provision of its services, due regard must be given to (i) the elimination of unlawful discrimination; (ii) the promotion of opportunity; and (iii) the promotion of good race relations between people of different racial groups.

**Resolve;** that the following policy is adopted with immediate effect; “**The Council acknowledges its continuing duty under the Race Relations (Amendment) Act 2002 and resolves that in the provision of its services, due regard must be given to (i) the elimination of unlawful discrimination; (ii) the promotion of opportunity; and (iii) the promotion of good race relations between people of different racial groups**” and the matter deleted from the current portfolio report subject to further consultation with Mr Keith Bush of MDC.

**Item 5i - Health & Safety at Work Act 1974** – The Clerk confirmed no action at present. Policy Statement was only required if the Council had more than 5 employees, however the Workplace Regulations did have implications especially relating to the Council Offices and SALC recommended that the Council note the matter and take no action at this time.

**Resolve;** that the matter is noted and deleted from the current portfolio report subject to further consultation with Mr Keith Bush of MDC.

**Item 6 - Administration Support** – The Chairman, Councillor Treby and the Clerk had now reviewed the requirement and that a Job Description compiled and an budget resolved within precept budget 2003 for up to 18 hours per week. The Clerk confirmed that current workload required this additional support, having now been in the post some 2 years he was still looking for the light at the end of the tunnel so to speak. During this time he had worked diligently and excessive hours to complete the ever increasing workload although considerable headway had been made as proven by contents of the current portfolio reports. Now that the office was relocated and more accessible to the public he was further exposed with a likely further increase in his workload. In his opinion Council needed to decide the way forward. Indeed if no support was forthcoming he would have no option than to prioritise his workload and to withdraw to basic administration duties of the Clerk and RFO. Members were aware of the Clerks input and scope of works far beyond his normal duties and how much the role had changed since his original employment. Members debated the matter in some length. Councillor Lovell proposed and Councillor Jeremiah seconded that the recommendations as set out by the portfolio are approved.

**Resolve;** that the recommendations as submitted by the Administration Portfolio is approved and that the vacancy for an Administration Assistant to the Clerk as set out in the job description for up to a maximum of 18 hours per week is advertised and the post filled following appropriate interviews.

**Item 13 - Meeting Schedule** – Approved list subject to dates yet to be supplied by MDC for their Area Board now with MDC who have confirmed bookings for the Chamber for all full Council meetings and the Committee Room for all Planning and Portfolio meetings.

**Resolve;** that the matter is noted and deleted from the current portfolio report.

**Item 16 - District & Parish Elections – 1 May 2003.** Nominations required to be handed in during the period 24 March until Noon on 1 April 2003. Nomination papers which would be available at the end of February 2003 with Election Timetable details available from the Clerk.

**Resolve;** that the matter is noted and deleted from the current portfolio report.

**Item 17 - Collett Park – License to Occupy on behalf of Recreation Ground Trust.** Copy supplied previously to each member (Trustee - current members of Town Council) required approval and signing by each member. One member enquired the situation if one or several members did not wish to sign the License. The Clerk was unsure of the position and would have to consult legal advice from the originators of the License document.

**Resolve;** that the License is approved for the Town Council to occupy and maintain Collett Park (Recreation Ground Trust) on behalf of the Trust which required signature by all members of the Town Council (each Trustees of the Recreational Ground Trust) / Collett Park.

**Item 18 - Christmas Thank You Letter** for support by way of release of the Clerk from his normal duties to attend emergency calls to Fire-fighting and Rescue duties was received from Chief Fire Officer, Somerset Fire Brigade.

**Resolve;** that the matter is noted and deleted from the current portfolio report.

**Item 19 - Doctor's Surgery Crossing** – Members considered an E-mail which appeared to confirm a £500 commitment to the capital required (from SMTC) from Councillor Gloria Cawood MDC. Some members were unaware of any previous resolve for this sum of monies by the Town Council, others considered that the Council should provide the partnership commitment of £500. Councillor Chris Inchley proposed and Councillor O'Connor seconded that the partnership funding commitment of £500 should be provided. There was some confusion as to what the 106 agreement monies were and where the money was coming from. District members explained the 106 type agreements and in this instance the 106 monies of £9000 was to be provided by the developers (Doctors Practice). The Clerk explained that prior to this evenings meeting he had insufficient time to review previous resolves in the matter by review of minutes to previous Council and Planning Committee meetings. The previous proposal was then withdrawn.

**Resolve;** the Clerk audit previous resolves on the matter and the item placed on the agenda for the next meeting of Council for further consideration if needed.

**Item 20 - Parish / Town Council Emergency Planning** – Correspondence received from SCC Fire & Emergency Planning for this Council to consider setting up a local community (self help) emergency plan.

**Resolve;** that the matter is noted and deleted from the current portfolio report.

**Item 21 - Royal Bath & West – Membership Subscription** – To consider renewal of membership at a cost of £60.00.

**Resolve;** that annual membership is renewed at a cost of £60.00 and that the matter is deleted from the current portfolio report.

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**135. Finance**

**a. Accounts for Payment by Cheque** – The Clerk requested to include three late payments. Cheque number 1594 payable to the Attleys Roofing £4,092.52p for reroofing the Shelter in Collett Park, cheque number 1595 payable to Cash £52.45p for re-imbusement of petty cash and cheque number 1596 payable to Investec Bank (UK) Limited £90,425.00 for reinvestment of capital from the nett sale of 8 Great Ostry within the existing fund titled “Civic Centre Fund”. The Clerk also confirmed receipt of £90,149.37p, in respect of the sale of the property less contra invoices from the estate agent, solicitors and VAT.

**Resolved** that payments made by Cheque for January and February 2003 as per Appendix “A” (2 pages) attached to these Minutes including the three above late payments are approved.

**b. Accounts previously paid by Direct Debit**

**Resolved** that payments made by Direct Debit for January and February 2003 as per Appendix “A” (2 Pages) attached to these Minutes be approved.

**c. Confidential Salaries for Payment by Cheque**

**Resolved** that the Confidential Salary Payments for January and February 2003 as per Appendix “A” (Confidential Section) (2 pages) attached to these Minutes be approved.

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**136. Agenda Matters for the Next Meeting**

No matters were raised

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The Chairman apologised for the extended length of the meeting and then closed the meeting at 22.05 hours.

**Councillor R.R. Champion**

**Chairman**

**Signature**\_\_\_\_\_

\_\_\_\_/\_\_\_\_/2003

# A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1568	Wells & District Gingerbread	6650	Grant - Revenue Support	£ 75.00
1569	Field House Amenities Fund	6650	Grant - Revenue Support	£ 100.00
1570	Twilight Majorettes	6650	Grant - Revenue Support	£ 200.00
1571	Mirage Majorettes	6650	Grant - Revenue Support	£ 200.00
1572	S.S.M. Twirlers	6650	Grant - Revenue Support	£ 200.00
1573	SEC Lighting Services	6600	Christmas Lights - Electrical Infrastructure	£ 6,894.67
1574	Inland Revenue - TAX/NI	5000/5020	Month 7 - 9 (3rd Quarter) Tax / NI Contribution	£ 1,794.70
1577	VAM	5400	Subscriptions - Membership to March 2003	£ 10.00
1578	Mrs Pam Thomas	5090	Caretaker duties in arrears Oct 02 to Jan 03	£ 87.17
1579	Mendip District Council	6100	Chamber Hire - Sept to Dec 2002	£ 120.00
1580	Southern Electric Contracting	6500	Street Light - 6/8 Churchill Road	£ 1,294.84
1581	Cash	5300/20/50	Petty Cash Reinbursement December 2002	£ 73.70
1582	Moore Stephens	5040	External Audit Year Ending 31 March 2002	£ 763.75
				<b>£ 10,976.38</b>

**Payments by Direct Debit**

2-Dec	Quadron Services Ltd	6000/6005	Collett Park - Ground Care Contract	£ 2,254.57
04-Dec	Mendip District Council	5100	Office - General Rates	£ 162.00
04-Dec	CGU Bonus	5200/6090	Insurance Premium	£ 328.41
16-Dec	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 248.20
19-Dec	SWEB	5140	Office Electricity Supply	£ 30.00
<b>Sub Total</b>				<b>£ 606.61</b>

**Total = £ 11,582.99**

## CONFIDENTIAL PAYMENTS

1575	Graham H Brown	5000	Town Clerk Jan Salary - 2003	£ 1,095.32
1576	Ken Manship	5080	Cleaner - Jan Salary - 2003	£ 93.41
<b>Total</b>				<b>£ 1,188.73</b>
<b>Grand Total</b>				<b>£ 12,771.72</b>

**Councillor R.R. Champion**  
Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Councillor J.D. Bartlett**  
Vice Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_

# A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1585	Cancelled Cheque			
1588	The Toner Factory	5300	Inkjets for Fax Machine	£ 29.36
1589	Bristol Water/Wessex Water	5120	Office Water & Sewerage Rates Combined	£ 35.49
1590	Microchipz	6100	Computer/Telephone leads of new office	£ 31.14
1591	Post Office Counters	5320	Redirect mail for 6 months	£ 42.00
1592	SEC Lighting	6600	Christmas Lighting - Interim Payment	£ 1,762.50
1593	Travis Perkins Trading Com	6100	Goods - New office	£ 28.43
1594	Attleys Roofing Limited	7080	Collett Park Shelter Reroofing	£ 4,092.52
1595	Cash	5320	Petty Cash Reinbursement January 2003	£ 52.45
1596	Investec Bank (UK) Limited	n/applc	Rinvestment of property sale to Civic Hall Fd	£ 90,425.00
				<b>£ 96,498.89</b>
<b>Payments by Direct Debit</b>				
06-Jan	CGU Bonus	5200/6090	Insurance Premium	£ 328.41
16-Jan	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 248.20
				<b>Sub Total £ 576.61</b>
				<b>Total = £ 97,075.50</b>

<b>CONFIDENTIAL PAYMENTS</b>				
1587	Graham H Brown	5000	Town Clerk Feb Salary - 2003	£ 1,005.83
1586	Ken Manship	5080	Cleaner - Final Salary / Redundancy	£ 982.67
<b>Total</b>				<b>£ 1,988.50</b>
<b>Grand Total</b>				<b>£ 99,064.00</b>

**Councillor R.R. Champion**  
Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Councillor J.D. Bartlett**  
Vice Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Minutes of the Meeting of the Shepton Mallet Town Council held on 4 March 2003, in the Mendip District Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present: Councillor Mr R.R Champion - Chairman**

Councillors, Mrs J.D. Bartlett, Mr M.M. Cann, Mr J.E. Gilham, Mr R Gurd, Mr K.J. Hurrell, Mr C.C. Inchley, Mr E.F. Inchley, Mr N. Jeremiah(8.15pm), Mr C.F. Lockey, Mr M. Lovell, Mrs J.M. Marsh, Mr T.S. O'Connor, Mr P.G. Treby and Mr N.F. Shearn.

Mr Keith Milhench & Mr Michael Rhodes (The Great Weather Lottery) 12 members of the public and press.

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures.

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## **137. Apologies for absence**

Councillor: Mrs L.A. Manvill.

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## **138. The Great Weather Lottery – Presentation by Mr Keith Milhench & Mr Michael Rhodes**

The company undertook over 2000 fundraising schemes for organisations throughout the country with local schemes both in Frome and Wells with the emphasis on long-term fundraising. Frome may well raise in excess of £30,000 this current year through the scheme. Four categories of business were undertaken in areas of Sport, Charities, Education and Politics. The Scheme is a free product, a long term fundraising (not a get rich quick scheme) and all the administration and set up work is undertaken by the company, which then take a 20% cut from the total sales. Tickets are sold at £1, which entitles the purchaser to five daily draws per week (20p each). The daily-published weather temperatures within major cities of the world generated the lottery numbers and a top daily prize of £10,000 was available. Of the remaining 80% of sales, which was distributed locally, 45% went to prizes, which were posted direct by the administrators, insurances and the remaining 35% would be available for funding as the Town Council or organisation deemed appropriate. Full details were provided by way of a brochure to each member and a WEB site was also available showing a full list of winners on a daily in basis. There was no cash collection requirement, no restrictions although the partnership organisation would be involved in marketing and introducing the scheme into the community by various methods. Given a positive response the scheme could be up and running within seven days.

The chairman thanked Mr Keith Milhench & Mr Michael Rhodes for their informed presentation.

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## **139. “Kids Haven” – Presentation by Mr Chris Race & Mrs A Reynolds – pending closure announcement**

Currently funded by the Whitstone and Shepton Mallet Community Education Service via SCC. It appeared that SCC had withdrawn funding and afforded only 10 weeks notification of which there was only 5 weeks remaining. Kids Haven provided a valued collection service from school and an after school learning and play facility until working parents could return from their employment to collect the children. They were unaware of any other such facility within the Town and other existing facilities were already under resourced with less than 15 register childminders within the Town. If closure took place some 22 children would be involved and parents were left with options which included, giving up employment, requesting part-time employment from their current employers, relocation of their children to other schools, relocation of their residence outside of the Town or to hope that a new facility would open, however with such little time scale there appeared little opportunity. Although they were aware that the facility was currently losing some £2,000 per annum, at no time had they been approached to discuss funding requirements. Users confirmed their willingness to fund any shortfall requirement to keep the facility open within the Town. Funding may well be available for “Child Play” rather than “Child Care” but they had already written to SCC seeking verification along with other criteria including a request for an extension to July 2003 but were still awaiting a reply.

Councillor Inchley C. proposed and Councillor O'Connor seconded that Standing Orders be suspended to allow a question and answer session directly with the presenters from Kids Haven.

**Resolve;** that Standing Orders are suspended.

Members discussed how the Town Council could assist Kids Haven. The organisers wished to meet with SCC and verify many unanswered questions, seek justification as to the proposed closure and obtain an extension to address the issue of funding.

**Resolve;** that Councillor Lockey would contact S.C.Councillor Pauline Clarke directly in the morning.

**Resolve;** that the Clerk would provide a letter of full support from the Town Council to Mrs Reynolds for them to take to a pre-arranged meeting with SCC next Tuesday where she had been provided 2 minutes forum to speak on the matter.

**Resolve;** that S.C.Councillor Pauline Clarke and the Leader of SCC along with the Chief Education Officer is requested to attend a meeting with the Town Council and the organisers to discuss the matter and following this meeting an Action Plan be drawn up of the way forward.

**Resolve;** that Standing Orders are re-instigated and the meeting continued.

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#### 140. Public Forum

Bus Services – Mr Clive Pearson reported progress with Atkins who would undertake a survey in the next 3-4 weeks to review the proposal to install 4 bus stop pole points on the new route to St Peters Community Hospital and Estate. The petition relating to the requirement for a new route to service to the Ridgeway Estate was gaining momentum with over 100 names to date. The Bus Guide was being continually updated and he would report back to Council at the next meeting.

Market Place Cleanliness – Mr David Selway thanked the Clerk and the Town's Firefighters for their efforts in hosing down of the Market Place.

Vandalism – Mr David Selway understood the latest acts had cost in the region of £5000 and enquire as to the progress of the new CCTV system. Although he understood the Town Council was not at fault the matter should be chased up.

Wetherspoons Application – Mr David Selway informed that the general consensus of the Townsfolk was that they were in favour of the proposals.

Doctors Surgery Highway Crossing – Mr David Selway was concern as to why the Town Council had to give monies towards the funding of this project. Mr Taffy Stride considered that the existing crossing provided by SCC was indeed adequate and the extra monies would be better spent on enhancement to the facilities within the new surgery complex.

Town Centre Pidgeon Problem - Mr Taffy Stride understood that protection by wiring of buildings was being costed, but enquired who was to provide the funding. Would it be the Councils? or as in his opinion it should be the property owners.

Maxwell Road – 106 Agreement - Mr Taffy Stride understood that new plans had been submitted for the proposed Westway Lane development and that meetings had taken place within MDC. He wished to know if the previous 106 agreement for Maxwell Road improvements had now been moved to the Westway Lane development. Residents were aware of the scope and possible high costs of the upgrade works required within Maxwell Road which may be beyond the funding scope of SCC and the Prison Estates. Were they having to develop land at Westway Lane to pay for the required work to Maxwell Road?

Bus Shelter Damage - Mr Taffy Stride understood the ongoing damage to the Bus Shelter at Station Road incurred a cost of £15 plus labour charge for each section of glass renewed, he also understood that a Perspex replacement could not be fitted on Health & Safety grounds. Could replacement, especially low level, be carried out with metallic panelling thus reducing the exposure to breakage?

The Chairman thanked speakers in the Public Forum confirming support for Mr Clive Pearson and his efforts to the provision of further Bus Services for the Town. The CCTV was being dealt with and would be in full operation shortly. The Doctors Surgery crossing had been desired by the Town Council for several years and to achieve the goal by payment of just £500 was indeed good value.

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#### 141. Chairman's Announcements

Bus Services – Following letter in the local media the Chairman confirmed that Mr Clive Pearson was not the official spokesperson on behalf of the Town Council but that he was well informed, appeared to be making good progress and kept the Council well updated. The Town Council did however give full support to Mr Pearson for his endeavours.

Town Lane Parking Problems – Mendip Housing – Councillor Inchley C. declared a Personal / Prejudicial Interest and left the room. The Chairman had received e-mail from a member of Mendip Housing informing of problems with off site parking, whereby due to onsite facilities approximately 25 members had to park off site on a four-week rota system and had with a local arrangement with the police to utilised Town Lane with its un-enforced 2 hour restriction time for this purpose.

Currently the restrictions were being enforced and tickets issued. The employees have nowhere else to park except on the already congested housing estates and side roads. Mendip housing had enquired if the Town Council would consider lifting of the parking restriction order to Town Lane. The Chairman requested a consensus of members and the Clerk advised of a pending Planning Application by Matthew Clark Brands Ltd for a car park for their own employees, which would be on the agenda for the next meeting of the Planning Recommendations Committee.

The consensus of members was that they were unable to provide a formal resolve due to the short timescale and that other groups including local residents would need consulting. However the matter should be investigated but at this stage the Town Council should not get involved.

Councillor Inchley C. then rejoined the meeting.

Heron Skull Sculpture – The Chairman and other members had met with Huntsman staff and agreed the practicalities and financial details of the relocation of the sculpture to one of the islands within the lake at Collett Park

People of Shepton Awards – Many would have read the Journal relating to the awards ceremony and the Chairman thanked the Journal and UK Online for their assistance in the matter.

Purchase of Stacking Chairs – With short notice the Chairman had become aware of the availability of 52 stacking Chairs at a knock down total price of £25, which he had authorised with the funding from Petty Cash. The Chairs would be used at Collett Park and indeed any other event and were presently in storage with Collett Park Depot. He asked for and received retrospective agreement from all members present.

HGV Weight Restriction – Charlton Road –The Chairman reported receipt of one letter of complaint regarding flouting of the existing restrictions. Members agreed to continue to monitor the situation.

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#### 142. Minutes

The Minutes of the Meeting of the Town Council held on the 4 February 2003 were considered for accuracy and content. One amendment was requested on Page 6 under Item 5a & b that Councillor C. Inchley is a member of the Executive Board within MDC and not a Portfolio Member.

**Resolve;** that the Minutes of the Town Council Meeting held on 4 February 2003 subject to the above amendment on Page 6 Item 5a & b was approved as a true record and signed by the Chairman.

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#### 143. Matters arising from the Minutes

**Shepton Mallet Travel Survey Form** – Received for approval from Miss Shane Hippisley following the presentation made at the last meeting and copy provided to all members previously. Members considered areas of concern within the document.

**Resolve;** that Councillor Shearn will liaise directly with Shane Hippisley and make any amendments required.

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#### 144. Minutes of the Planning Recommendations Committee

The Chairman requested members to note the contents of the Minutes relating to meetings held on 28 January 2003 and the 18 February 2003.

**Resolve;** that the Minutes of the Planning Recommendations Committee held on 28 January 2003 and the 18 February 2003. are all noted.

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#### 145. Community & Leisure Portfolio Report – Dated 27 February 2003 (Copy attached to these minutes)

Councillor Lovell presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Community & Leisure Portfolio Report – Dated 27 February 2003 as attached to these Minutes are noted.

**Item 1a – Soldiers, Sailors, Airmen and Families Association** – Application for Grant received 18/2

**Resolve;** by a unanimous vote that a Grant of £125 is awarded.

**Item 1b - Ridgeway Parent & Toddler Group** – Application for Grant received 24/2.

**Resolve;** by a unanimous vote that a Grant of £500 is awarded in principle subject to (1) presentation to Council of their complete project at the next meeting scheduled for 1 April 2003 and (2) this new start-up scheme proceeds.

**Item 1c - Salvation Army Brass Band** - Application for Grant received 24/2 – Councillor Hurrell declared a Personal / Non Prejudicial Interest in the matter and did not speak or vote thereon.

**Resolve;** by a unanimous vote (those eligible to vote) that a Grant of £250 is awarded.

**Item 2a – Police Crime Arrest Figures – January 2003** – The Clerk explained that Sergeant Downing had been off sick through an injury sustained on duty in November 2002 and read the summary provided by the police which indicated Theft 9 – Assault 1 – Drink/Drive 3 – Burglary 5 – Disorder 4 – Drugs 1 – Criminal Damage 6 – Other 5.

**Resolve;** that the matter is noted.

Councillor Jeremiah then joined the meeting

**Item 2b - DTLR Grant to Reduce Child Casualties** –Postcards now out with the community with a return date of today. The Clerk confirmed that he understood the meeting between the District and SCC Officials to consider priorities for LTP funding was now due to take place on the 20 March 2003 which allowed further time to collect back in completed postcards. Approximately 70 had been returned to the Town Council Offices

**Resolve;** that the matter is noted.

**Item 10 – Swimming Pool** – MDCs Leisure Contract was at the preferred bidder stage in the tendering process and the Town Council was requested to wait further progress until the tendering process was completed which was estimated to be the end of March.

**Resolve;** that the matter is noted and placed on hold until the end of March 2003.

**Item 12 – Twinning Association** –Twinning members had now undertaken an audit and returned a list of items to the SMTC offices, which the Clerk had yet to apply to the asset register.

**Resolve;** that the matter is noted.

**Item 13 - Highway Services** – Contracting out of services post June 2003 was now at the preferred bidder in the tendering procedure and it looked most likely that WS Atkins would retain their existing contract.

**Resolve;** that the matter is noted.

**Item 14 - Mendip Primary Trust – Local Delivery Plan 2003 – 2006** – received and available from the Clerk. Councillor Champion declared a Personal / Non Prejudicial Interest in the matter and Councillor Marsh declared a Personal / Prejudicial Interest in the matter and both did not speak or vote thereon. The Chairman confirmed that included within the delivery plan was some capital investment, good news for the Town and the Community Hospital over the next few years.

**Resolve;** that the matter is noted.

**Item 16 – Shepton Mallet In Bloom** – Following receipt of details they requested confirmation of the expected level of support for the forthcoming season from the Town Council. Members also considered the excellent improvements achieved with last years display when compared with previous years

**Resolve;** that the matter is noted and that the Shepton Mallet In Bloom Committee is informed of the precept sum of £1,300 allocated to this budget heading for the year 03/04.

**Highway Drainage** – Following an inspection and a list being compiled by the Chairman of numerous surface water drains within the Town which were blocked or appeared non-maintained, a very productive meeting had taken place with SCC Highways who had found some further funding to spend an additional week within the Town clearing the faults hopefully within the next two week period. The Clerk confirmed that SCC Highways annual programme involved A & B roads within the parish to be cleared once annually in April/May and all other roads to be cleared, again once only during the month of December. They had agreed to work more closely with the Town Council firstly providing information of their programme of works and secondly to enable local inspections to the standard and coverage of their completed works to be undertaken.

**Resolve;** that the matter is noted.

#### 146. Regeneration Portfolio Report – Dated 27 February 2003 (Copy attached to these minutes)

Councillor Chris Inchley presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Regeneration Portfolio Report – Dated 27 February 2003 as attached to these Minutes are noted.

**Item 1g - Objectives and the proposed ARO programme for year 2003/2004.** Recommendations from Portfolio that Council to consider a draft listing (previously provided) and to formally respond to the ARO with consideration as to the Top Ten Priorities for him to review for inclusion in the AR Programme. One member considered that individual lists should be compiled and submitted while others considered that a list should be worked up through consultation such as a Town Centre Forum. Several members considered that no progress had been made to many previous lists and that the effort should be aimed at completion of each points raised, even at the rate of just one in a year period would be progress.

**Resolve;** that the matter is noted, the list previously compiled by the Chairman (copy attached to these minutes) are approved and submitted to the Area Regeneration Officer at MDC as the formal list of the Town Council.

**Item 3 - Town Market** – Bill Crawford was now drawing up a corporate strategy document on market development in Shepton Mallet and on completion MDC will proceed to consult with SMTC. Recommendation received from Portfolio that a Town Centre Forum should be arranged to consider the matter with all parties. The Leader proposed, seconded by Councillor Jeremiah that a Town Forum exercise is undertaken.

**Resolve;** that a Town Centre Forum consultation exercise is undertaken on the matter of the Town Market.

**Item 4a - Skateboard Park Project** –Request for release of £10,000 allocated in the current budget for the Skateboard Park Project was received from Mrs Judy Bartlett – Cheque to be made payable to “The Skateboard Park Management Committee”.

**Resolve;** by a unanimous vote that payment of £10,000 from the existing budget heading is made to “The Skateboard Park Management Committee” and that Councillor Treby and Bartlett are thanked for their efforts to the project

**Item 9 – Town Guide – Heritage Guides** –Correspondence received requesting consideration in principle to build on this initial copy and support an enhanced publication in 1 to 2 years time was considered. 4000 copies were now available from the Clerks Office for distribution.

**Resolve;** that the matter is noted, any interested members able to assist with distribution should contact the Clerk to deliver guides as and when time permits and the Clerk is to compile a list of the distribution. The matter of partnerships to provide an updated or further Town Guide should be placed on hold pending the forthcoming Council elections in May 2003.

**Item 10 - Tesco 106 Agreement Fund** - MDC Executive confirmed the fund start balance of £122,000. Chris Arscott MDC had proposed that interested members and the Clerk should meet with him to enable discussion of financial details relating to the fund from inception to the current balances. Derek Hooper MDC had also indicated agreement with the Clerks request for a copy of all 106 agreements relating to the Town to be provided in simple spreadsheet format to be kept within the Town Council Offices and updated say on a six monthly basis. One member received information that the monies were being allocated to the hinterlands and that this would imply a mis-appropriation of funds by MDC. Several members considered that a copy of the legal agreements relating to each 106 agreement should also be made available, if MDC were able to release such details. Councillor Inchley C. informed that he would meet with the Section 106 Officer at MDC where he would request a spreadsheet of the Tesco fund and also a copy of the legal agreement if he was able to release a copy. The discussion within the MDC meeting confirming the hinterlands related to funding of the MCTI bid, which was in respect of Town Centre Regeneration.

**Resolve;** that the matter is noted, Councillor Inchley C. would meet with the MDC Section 151 Officer to ascertain details of the Tesco fund and a copy (if permitted to release) of the appropriate legal document. The Clerk is to arrange a meeting with Chris Arscott to discuss the financial details of the fund from inception to the current valuation and all interested members were to be invited to attend.

**Item 10.1 - Doctor's Surgery Pedestrian Crossing, Cannards Grave Road. Partnership Funding** – Request received from Councillor Gloria Cawood for partnership funding from the Town Council of £1,000 towards the above project. Funding from SCC has been established on the understanding of other partnership funding and unless fully resolved in this financial year the scheme could well be lost.

Recommendation from Portfolio is to provide partnership funding of £500. One member considered the existing crossing was adequate and that the proposal was a waste of monies, while other members were reflecting that the Council had been seeking this crossing over many years and for the minor cost of £500 would provide an additional safety measure by slowing traffic down in the area.

**Resolve;** by a vote of 14 for and 1 against that the sum of £500 is confirmed as the Town Councils partnership funding towards a new pedestrian crossing across the main road outside of the new doctors surgery on Cannards Grave Road.

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#### 147. Properties Portfolio Report – Dated 27 February 2003 (Copy attached to these minutes)

Councillor Treby presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Properties Portfolio Report – Dated 27 February 2003 as attached to these Minutes are noted.

**Item 1b ii – Allotment Signs** – Now completed, invoice submitted for payment.

**Resolve;** that the matter is noted and the invoice approved for payment.

**Item 1b v & 1c i** - Clerk reported as to negotiations to an extension of the existing contract subject to price and satisfactory performance with the existing contractor Mr Adrian Crozier to expire on 31 April 2007. Confirmation had been received that Mr Adrian Crozier was willing to accept extension of this period to the maintenance of both allotment sites subject to an annual review in line with inflation.

**Resolve;** that the existing contract with Mr Adrian Crozier for the total sum of £100 per annum for maintenance works to both allotment sites (Whitstone Road £25 and Hitchen Lane £75) is extended subject to satisfactory performance and an annual review to include inflation costs as of April each year to expire on the 31 April 2007.

**Item 3 – Town Centre Notice Board** – Now refurbished, invoice submitted for payment.

**Resolve;** that the matter is noted and the invoice approved for payment.

**Item 5 – Previous Council Offices - 8 Great Ostry** - Administrative matters now complete. Parking permit returned and £50 credit received from MDC.

**Resolve;** that the matter is noted.

Councillor Inchley C. declared a Personal / Prejudicial Interest to Item 6 and 7 and left the room.

**Item 6 - Highfield House – 1 Park Road BA4 5BS** – No response from MDC as to written summary sent by the Clerk outlining verbal agreements made regarding lease and all service matters to the above property, occupied as from 1 February 2003.

**Resolve;** that the matter is noted, placed on hold pending a formal response from MDC. Any ongoing verbal agreements are to be internally documented.

**Item 7 - Civic Centre / Future Council Offices – (New Build Locations)** – Further set of drawings provided to MDC. Mr Jeffs confirmed that he would liaise with his planning department and also obtain valuations on the sites concerned.

**Resolve;** that the matter is noted.

Councillor Inchley C. then rejoined the meeting.

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#### 148. Collett Park Portfolio Report – Dated 27 February 2003 (Copy attached to these minutes)

Councillor Shearn presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Collett Park Portfolio Report – Dated 27 February 2003 as attached to these Minutes are noted.

**Item 3 & 10 – Vandal damage to Toilets and Aviaries** - Vandals damaged the door to ladies toilet on the weekend of 16 Feb and further damage with window glass being smashed. Digital images had been taken and reported to the police and an insurance claim now being progressed. The windows were now being fitted with

Perspex replacement. The Leader requested guidance as to the way forward with the aviaries, if they were to be kept it may well require total rebuild with a metalised purpose built structure, which could well cost in the region of £2,000. Members considered that the aviaries were a much-valued section of the park and should be retained.

**Resolve;** that the damage caused by vandals is noted which much disgust and that the requirement of replacement purpose built aviaries are investigated, specified and priced.

**Item 4 – Play Equipment – Junior Play Area -** £2,000 donation received from the “Better Towns Trust” towards the above project. Thank you letter already sent by return.

**Resolve;** that the matter is noted and that the donation is gratefully received with much thanks from the Council.

**Item 13 – Huntsman Polyurethanes – Heron Skull Sculpture –** Ceremony arranged for Friday 21 March 2003 at 11am. Paul Lambert to invite all previous employees of his site. The Leader confirmed the relocation and planting scheme, although due to the season not all the replanting would be complete by the date of the ceremony, however the £2,000 donation would be stretched as far as possible. A plaque is to be set into the path around the lake adjacent to the islands and members were invited to attend the ceremony with suitable footwear as it was hoped for a photo-call on the lake where the sculpture was situated.

**Resolve;** that the matter is noted.

**Item 14 – SM Drifters –** Request received to use the Lake to hold one-day events on Sunday 11 May and Sunday 31 August 2003 for regattas open to visitors from around the south-west. These are in addition to their usual Sunday mornings in Collett Park.

**Resolve;** that the matter is noted and that the dates of Sunday 11 May and Sunday 31 August 2003 for regattas is agreed.

**Item 15 – Lake Clearance –** Completed on the weekend of the 8/9 February. A considerable amount of silt had been removed.

**Resolve;** that the matter is noted.

**Item 17 – Waste Collect –** Notification of 10% increase in charges. Implications were only minor due to the 50% reduction in frequency of up-lifts required over previous years.

**Resolve;** that the matter is noted.

**General Matters -** One member commented that they had walked through the park recently with a member of the public and were really impressed with how nice the park was looking. A further member had received a telephone call this afternoon as did the Clerk, reporting motorcycles being ridden within the park, which had been reported to the police. Further information received that the gates to the MDC side of the depot had been rammed in an attempt to steal trailers within the depot and Quadron was now reviewing the requirement for CCTV to this area and it may present an opportunity to get a CCTV facility within the park.

**Resolve;** that the matters are noted.

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#### **149. Footpaths Portfolio Report – Dated 27 February 2003 (Copy attached to these minutes)**

The Chairman presented the report, which has been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Footpaths Portfolio Report – Dated 27 February 2003 as attached to these Minutes are noted.

**Item 2 and 3a - Footpath Maintenance – Database / Work Schedule.** The Town Council were not responsible for footpaths but undertook the work under agency from MDC, in return for payment of £120 for up to 15 miles of footpaths. Although the Town Council provided additional financial support the work did need prioritising due to the available budget restraints. The Chairman reported, in the Leaders absence, that a meeting was to be arranged to draw up a work schedule for consideration at the next meeting of the footpath portfolio programmed for Tuesday 25 March 2003 and hopefully submit recommendations to the next meeting of Council.

**Resolve;** that the matter is noted.

**Item 4 - CPRE Membership** now renewed. "Voice" magazine and discounted entry book to over 180 houses and gardens available from the Clerk.

**Resolve;** that the matter is noted.

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#### **150. Administration Portfolio Report – Dated 27 February 2003 (Copy attached to these minutes)**

Councillor Treby presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Administration Portfolio Report – Dated 27 February 2003 as attached to these Minutes are noted.

**Item 2a & 2b – Oil Paintings** – The Clerk updated on progress to the formal agreement for the loan of painting "Christchurch Minster " and that a visit to Highcliffe Castle (which was open to the public as from 18 April 2003) would be arranged in the near future. Further advice had been received from Lawrences as to their recommendations of the commercial market and reserve prices for the paintings "Near Harrogate" and "Malvern" currently in their care.

**Resolve;** that the above matters are noted and that the paintings "Near Harrogate" and "Malvern" are offered for sale by way of auction at a commission rate of 6% plus 1% insurance costs plus VAT with a reserve price of £2,500 and £3,000 respectively.

**Item 4a – Accounts - Financial Budgets** – Current Expenditure v Budget Headings (report previously provided to each members) received consideration indicating an estimated spend of 95% of the total budget for year 2002/03.

**Resolve;** that the matter is noted.

**Item 5 - Administration Support** – the vacancy for an Administration Assistant to the Clerk as set out in the job description and contract of employment (copy of both provided to each member previously) now required advertising and the post to be filled following appropriate interviews. The price for the advertisement for one week in the Somerset Series of Newspaper was £131.30.

**Resolve;** that the matter is noted and the media advertisement at £131.30 plus Vat is approved.

**Item 10 - Insurance Claims – Collett Park** - One further claim now being processed following damage by vandals to the Toilets and Aviaries.

**Resolve;** that the matter is noted.

**Item 11 - Meeting Schedule** – Confirmed list now received from MDC – 2 meetings have been rearranged from the original SMTC schedule that Town Council will now meet on the 2 and Planning Committee will now meet on the 9 December 2003. Confirmed bookings for the Chamber for all full Council meetings and the Committee Room for all Planning and Portfolio meetings. New list (provided previously) printed and displayed on Town Centre, MDC and SMTC Office notice boards in lieu of front page of each agenda. The Annual Town Meeting had also been re-scheduled for 7pm Wed 9 April 2003 in the Salvation Army Rooms, Commercial Road.

**Resolve;** that the matter is noted.

**Item 16 - Parish Elections – May 2003** – Quantity of Nomination Papers and all other necessary forms (pack format) required during the election period now available from the Clerk.

**Resolve;** that the matter is noted.

**Item 17 - Discretionary Rate Relief – Collett Park and Depot** – 12 months formal notice received from MDC for both the above properties that the current relief entitlement will end on 31 March 2004. Re-application will be invited near the date.

**Resolve;** that the matter is noted.

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#### **151. Finance**

Councillor Marsh declared a Personal and Prejudicial Interest due to the proposed payment to Mr Marsh for Town Clock duties and then left the meeting. Councillor Gilham also left the meeting.

a. **Accounts for Payment by Cheque** – The Clerk requested to include one late payment. Cheque number 1607 payable to the Inland Revenue £1,557.29 for PAYE Tax/Ni month 10 to 12.

**Resolved** that payments made by Cheque for January and February 2003 as per Appendix “A” attached to these Minutes including the one above late payments are approved.

b. **Accounts previously paid by Direct Debit**

**Resolved** that payments made by Direct Debit as per Appendix “A” attached to these Minutes be approved.

c. **Confidential Salaries for Payment by Cheque**

**Resolved** that the Confidential Salary Payments for March 2003 as per Appendix “A” (Confidential Section) attached to these Minutes be approved.

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152. **Confidential Session** – The Chairman proposed that in view of the nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that be instructed to withdraw.

**Resolve;** that in view of the nature of the business about to be transacted and in the public interest that the press and public be excluded and that they are instructed to withdraw. – All members of the public and press then withdrew from the room.

a. **Collett Park – Tree Works** – Three tenders received for the felling and removal of stumps and arising from two condemned trees within the park.

**Resolve;** that the quotation received from Bruton Tree Care Ltd dated the 7 February 2003 for the above works totalling £656 plus VAT is accepted and the works ordered without delay.

b. **Council Group Annual Photograph** – The Clerk provided update on the current photograph and offered alternatives at substantially lower costs.

**Resolve;** that the existing photographer is used for the current year only, the frame is to be purchased directly from Great Ostry Picture Framing at a cost of £28 and the remainder of the details are undertaken in house by the Clerk. With the view of reducing costs all future photographs will be done in house as organised by the Clerk with the frames being supplied by Great Ostry Picture Framing and one 8” x 6” copy photograph provided to each member present at the photo-call. Total budget estimated at £110 approximately.

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153. **Agenda Matters for the Next Meeting**

No matters were raised

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The Chairman then closed the meeting at 9.30pm.

**Councillor R.R. Champion**

**Chairman**

**Signature** \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 2003

# A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1597	SWEB	5140	Great Ostry Office - Final Invoice	£ 35.27
1598	Mr Terry Marsh - Clock Keeper	6300	Arrears (inc backpay) year 02/03	£ 149.12
1599	HW Signs	6100/6160	Town Centre / Allotments & Office Signs	£ 821.33
1601	The Toner Factory	5300	Laser Toner for Office Printer	£ 105.73
1602	The Consortium	5300	Stationary	£ 256.85
1603	The Royal Bath & West Show	5400	Annual Subscription	£ 60.00
1604	SWEB	6600	Christmas Lights - Electric Supply	£ 103.32
1605	British Gas	5140	Gas Supply Great Ostry - Final Invoice	£ 92.54
1606	The Skateboard Park Management Committee	Community	Grant allocated to the project	£ 10,000.00
1607	Inland Revenue	5000/5020	PAYE Tax . NI month 10 to 12	£ 1,557.29

**£ 13,181.45**

**Payments by Direct Debit**

30-Jan	Quadron Services Ltd	6000/6005	Collett Park - Ground Care Contract	£ 2,254.57
3-Feb	Bristol & Wessex	5120	Office Water / Sewerage Rates (8 Great Ostry	£ 35.49
4-Feb	CGU Bonus	5200/6090	Insurance Premium	£ 328.41
17-Feb	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 248.20

**Sub Total £ 2,866.67**

**Total = £ 16,048.12**

## CONFIDENTIAL PAYMENTS

1600				£ 1,005.83
				<b>Total £ 1,005.83</b>

**Grand Total £ 17,053.95**

**Councillor R.R. Champion  
Chairman**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Councillor J.D. Bartlett  
Vice Chairman**

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Minutes of the Meeting of the Shepton Mallet Town Council held on 1 April 2003, in the Mendip District Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present: Councillor Mr R.R Champion - Chairman**

Councillors, Mrs J.D. Bartlett, Mr M.M. Cann, Mr J.E. Gilham, Mr C.C. Inchley, Mr N. Jeremiah(8.15pm), Mr C.F. Lockie, Mr M. Lovell, Mrs L.A. Manvill Mrs J.M. Marsh, Mr T.S. O'Connor, Mr N.F. Shearn and Mr P.G. Treby.  
Mr Kevin Daws (Mendip Housing) Approximately 8 members of the public and press.

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures.

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## 154. Apologies for absence

Councillor: Mr K.J. Hurrell and Mr E.F. Inchley who had been taken ill and was presently in Yeovil Hospital. A "Get Well" card was signed by all members.

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## 155. Ridgeway Parent & Toddler Group – Presentation by Mr Kevin Daws (On behalf of Mr Nigel Strudwick)

This new project aimed to provide facilities much the same as the Hillmead Project which had proved multi agency success and was now operating two sessions per week. Pullen Court on the Ridgeway Estate was the identified venue and had been booked for one day each week outside of dates booked for other users. Needs had been identified and funding was expected from several agencies including Mendip Housing.

The chairman proposed that Standing Orders be suspended to allow a "Questions and Answer" session to take place.

**Resolve;** by a unanimous vote that Standing Orders are suspended.

Members were afforded a range of questions and views to Mr Daws, which included;

The Hillmead Project success had brought the community closer together and had definite benefits and it would be nice to see parity with other areas of the Town;  
Expected sessions once per week would be held in Pullen Court and any clash of use with other existing users would be resolved;  
Ridgeway was somewhat different than Hillmead with differing availability of facilities and somewhat reduced area of space and storage available, however some play equipment may well be shared between the Hillmead and Ridgeway Groups.

Councillor Inchley C. proposed and Councillor Lockie seconded that the previous resolve in principle to a Grant of £500 subject to this presentation should now be approved in full.

Mr Taffy Stride a member of the public indicated that he wished to speak on the matter prior to any vote taking place and highlighted that the matter within the agenda of the Community and Leisure Portfolio was to be heard later in the meeting. The Chairman considered that the matter should be dealt with at this point in the meeting and afforded members of the public to speak if required.

Mr Stride raised concern that the project and application for a grant was under the heading of the Ridgeway Residents Association of which he was the Vice-Chairman. The Association had been set up some 12 Months ago with its draft constitution and officers. Currently however, post that date no further meetings had taken place. Both himself and the Association secretary had no knowledge of the matter although he understood that the day centre facility, which was well attended, had been given instructions to move out of Pullen Court, which was now being administered by Mendip Housing. Whilst he was not necessarily against the idea of setting up this facility he was concerned that matters should be progressed correctly, above board and that the Association should have received consultation.

Councillor Bartlett proposed and Councillor Shearn seconded that the matter be referred back to Portfolio for further consideration. Mr Daws confirmed that he had been originally involved in the initial set up of the Ridgeway Residents Association last July but however had not been involved internally since that meeting. It was correct that one or two organisations had been requested to relocate from Pullen Court due to the facility being upgraded to Extra Care and this request was not as a result of the Parent & Toddler Group proposals.

Councillor Jeremiah was concerned that the Ridgeway Residents Association appeared unaware of the proposals although several other members highlighted that the previous resolve of Council was to support in principle the Grant of £500 subject to a presentation, which had just taken place.

Mr Stride summarised that there were many changes taken place at Pullen Court, the whole matter should be reviewed and fully consulted with the Ridgeway Residents Association prior to the Town Council making any decision.

The Chairman confirmed that the application was submitted under the Ridgeway Residents Association badge and that at the last meeting of Council, a resolve by a unanimous vote was recorded to award a Grant of £500 in principle subject to today's presentation and as amendment proposals had now been withdrawn the original proposal by Councillor Inchley C. and seconded by Councillor Lockie that the previous resolve in principle to a Grant of £500 subject to a presentation should now be approved in full.

**Resolve;** by a vote of 12 For with 1 Abstention that a Grant of £500 is provided to the Ridgeway Parent & Toddler Group Project on receipt of a written request to release the monies from the Ridgeway Residents Association.

**Resolve;** that Standing Orders are re-instigated and the meeting continued.

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## 156. Public Forum

Community Grants – Mr David Selway raised concern that applications for Grants should not be encouraged or advertised. The costs were borne by the ratepayers and he did not agree that the Councils duty was to hand out money and this should be stopped.

Gig In The Park Proposal – Mr David Selway raised concern at the proposal for a two-day event and considered that a one-day event would be a more appropriate, although he was all in favour of expansion of use to the park by all sectors of the community.

Bus Services – Mr Clive Pearson reported no further development with the proposal to install 4 bus stop pole points on the new route to St Peters Community Hospital and Estate. A letter and 120-signature petition relating to the requirement for a new route to service to the Ridgeway Estate had been submitted to Atkins along with a detailed map of suggested routes in and out of the estate and he was still awaiting a response.

Recent Vandalism – Mr Clive Pearson raised his concern and disagreement with Inspector Ian Smiths recent comments in the press, especially given the 34% rise in the Police budget. He enquired if it was possible for a strong worded letter to be sent from the Town and District Councils requesting a meeting with two or three Police Officers to attend a meeting to discuss the escalating and ongoing problem of vandalism.

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## 157. Chairman's Announcements

Allotment Award Trophies – Following previous recommendation from Portfolio to purchase two trophies an opportunity had arisen last week to obtain two trophies normally retailing at £130 total, reduced to £40 due to the closure of Clifford Jewellers. He had authorised the purchase and proposed that the awards be named the "Don Clifford Award" after the proprietor.

**Resolve;** by a unanimous vote members provided their approval in retrospect.

Functions Attended – Saturday 15 Wells Cathedral for the retirement of Richard Lewis, Sunday 16 service for the Chairman of the District Council which he found very interesting, Friday 21 donation of the sculpture "Herons Beak" from Huntsman Polyurethane which was now located upon one of the islands in the lake of Collett Park which had been chosen by previous and existing employees of the company.

Chairman's Chain of Office – Several weeks ago, links had broken on the chain and this had been repaired free of charge by Clifford Jewellers, which he wished to record his thanks.

Board of Visitors (BOV) Report – Shepton Mallet Prison – The Chairman confirmed receipt of the annual report, which was now available from the Clerks Office if required.

Annual Town Meeting – The Chairman reminded those present of the meeting to be held in the Salvation Army Rooms on Wednesday 9 April 2003 at 7pm, where Sonia Pike would provide a presentation on the Citizens Advice Bureau within the Town.

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## 158. Minutes

The Minutes of the Meeting of the Town Council held on the 4 March 2003 were considered for accuracy and content.

Councillor Manvill enquired if the ordered work included within the approved payment schedule to the signs at the allotments and Council Offices had been carried out in line with Financial Regulations. The Clerk confirmed that the Allotment Signs had been tendered correctly and fully approved by Council however the relocation of existing and supply of additional signs from the old to the new offices had been ordered without tender due to unavailable timescale, this did however still comply with current Financial Regulations.

**Resolve;** that the Minutes of the Town Council Meeting held on 4 March 2003 were approved as a true record and signed by the Chairman.

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#### **159. Matters arising from the Minutes**

No matters were raised.

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#### **160. Minutes of the Planning Recommendations Committee**

The Chairman requested members to note the contents of the Minutes relating to the meeting held on 11 March 2003.

**Resolve;** that the Minutes of the Planning Recommendations Committee held on 11 March 2003 are noted.

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#### **161. Community & Leisure Portfolio Report – Dated 1 April 2003 (Copy attached to these minutes)**

Councillor Lovell presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Community & Leisure Portfolio Report – Dated 1 April 2003 as attached to these Minutes are noted.

**Item 1 Community Grants** – Approved Grant of £250 still to be paid to the S/M History Group pending name of payee and the remaining budget with all grants paid stood at a balance of £500.

**Resolve;** that the matter is noted.

**Item 2a Police Attendance at Meetings** – New guidelines received with a view to providing a more consistent service requesting Council to resist requesting police staff to attend meetings and inform them in writing of any specific issues in question and given 14 days notice in advance of any meeting an appropriate response would be made.

**Resolve;** that the matter is noted.

**Item 2b & c – Police Crime Figures previously received for February 2003** and to note that the Police Community Contact Vehicle will be present at Tesco's between 10am and 2pm Thursday 10 April 2003.

**Resolve;** that the matter is noted.

**Item 3 Local Transport Plan (LTP) Funding** – Following a very positive meeting between District and SCC Officials held on Wed 26 March 2003 the project of improvements to Paul Street Traffic Signals, widening of pavements and reduction of carriageway to single flow received top priority for LTP funding in year 2003/04 however proposed enhancements to High Street (South) may well be partly outside of the criteria set for LTP funding and may require partnership funding from other sources. Councillor Tim Carroll reported at the LTP meeting that he was pleased with the successful Town Councils Postcards Campaign and commented that he had received a significant number of returns. The matter had also been well argued by all District/ Town members and also MDC Officers. Members considered that the campaign should be resumed to ensure the High Street (South) is included or at the very least follows on after the Paul Street scheme. The Ridge Lane proposals were also still on the table however this was just one of many by-pass schemes which had to be submitted to government for priority and funding consent.

**Resolve;** that the matter is noted, the press thanked for their assistance and the campaign should be resumed to include High Street (South) and at the same time to review the National Westminster Bank / Regal Road Car Park proposals. Correspondence to be sent to SCC setting the scene and also setting out the Town Councils understanding of the partnership agreement and priorities made at the meeting held on Wed 26 March 2003.

**Item 7 Memorial Seat – Late Doreen Gilham** – Members enquired as to a completion date, which was still unknown.

**Resolve;** that current members and any ex-members (following the 1 May Elections) are kept informed and receive an invitation to the unveiling ceremony when known.

**Item 10 Cemeteries - Allen Memorial (Obelisk) – Reinstatement** – Councillor Shearn provided a summary of his previous meeting with MDC officers where this matter had been discussed and that he had been tasked to consult with “The Friends” in an attempt to raise funds for the required repairs. The Friends were not keen to progress the matter and Councillor Shearn found no strong interest in raising of the funds required to reinstate the Obelisk. This information had been returned to MDC by Councillor Shearn. Correspondence received from Stuart Finney of MDC enquired if the Town Council would pay for the scaffold charges presently being incurred at £12 per week backdated to mid-February. Attempts had been made to contact any relatives of the family without success and the costs for reinstatement ranged from £5,500 for the pinnacle alone to £7,267 for the complete Obelisk. Members considered that the responsibility for the make safe remained with MDC and relatives were responsible for any re-instatement, much the same as standard Headstones recently “laid down” in the Cemetery. Councillor Treby proposed, seconded by Councillor Bartlett that the Town Council write to MDC to that effect.

**Resolve;** by a unanimous vote that correspondence is sent to MDC informing them of Town Council consideration that the Cemetery was the direct responsibility of the District Council.

**Item 13 - Twinning Association** – Councillor Treby declared a Personal Prejudicial Interest in the matter and left the room. Members were advised of the new secretary, Mr Mike Kennett, the Associations visit to Misburg from 17 May to 24 May 2003 and to enquire if the Council wish them to take a gift on their behalf, as has been the custom previously.

**Resolve;** that a suitable gift is purchased by Councillor Lovell on behalf of the Town Council in consultation with the Twinning Association.  
Councillor Treby then rejoined the meeting.

**Item 14 Closure of “Kids Haven” after School Club** –Initial and formal response received from SCC Cllr Pauline Clarke and e-mail confirmation from Mandy Reynolds that Kids Haven would now stay open until June 2003 when it was hoped alternative arrangements would be sorted.

**Resolved;** that Mandy Reynolds is requested to keep the Town Council fully informed of events.

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## 162. Regeneration Portfolio Report – Dated 1 April 2003 (Copy attached to these minutes)

Councillor Chris Inchley presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Regeneration Portfolio Report – Dated 1 April 2003 as attached to these Minutes are noted.

**Item 1a Bollards – High Street (North)** –Installation expected early April 2003, press release distributed in consultation with MDC.

**Resolve;** that the matter is noted.

**Item 1e Pidgeon Problem – Town Centre Cleaning** – 11 Market Place was currently receiving renovation, which was an encouraging step forward. Members discussed the problem and considered that the cost of any building based deterrent should be borne by property owners.

**Resolve;** that the matter is noted.

**Item 10 Tesco 106 Agreement Fund** - Meeting arranged with Chris Arscott MDC and interested members on Thursday 3 April at 4pm in the Committee Room. Councillor Inchley C. had supplied via the Clerk to each member a financial list and summary report on the matter although this did not provide the exact details of expenditure on each project to date. Members considered that further clarification was required and that items of expenditure should be clearly shown alongside each project or cost.

**Resolve;** that Councillor Inchley C. would consult with Chris Arscott to obtain the details applicable to each and every expenditure cost and to pass the information to members when received.

**Item 11 Garston Street – Additional Street Light** – Councillor Inchley C. informed of the requirement for an additional street lighting fitting to an existing column outside number 30 following receipt of a complaint and a review on site during the hours of darkness. Members considered possible funding arrangements and also the problem of light pollution, however Councillor Inchley reaffirmed the requirement for an additional streetlight.

**Resolve;** that quotations are to be obtained for the supply and fitting of a light unit and submitted to Council for further consideration.

## 163. Properties Portfolio Report – Dated 1 April 2003 (Copy attached to these minutes)

Councillor Treby presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Properties Portfolio Report – Dated 1 April 2003 as attached to these Minutes are noted.

**Item 1a–1b-1c–1d Allotments - Rent as from 1 April 2003 / Maintenance (Both Sites) / Unsatisfactory Cultivation and Water Troughs** – Matters now completed, noted and to be deleted from the current report.

**Resolve;** that the matter is noted.

**Item 1e - Best Kept Allotment – Annual Award** – Matter previously considered under Chairman's Announcements.

**Resolve;** that the matter is noted.

**Item 1g ii Hitchen Lane Site – Sign** - Portfolio recommendation that one sign is erected same as recently installed at the Whitstone Road site. The Clerk confirmed that the same supplier of the recently tendered Whitstone signs had once again been used to provide a quotation for the supply and fix of a similar specification sign, which also included two wooden posts at a price of £135 plus VAT.

**Resolve;** by a unanimous vote that one sign if provided by HW Signs to the Hitchen Lane Allotment Site on a supply and fix basis to the same specification as signs to Whitstone Road for the sum of £135 plus VAT.

**Item 2 - Park Road Depot** – SMTC had indicated outline consideration to MDC that there may well be no objection to their proposals regarding upgrading the SMTC Toilet Block.

**Resolve;** that the matter is noted and deleted from the current portfolio report.

**Item 4 Highfield House – 1 Park Road** – Councillor Inchley C. and Gilham both declared a Personal Prejudicial Interest in the matter and left the room. MDC Legal department had contacted the Clerk earlier today to inform that the lease agreement was being drawn up. MDC wished payment monthly and the Clerk recommended that a Direct Debit Bank Mandate be set up to ensure that no additional charges were invoiced over and above the all in agreed price of £6000 per annum (£500 per calendar month) plus VAT. Outstanding works to the access ramp would also start shortly and MDC may well be requesting the sum of £500 agreed in principle to cover all improvement works required for the relocation of the Town Council Offices to Highfield House. Members questioned the recent payment for February and March 2003 made by cheque and its value. The Clerk confirmed that this included VAT, which was reclaimable.

**Resolve;** that the matter is noted.

Councillor Inchley C. and Gilham both then rejoined the meeting.

**Item 5 Civic Centre / Future Council Offices – (New Build Locations)** –Outline valuation response from the District Valuer of £75,000 for the Commercial Road site and £25,000 for the Park Road site with a recommendation from Portfolio that independent opinion is obtained and details submitted to the newly elected Council in May 2003 for further consideration. The Clerk had obtained one estimate from a commercial valuer to value both parcels of land for the sum of £250 plus VAT a second quotation requested from a different company had not yet been forthcoming. Graham Jeffs MDC had also informed that his next step was to report back to MDC Executive to obtain their consideration as if they wished to dispose of the land at Commercial Road and would expect to respond back to Town Council in May 2003. A further declaration of interest by a third party had been received by MDC although Mr Jeffs considered it may be complimentary rather than competition. The Clerk reported that several members of the public visiting his office had expressed an opinion that the Council should review future use of the recently closed Townsend Sports and Social Club building within the Griggs site as a future Civic Centre and Council Offices. The Clerk had informed the members of the public of the Councils findings when previously considering the building, which was too large and came with prohibiting high lease costs and high rates. Proposed by Councillor Lockie and seconded by Councillor Champion that the Council proceed with independent valuation to both parcels of land at Old Market Road (Commercial Road car Park) and Park Road Depot utilising the services of Cooper and Tanner as per their quotation received at a cost of £250 plus VAT.

**Resolve;** by a vote of 8 For, 1 Against and 6 Abstentions to obtain independent valuation to both parcels of land at Old Market Road (Commercial Road car Park) and Park Road Depot by using the services of Cooper and Tanner at a cost of £250 plus VAT.

#### **164. Collett Park Portfolio Report – Dated 1 April 2003 (Copy attached to these minutes)**

Councillor Shearn presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Collett Park Portfolio Report – Dated 1 April 2003 as attached to these Minutes are noted.

**Item 1 Park Contractors Report** –No current report received todate. Portfolio has previously instigated the Clerk to write formally to the contractor highlighting the positive points within the contract but clearly stating the concerns and requesting an immediate improvement to the negative matters.

**Resolve;** that the matter is noted.

**Item 3 Toilets** – Repairs following damage by vandals now completed with the renewal of the ladies door with a solid more substantial product and the window glass had been renewed with Perspex. The Insurers expected Risk management to take place and any replacements to be fitted accordingly.

**Resolve;** that the matter is noted.

**Item 4 Play Equipment – Junior Play Area** - Problems encountered with a delay in ordering the materials by the contractor and the suppliers Wicksteed also informed that the “Commando Climbing Frame / Net” had been withdrawn for Health & Safety reasons following reported accidents which now implied a possible delay by some three weeks. The Contractor was being chased for a start date and an alternative product was being reviewed as direct replacement for the withdrawn “Commando Unit”. Members raised some concern at the delay and what appeared a lack of action updates from the contractor.

**Resolve;** that the matter is noted.

**Item 5 Tree Survey** – The Clerk was still waiting a price from the contractor as to a complete survey, risk assessment and management data to all trees within the park to enable the Clerk to input the data onto a spreadsheet to provide the required supporting documentation, risk assessment and assist with the ongoing management of the trees. The contractor already had a survey price within the contract, however the aim was to reduce the cost by utilise SMTC internal administration and setting up of data spreadsheets. Members considered that the survey should review all trees within the park holistically and also include a planting strategy for the future. A Red Oak Tree had recently been planted to commemorate the late Councillor Alfie Connock and a further five other new trees were awaiting planting.

**Resolve;** that the matter is noted.

**Item 8 Rodent Control** – Previous contract now on hold pending further problems or complaints received. Councillor Treby raised concern as to why preventive measures had been stopped, however recent improvements to enclosed open walled waterway ditches within underground piping and the proposed landscaping of the island may well have alleviated the problem without the need for continuous control measures.

**Resolve;** that the matter is noted and the situation is to be closely monitored.

**Item 9 Refurbishment of Aviaries** – This was a matter of priority, however still awaiting prices from the park contractor. Councillor Shearn updated members as to proposals to upgrade the exterior cages with vandal resistant materials and at the same time upgrade the interior housing facilities. Members raised concern at the delay and that the matter should be concluded at the earliest.

**Resolve;** that the matter be raised under confidential session later in this meeting if required.

**Item 11 Huntsman Polyurethane’s – Heron Beak Sculpture** – Successful unveiling ceremony undertaken on Friday 21 March 2003.

**Resolve;** that the matter is noted and thanks afforded to Huntsman Polyurethane’s for their kind donation and their employees resolve to position the sculpture with Collett Park.

**Item 14 Improvement Projects** – A draft priority listing had been collated by the Portfolio for submission to the newly elected Council in May 2003 for further consideration.

**Resolve;** that the matter is noted

**Proposals for Gig In The Park** – Councillor Shearn updated members following a meeting between the Chairman, Vice Chairman, the Clerk and himself with a local company Orbit Uk Limited to review their proposals for a two day community event to be held within the Park in early September 2003. The Friday would be a Classical / Cultural Day finishing at 10.30pm and the Saturday would be more youth orientated terminating with a top band and finishing at 11pm. The expected attendance would be up to 3000 and a partnership company would provide the entertainment. Costs were outlined at around £40,000, which the company envisaged offsetting by obtaining sponsorship. Members consider that the proposal had a lot of merits, however there remained many questions unanswered and that advice may well be required regarding the Trusteeship of the park. Members were concerned about any liabilities, especially financial that might be levied against the Town Council in the matter. Several members considered that permitting use of the Park as a venue would possibly be the Town Council full commitment in the matter. Proposed by Councillor Marsh and seconded by Councillor Gilham that the Town Council view the matter in a favourable light for Collett Park to be used as a possible venue and for further details, plans and full financial projections to be presented to the Town Council at the next meeting programmed for May 2003 when further informed consideration could be made by the newly elected/re-elected members of the Council.

**Resolve;** by a unanimous vote that the Town Council view the matter in a favourable light for Collett Park to be used as a possible venue and for further details, plans and full financial projections to be presented to the Town Council at the next meeting programmed for May 2003 when further informed consideration can be made by the newly elected/re-elected members. During the interim the Clerk is to confirm with MDC the timescale required to obtain a Public Entertainments Licence for the event.

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**165. Footpaths Portfolio Report – Dated 1 April 2003 (Copy attached to these minutes)**

The Chairman presented the report, which has been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Footpaths Portfolio Report – Dated 1 April 2003 as attached to these Minutes are noted.

**Item 1a Maintenance Budget – Resolve:** to note the budget for £300 for year 2003/2004.

**Item 1b Maintenance Schedule** – Portfolio recommend approval of a scheduled list (attached to these minutes) of footpaths to be maintained and used as a means to provide a tender price and to award a future termed contract.

**Resolve;** that the Scheduled List (as attached to these minutes) as recommended by the Footpaths Portfolio for footpaths to be maintained and the list to be used as a means to provide a tender price to award a future termed contract.

**Item 1c Tendering Procedure** – Councillor Manvill explained the options available for tendering of the works as recommended by the Footpaths Portfolio. At least three parties had already expressed an interest in tendering the works and the first option may be to nominate these three to tender, failing this posters or adverts could be placed however this would involve additional costs which had to be weighed against the works budget. Members considered the differing options including use of the Internet and MDC Web sites.

**Resolve;** by a unanimous vote that the three parties previously expressing an interest in the works, are invited to submit a tender in line with current Financial Regulations for a fully inclusive price per annum for the works stipulated within the schedule (attached to these minutes) for a 4 year period from 1 May 2003 to 31 April 2007. The tender should also include an additional price on an hourly rate basis (totally inclusive) for additional works required as and when ordered by the Portfolio Leader in consultation with the Clerk subject to availability of budget.

**Item 2 Footpath Complaints and Defects** - Councillor Manvill confirmed good progress with the assistance of MDC Sheila Petherbridge and the Ramblers Association to many outstanding defects and complaints.

**Resolve;** to note satisfactory completion of defects to footpaths SM21/4 & SM5/34 Ham Manor to Ham Lane - Mendip Way at the top of Rubble Lane - SM21/15 Bath Road to Back Lane and SM4/12 Martins Lane.

**Item 3 Rights of Way Improvement Plans – SCC** – Consultation received to consider adequacy of a number of issues and to comment accordingly. Portfolio considered that the Parish network was adequate.

**Resolve;** that the matter is noted.

**Item 4 CPRE Annual Membership** now renewed. Voice magazine and discounted entry book to over 180 houses and gardens available from the Clerk.

**Resolve;** that the matter is noted.

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**166. Administration Portfolio Report – Dated 1 April 2003 (Copy attached to these minutes)**

Councillor Treby presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Administration Portfolio Report – Dated 1 April 2003 as attached to these Minutes are noted.

**Item Museum / John Phylliss Collection** – Correspondence received 25 March 2003 advised that the SCC Museum Service Disposal Panel had already met with recommendations as to the substantial reduced disposal list recently supplied and issued to Councillor Champion and Mrs Shearn. Mr Dennis Parsons from SCC Museum Service requested that the matter be considered by SMTC prior to the 3 April 2003 if at all possible, failing this the disposal procedure would be delayed until later in the year. The reduction in the disposal list had come about by relocation of some items, books and records to other Museum and Record facilities. The disposal list now recommended two groups of items, one for sale by way of various auctions which may reap a revenue of approximately £500 and the second list was made up totally of items earmarked for disposal at no value. Councillor Champion had passed the list to Mrs Shearn last week and had yet to receive a response. Mr Shearn reported that Mrs Shearn was a member of the newly formed S/Mallet History Group and he understood that they would like everything back, however he enquired where were they were going to put the items? Councillor Inchley C. wished to proceed with the recommendations from SCC Museum Service but felt sure that if the History Group wanted the disposal items back, then SCC Museum Service would be happy to let them have the items. No members voiced their concern against this view.

**Resolve;** that the general consensus of members agreed that the recommendations from SCC Museum Service should proceed, but that any items required by the S/M History Group should be returned to a location of their choice.

**Item 2a Loan of painting “Christchurch Minster”** - Formal letter received from Christchurch Councils Borough Solicitor. All matters dealt with and records filed. Date for review of loan set in diary for November 2004.

**Resolve;** that the matter is noted.

**Item 3 Special Expenses Rate – Relief for Collett Park** – Mr Derek Hooper MDC confirmed on the 17 March 2003 that MDC were still looking into the matter and would formally respond in the near future although they had changed the point around whereby they were reviewing charging other Parish Councils under the SER for functions performed elsewhere in its area by another Parish Council at its own cost, such as SMTC and Collett Park. The Clerk had responded request MDC not to cloud the issue and that the Town Council may not be requesting all the £40,000 plus that it spends in Collett Park on an annual basis, but may well seek an annual Grant to the same level of expenditure as MDC incurs pro-rata to their maintenance of Wells Recreation Park which included Grounds Care, Play Equipment and Public Toilets much the same as Town Councils undertaking in Collett Park.

**Resolve;** that the matter is noted.

**Item 14 SALC Affiliation Fees 2003/04** – Members considered renewal at £785.83 (refer to approval of payments) an 18.8% increase of £124.71 from last year. Many members raised concern as to the level of increase and the services that the Council received for this considerable sum. Consensus of members was that SALC should be questioned and requested to verify the reasons for the increase and to be aware of the Councils concern as to the level of increase. Several members considered that payment should be withheld pending a response from SALC to this enquiry. Proposed by Councillor Champion and seconded by Councillor Lockie that payment should be made but that a letter of concern is sent with the remittance.

**Resolve;** by a vote of 10 For and 3 Against that payment is approved however correspondence is to be sent with the payment to SALC to confirm this Councils concern as to the level of increase to the subscription and to request a detailed breakdown/clarification as to the justification of such an increase.

**Item 17 Community Council Annual Subscription** – Portfolio recommended that it is renewed at the minimum sum of £20 and that the matter of “All Subscriptions” are considered by the Administration Portfolio following the pending Parish Elections.

**Resolve;** that recommendations as set above by the Administration Portfolio be approved.

**Item 18 Clerk’s Training** - Recommendation from Portfolio that the Distance Learning / Home Study pack “Working With Your Council” is purchased at a cost of £130 (current budget available £500), which will provide an entry level of formal training and assist the Clerk in putting together a portfolio of his current work to submit

in the future to be assessed by the Assessment & Qualifications Alliance (AQA) (similar to the NVQ). This option could also be used for the new post of Clerical Assistant.

**Resolve;** that recommendations as set above by the Administration Portfolio be approved.

**Item 19 Petty Cash** – Recommendation from the Clerk to a reduction in the balance float as of 31 March 2003 from £80 to £30 due to the postage account now with Capita (MDC).

**Resolve;** that recommendations as set above by the Clerk be approved.

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## 167. Finance

**a. Accounts for Payment by Cheque** – The Clerk requested to include two late payments. Cheque numbers 1626 Peter Lewis Photography £132.19 and cheque number 1628 Cleanaway Limited £19.39

**Resolved** that payments made by Cheque for March 2003 as per Appendix “A” attached to these Minutes including both the above late payments are approved.

**b. Accounts previously paid by Direct Debit**

**Resolved** that payments made by Direct Debit as per Appendix “A” attached to these Minutes be approved.

**c. Confidential Salaries for Payment by Cheque**

**Resolved** that the Confidential Salary Payments for April 2003 as per Appendix “A” (Confidential Section) attached to these Minutes be approved.

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**168. Confidential Session** – The Chairman proposed that in view of the nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.

**Resolve;** that in view of the nature of the business about to be transacted and in the public interest that the press and public be excluded and they are instructed to withdraw. – All members of the public and press then withdrew from the room.

**a) Refurbishment of Aviaries within Collett Park** – Members considered that the matter required urgent action and should proceed at the earliest. Additional quotations were yet to be received, however Councillor O’Connor proposed that executive powers should be afforded on receipt to proceed immediately and not to delay the matter due to the parish elections or to wait for the next meeting of Council.

**Resolve;** that executive powers are afforded to the Chairman, Vice Chairman and Councillor Shearn in consultation with the Clerk to proceed with the works on receipt of suitable quotations. The project should be completed at the earliest.

**b) Renewal of Insurances** - The Clerk provided a summary of his negotiations with WPS Brokers for the annual renewal of insurances with Norwich Union Insurers. With the relocation of offices and loan / disposal of paintings the reduction in risk had resulted in a reduction of premium by some 10% to £3,570 payable by interest free monthly instalments. There was also a low claims (current running at 18%) rebate due directly from the insurers for year 2002/2003 valued at £293.26.

**Resolve;** that the matter is noted and insurances renewed through WPS Brokers with the Norwich Union Insurance Company at a total premium of £3,570 payable by interest free monthly direct debit payments.

**c) Clerical Assistant** – The Chairman provided details of applicants received and interviews held resulting in recommendations from the Interview Panel.

**Resolve;** by a vote of 11 For and 2 Against that Mrs Jeanette Lintern is offered the post of Clerical Assistant for 15 Hours per week, 48 weeks per year at Spinal Column (SPC) 11, working 3 days per week (Tues/Wed/Thurs) starting as from Tuesday 29 April 2003 (Contract of Employment / Statement of particulars of Employment and Job Description approved previously).

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## 169. Agenda Matters for the Next Meeting

No matters were raised

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The Chairman wished all members well for the forthcoming parish elections and then closed the meeting at 9.50pm.

Councillor C.F. Lockey

Signature \_\_\_\_\_

Chairman

\_\_\_\_ / \_\_\_\_ / 2003

## A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1609	Duchy of Cornwall	6120	Allotment site rent - Hitchen Lane	£ 44.06
1608	Travis Perkins	6100	Office Refurbishment - 1 Park Road	£ 20.15
1610	Capita Business Services	6500/5300	Pavement Postcards+ Handbooks	£ 243.98
1611	Quadron Services Ltd	6080/7080	Moving Office + Interim Play Equipment at Park	£ 16,708.38
1612	The Consortium	5300	Stationery	£ 1.87
1613	S.S.A.F.A. Forces Help	6650	Grant	£ 125.00
1614	Salvation Army - band	6650	Grant	£ 125.00
1615	Salvation Army - band	6650	Grant	£ 125.00
1617	Mendip District Council	5100	Office Rent - Feb / March 2003	£ 1,175.00
1618	Society of Local Council Clerks	5070	Training Course - Clerk	£ 130.00
1619	Community Council of Somerset	5400	Annual Subscription	£ 20.00
1620	Bruton Tree Care	6065	Felling 2 Trees - Collett Park	£ 770.80
1621	The Consortium	5300	Stationery	£ 25.65
1622	S.A.L.C.	5400	Annual Subscription 2003/04	£ 785.83
1623	Cash	5340	Petty Cash reimbursement Feb/Mar 30	£ 56.56
1624	Mendip District Council	6480	Contribution - Setting Up CCTV	£ 250.00
1625	Capita Business Services	5300	Stationery	£ 12.33
1626	Peter Lewis Photography	5600	Council Annual Group Photograph	£ 132.19
1627	Cheque Cancelled	n/applic		£ -
1628	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 19.39
				<b>£ 20,771.19</b>

**Payments by Direct Debit**

28-Feb	Quadron Services Ltd	6000/6005	Collett Park - Ground Care Contract	£ 2,254.57
3-Mar	Bristol & Wessex	6010	Collett Park - Depot & Toilets - Rates	£ 129.22
4-Mar	CGU Bonus	5200/6090	Insurance Premium	£ 328.41
17-Mar	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 258.26

**Sub Total £ 2,970.46**

**Total = £ 23,741.65**

<b>CONFIDENTIAL PAYMENTS</b>				
1616	Graham H Brown	5000	Town Clerk April Salary - 2003	£ 1,101.97
				<b>Total £ 1,101.97</b>

**Grand Total £ 24,843.62**

Councillor C.F. Lockey  
Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_

Councillor J.D. Bartlett  
Vice Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Minutes of the Meeting of the Shepton Mallet Town Council held on 6 May 2003, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present:** Chairman - Councillor Mr C.F. Lockey

Cllrs Mrs J.D. Bartlett, Mr M.M. Cann, Mr R.R. Champion, Mr T. Fone, Mr J.E. Gilham, Mr K.J. Hurrell, Mr C.C. Inchley, Mr N. Jeremiah, Mrs S.J. Lintern, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr M.P. O'Connor, Mr T.S. O'Connor and Mr N. F. Shearn.

Approximately 8 members of the public and 2 members of the press in attendance.

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids. Re-elected and newly elected members were afforded personal introductions.

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## 1. Election of Chairman of the Council 2003-4

Cllr Colin Lockey was the only nomination, proposed by Cllr Manvill and seconded by Cllr Lovell.

**Resolved** - Cllr Lockey was elected Chairman of the Council and duly declared and signed his acceptance of office and Chaired the remainder of the meeting.

Cllr Lockey thanked members and considered that there was a lot to look forward to as substantial work had been undertaken in the last four-year period which would come to fruition in the near future. Both MDC and SCC had now recognised the Town as a priority.

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## 2. Election of Vice-Chairman of the Council 2003-4

Councillor Judy Bartlett was the only nomination, proposed by Cllr Shearn and seconded by Cllr Jeremiah.

**Resolved** - Councillor Bartlett was elected Vice-Chairman of the Council and duly declared her acceptance of office.

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## 3. Councillors Declarations & Documentation

a. **Acceptance of Office** - The Clerk confirmed that all members had now completed their Acceptance of Office.

b. **Declarations of Interests, Declarations of Gifts and Hospitality** – The Clerk confirmed the forms had been provided to each member previously and each now had 28 days to complete the forms in full and return to the office for copying and batching to the Monitoring Officer at MDC. A list of frequently asked Questions and Answers had been provided with the forms to assist completion.

c. **Councils Standing Orders, Financial Regulations, Chairmanship, Code of Conduct Order 2001 and Freedom of Information Act 2000 Publication Scheme** – All current orders and regulations in booklet form were provided to each member at the meeting for their information, reference and safe keeping throughout their term of office.

**Resolve;** that the above matters are all noted.

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## 4. Apologies for absence - My Guy Braga (Area Regeneration Officer) MDC.

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## 5. Presentation by Mr Alan Stone – Shepton Mallet Local History Group – Phyllis Collection and former S/Mallet Museum Disposal List from SCC Museum Service.

Mr Stone provided an update as to the concept of the newly formed Local History Group, which now had some forty members striving to keep alive and look after Shepton's heritage and the question frequently asked was "if only we still had our museum". He provided information on the closure of the full Museum in the seventies and the further closure of the museum at the top of the High Street in the late eighties. In his opinion the Town Council had made the very sensible step of sending the John Phyllis collection and artefacts from the museum,

all held under storage in the Town Council offices, to the SCC Museum to sort, document and provide expert advice.

The Phyllis Collection was best looked after by professionals, however a small number of remaining items (20 to 30) mainly consisting of documents and books did relate to the local area and should be retained if at all possible. A further list had been submitted by SCC Museums as dross and he agreed with their recommendations that the items should be disposed of in the correct manner, some by way of auction with the proceeds being used to maintain the collection and the remainder to be eradicated in the appropriate manner. Maureen Shearn and several other members of the Local History Group had requested that items to be thrown out or crushed would be best returned to them, however having discussed the matter with Mr David Dawson of SCC Museum this would seem not to be an option as it was the duty of SCC Museum to dispose of the items in the correct manner which did not allow transfer to individuals. Mr Dawson did however confirm that SCC Museum may well allow transfer of the identified items to be transferred to a bon-e-fide charitable trust. Mr Stone requested Town Council's support for the list of 20 to 30 items identified from the disposal list to be transferred to the Shepton Mallet Amenities Trust, which qualified for the transfer and of which he was the current secretary. Sometime in the future, if and when the Council were enabled to set up an archive room, the items records / books could be transferred. Cllr Gilham proposed that the Council support Mr Stone's request.

**Resolve;** by a unanimous vote that the disposal list as supplied by SCC Museum Services for disposal partly by way of auction and the remainder is to be destroyed is approved with the exception of the items highlighted from the list by Mr Alan Stone which are requested to be transferred from the SCC Museum Service to the safe keeping of the Shepton Mallet Amenity Trust under the secretariat of Mr Stone.

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## 6. Public Forum

**Bus Services** - Mr Clive Pearson informed members that he had received no further information from Taunton regarding the locating of four additional bus stop points to the new St Peters Hospital route. However the Ridgeway Estate service initiative had been received by Taunton and acknowledged as having been passed on to the operator concerned. It would appear that they were adopting the same format as for the previous 669 service, which members may be aware took some two years to achieve. It may well be a long haul but he remained hopeful for a quick decision on the matter and he would continue to keep Council informed.

**Assault / Adventure Playground Facility** - Mr Clive Pearson requested Council to consider provision of such a facility within the town perhaps with the local Territorial Army group being involved. This had proved quite successful in other parts of the country and worked in well with recent initiative such as the Skateboard Park and may also assist in the recent problems of petty crime and vandalism.

**Dog Fouling** - Mr Richard Varley raised concern and requested Council to focus on the problem of dog fouling within the town. Existing bylaws were being flaunted without enforcement although he considered the ultimate responsibility was down to the dog owner. He requested enhanced signage, better facilities including dog litter bins and wished to see the Town Council, MDC and SCC working together in the matter.

**Collett Park** - Mr George Bartlett raised praise for the excellent condition and maintenance to the park and congratulated both the Town Council and their contractor Quadron on the matter. He wished the new Council well for the next four-year period.

**Council Taxpayers Association** - Mr David Selway congratulated the new Council on behalf of the Association wishing them well. Things within the town were starting to progress with challenging times ahead and he hoped to work shoulder to shoulder with the Council in a positive manner.

**Amendments to Minutes of meeting 6 April 2003** - Mr Taffy Stride congratulated members of the Council on the election and wished them well. He requested an amendment to the minutes under the matter of the Ridgeway Residents Association (Min 155), which he had raised under Public Forum. The word "draft" should be included prior to the word "constitution" as the constitution has never been approved or ratified. He had now resigned, as had the secretary and while he was not against the Councils resolved grant of monies he did wish to ensure that when paid out it was paid in a bon-e-fide manner.

The Chairman thanked all members of the public for their kind comments and their concerns, which were noted.

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## 7. Minutes

The Minutes of the Meeting of the Town Council held on the 1 April 2003 were considered for accuracy and content.

**Resolved** that the Minutes of the Town Council Meeting held on 1 April 2003 be approved as a true record and signed by the Chairman.

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8. **Matters Arising from the Minutes** - No matters were raised

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9. **Planning Committee Minutes of the Meeting held on the 1 April & 22 April 2003.**

The Chairman requested members to note the contents of the Minutes relating to the meetings held on 1 & 22 April 2003.

**Resolve:** that the Minutes of the Planning Recommendations Committee held on 1 & 22 April 2003 are noted.

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10. **Annual Town Meeting Minutes of the meeting held on the 9 April 2003.**

The Chairman requested members to note the contents of the Minutes relating to the meeting held on 9 April 2003.

**Resolve:** that the Minutes of the Annual Town Meeting held on 9 April 2003 are noted.

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11, **Election of Representatives on Council Committees & Portfolio Groups**

Proposed by Cllr Inchley and seconded by Cllr Cann and supported by the Chairman that it would be advantageous for the Chairman and Portfolio Leader of each Committee / Portfolio to be nominated and elected at this stage, as many of the groups were not due to meet for some considerable timescale.

**Resolve;** that the members of each Committee / Portfolio group are nominated at this meeting immediately followed by the election of each Chairman / Portfolio Leader.

**Resolve;** that the Chairman and Vice-Chairman of the Council are ex-official members of all Committees and Portfolios.

a. **Plans Committee**

**Resolve;** Membership to include all members of the Town Council.

Cllr Hurrell was proposed as Chairman of the Committee by Cllr Gilham and seconded by Cllr Champion.

**Resolve;** by a vote of 9 for and none against that Cllr Hurrell is duly elected as Chairman of the Plans Committee.

b. **Administration Portfolio**

**Resolve;** - Membership of Cllr's Cann, Gilham, Inchley, Jeremiah, Lovell, Marsh and Shearn.

**Resolve;** by a unanimous vote that Cllr Jeremiah is duly elected as Leader of the Administration Portfolio.

c. **Collett Park Portfolio**

**Resolve;** - Membership of Cllr's Champion, Inchley, Manvill, Marsh, O'Connor M, O'Connor T, and Shearn.

**Resolve;** by a unanimous vote that Cllr Shearn is duly elected as Leader of the Collett Park Portfolio.

d. **Community & Leisure Portfolio**

**Resolve;** - Membership of Cllr's, Champion, Hurrell, Lintern, Lovell, Manvill, Marsh, O'Connor M, O'Connor T and Shearn.

**Resolve;** by a unanimous vote that Cllr Lovell is duly elected as Leader of the Community & Leisure Portfolio.

e. **Footpaths Portfolio**

**Resolve;** - Membership of Cllr's Fone, Hurrell, Jeremiah, Marsh, Manvill, O'Connor M and Shearn.

**Resolve;** by a unanimous vote that Cllr Manvill is duly elected as Leader of the Footpaths Portfolio.

f. **Properties Portfolio**

**Resolve;** - Membership of Cllr's, Champion, Fone, Gilham, Hurrell, Jeremiah and Lintern.

**Resolve;** by a unanimous vote that Cllr Gilham is duly elected as Leader of the Properties Portfolio.

**g. Regeneration Portfolio**

**Resolve;** - Cllr's Cann, Champion, Gilham, Inchley, Jeremiah, Manvill, O'Connor T and Shearn.

**Resolve;** by a unanimous vote that Cllr Cann is duly elected as Leader of the Regeneration Portfolio.

Cllr Inchley then left the meeting following update to members on the medical recovery of his father ex-Cllr Frank Inchley who was still making slow recovery in Wincanton Hospital. Members wished Frank a speedy recovery and return to the Town.

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**12. Election of Representatives on Outside Bodies**

**a. MDC Area Board meetings (Parish Slot - 1 Member)**

**Resolve;** the Chairman or other nominate member from the relevant Portfolio.

**b. Somerset Association of Local Councils (Administration Portfolio)**

**Resolve;** Cllr Jeremiah.

**c. Beacon Society (Collett Park Portfolio)**

**Resolve;** Cllr Marsh.

**d. Citizens Advice Bureau (Community & Leisure Portfolio)**

**Resolve;** Cllrs Champion and Bartlett.

**e. Voluntary Action Mendip (Community & Leisure Portfolio)**

**Resolve;** Cllr Champion.

**f. Shepton in Bloom (Community & Leisure Portfolio)**

**Resolve;** Cllr Manvill.

**g. Mendip in Bloom (Community & Leisure Portfolio)**

**Resolve;** Cllrs Manvill and O'Connor T.

**h. Shepton Mallet Leisure Centre (Community & Leisure Portfolio)**

**Resolve;** Cllrs Bartlett and O'Connor M.

**i. Shepton Mallet Town Twinning (Community & Leisure Portfolio)**

**Resolve;** Cllrs Hurrell and O'Connor T.

**j. Tourist Information and Heritage Centre (Community & Leisure Portfolio)**

**Resolve;** Cllrs Hurrell and Manvill.

**k. Shepton Mallet Christmas Lighting Committee (Community & Leisure Portfolio)**

**Resolve;** Cllrs Champion, Gilham and O'Connor T.

**l. Whitstone Community School Association Executive (Community & Leisure Portfolio)**

**Resolve;** Cllrs Bartlett, Manvill, and O'Connor M.

**m. Heritage Society (Community & Leisure Portfolio)**

**Resolve;** Cllrs Hurrell and Manvill.

**n. Management Committee for Shepton Mallet Young Peoples' Centre (Community & Leisure Portfolio)**

**Resolve;** Cllrs Bartlett, Fone, Lintern and O'Connor M.

**o. Chamber of Commerce (Regeneration Portfolio)**

**Resolve;** Cllrs Champion and Shearn.

**p. Community Association Executive (Regeneration Portfolio)**

**Resolve;** Cllr Cann.

**q. Mendip Hills Joint Advisory Committee (New Post) (Footpaths Portfolio) - Members considered nomination of a candidate for Group H Area to go forward to the election of one representative for Group H covering 9 local Parishes.**

**Resolve;** Cllr Manvill is duly nominated.

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**13. Community & Leisure Portfolio Report - Dated 1 May 2003 (Copy attached to these minutes)**

Cllr Lovell presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Community & Leisure Portfolio Report - Dated 1 May 2003 as attached to these Minutes are noted.

**Item 2a New Sector Inspector** - Confirmation received that Rob Dean was the new Sector Inspector at Wells. He presently resides in Street and is aware of local issues. Contact and visit to the new Council will be arranged shortly after the elections.

**Resolve:** that the matter is noted.

**Item 4 Road Signs (Annual Town Meeting)** - Town Sign are missing from Cannards Grave, Doultling and the Town and Twinning Sign were both missing from West Shepton. SCC now state that they may fund the replacement but require consideration from SMTC to upgrade signs with local information or greeting and to provide some form of partnership funding towards the additional costs. The Clerk confirmed that the ARO at MDC was aware and had expressed an interest in the matter. Members considered agreement in principle to assisting upgrading of signs to the Town.

**Resolve;** that the Council confirm support in principle to SCC / MDC for the upgrading of existing and missing signs to the Town. The Clerk is to obtain design and associated costs from Frome Town Councils recent upgrade and the matter is to be further considered by this Portfolio.

Cllr O'Connor M. then left the meeting at 8pm.

**Item 5 - Town Centre Street Cleaning** - MDC request for SMTC to consider partnership funding to undertake a deep clean to be carried out over and above the existing MDC cleaning contract. A quotation had been received in the region of £700 and the previous Chairman had under executive powers indicated that SMTC may well consider provision of 20% (£140) of the total costs. Members considered that if regular cleaning had been undertaken in the appropriate manner then the need for a deep clean may well not have arisen. However since the wash down by the local fire brigade matters had improved. Concern was raised as to if other Town / City Councils were being asked to contribute to this service in their areas? One member considered that there still remained a problem with pigeons using town centre properties and requested members of the community not to feed the birds within the town centre. Proposed by Cllr Gilham and seconded by Cllr T O'Connor that the matter proceed at the partnership funding levels previously indicated.

**Resolve;** by a unanimous vote that the partnership approach with MDC proceeds with a one off deep clean of the Town Centre area at the funding level previously indicated (20% = £140) but that SMTC required assurance that the existing cleaning contract was being fully monitored / enforced and that once the area is cleaned of spoil including chewing gum then it's clean condition would be maintained.

**Item 6 - Memorial Seat - Late Doreen Gilham** - The Clerk informed that the unveiling ceremony had been arranged with the Jubilee Committee for 2.30pm on Sunday 11 May 2003 and confirmed that Rev Elizabeth Smith would also attend.

**Resolve;** that the matter is noted.

**Item 8b - Path for Wheelchair Users within the Cemetery** - Request received from a member of the public at the Annual Town Meeting for SMTC to support the reinstatement of path on the left (lower side) and the path, which runs westward along the bottom to allow access for wheelchair users to this section of the cemetery. Other paths were deemed unsuitable for wheelchair use. Cllr Champion proposed, seconded by Cllr Shearn that the Council fully support the request and that the matter is to be passed to MDC.

**Resolve;** that the Town Council fully support the matter and that MDC is formally requested to re-instate and maintain both paths to allow safe access for wheelchair users to this section of the Town's Cemetery.

**Item 9 - Swimming Pool** - A Feasibility Team had been set up previously consisting of Glenn Crocker, Lindsey Melhuish (MDC) and Cllr's Lockey, Jeremiah, Lovell and Shearn to progress the matter at the earliest. MDC were currently re-tendering their Leisure Services Contract. Lindsey Melhuish had recently provided an update via e-mail and also a copy of a report / options and brief to obtain tenders from appropriate consultancy services for a feasibility study into the refurbishment of the existing outdoor pool which was considered a specialist task. Informal consideration by SMTC was requested from MDC as to if the Town Council may be prepared to contribute to the funding of the feasibility study to obtain costed options for further consideration by both MDC and SMTC into the matter. MDC were also willing to attend a site visit to a recently enclosed pool facility at All Hallows School. Members wished to proceed with the site visit to All Hallows and also receive a presentation or further information from MDC on the matter.

**Resolve;** that a site visit to review the facility at All Hallows School is undertaken with Glenn Crocker and Lindsey Melhuish from MDC as soon as practical to which all members should be invited and then for further discussions to take place with MDC on how best to proceed in partnership with the project.

**Item 10 - Bylaw to prohibit the consumption of alcohol in public places** - All info now filed including response received from the Police.

**Resolve;** that the matter be deleted from the current portfolio report.

**Item 11 - Twinning Association visit to Misburg from 17 May to 24 May 2003** - Cllr Lovell confirmed he was to purchase a suitable gift for the Associations to present on behalf of the Town Council, which would consist of consumables from the locality (Wine and Cheese).

**Resolve;** that the matter is noted.

**Item 12 - Closure of "Kids Haven" after School Club** - Latest correspondence received from Cathy Bakewell MBE, Leader of SCC informed that the facility may well close in June but that it was hoped all existing placements would be relocated elsewhere in the Town.

**Resolve;** that the matter is noted.

**Item 13 - VAM Update** - The service was currently under review by MDC Officers and external parties.

**Resolve;** that Council await the review of VAM services by MDC.

**Shepton Mallet Library - Internet Facilities** - The Clerk provided information sheets to all members along with an invitation to attend a showcase of the facilities on the 15 May 2003 starting at 11am.

**Resolve;** that the matter is noted.

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**14, Regeneration Portfolio Report - Dated 1 May 2003 (Copy attached to these minutes)**

Cllr Cann presented the report, which had been previously supplied with the agenda and members noted the contents. He raised concern that many matters within the report relied upon close partnership working with MDC and he hoped that both new administrations would continue to work positively in partnership. However the Town Council should lay down a marker and request the new administration at MDC to reaffirm commitments of the previous administration to the Town in the various current schemes of regeneration. It was very important that MDC were reaffirmed as to the positive partnership considerations of SMTC and that we receive a return statement of their continued commitment. At an early opportunity the Leader of MDC should be invited to meet with SMTC to discuss the Town. Members considered that SCC Officers should also be invited to such a meeting.

**Resolve:** that the Regeneration Portfolio Report - Dated 1 April 2003 as attached to these Minutes are noted.

**Resolve;** by a unanimous vote that MDC are formally reaffirmed as to the positive partnership considerations of SMTC in the spirit of co-operation and working together and that we receive a return statement of their continued commitment to close partnership working aimed at the regeneration of Shepton Mallet as a priority. At an early opportunity the Leader of MDC should be invited to meet with SMTC along with SCC Officers to discuss the Town.

**Item 1a Bollards (High Street - North)** - Now installed, SMTC and the Police now have keys for the removal of individual bollards. Members considered that the majority of townfolk approved of the provision although problems were being encountered with blocking of the highway by delivery vehicles, however this may be alleviated when the new Traffic Restriction Orders come into force shortly.

**Resolve;** that the matter is noted.

**Item 1b - Shopping Guide** - A copy of the Bridgwater Town Guide had been provided previously to all members for review, which appeared to include most matters under one publication. Members considered it most advantageous to have one Town / Shopping Guide in lieu of several different publications. The Clerk confirmed discussions and consideration with Guy Braga (MDC ARO) who was in agreement with this line of progress. It was envisaged that by using the services of the Mid Somerset Group of Newspapers that a comprehensive Guide could be produced and distributed to the community and visitors to the area on an annual basis free of any charges.

**Resolve;** unanimously that SMTC should work in partnership with MDC to produce a comprehensive and holistic Town Guide updated on an annual basis using the services of the Mid Somerset Group of Newspapers and distributed to the community and visitors to the area on an annual basis free of any charges to the Councils.

**Item 1c - Market and Coastal Towns Initiative (MCTI)** - The services of EKOS now under contract as consultants to the bid. Cllr Champion reported good progress and that the group were pleased with the consultants performance. Paperwork was already in place to submit for the second stage of funding.

**Resolve;** that the matter is noted.

**Item 3 - Town Market** - Members were very concerned at the demise of the quantity of stalls and that a Town Centre Forum was still to be arranged to consider the matter with all parties.

**Resolve;** that MDC is informed of the concern of SMTC in the matter and that a Town Centre Forum to consider the matter with all parties is arranged as a matter of urgency.

**Item 4 - Skateboard Park Project** - Problem had arisen with the discovery of a badger set in the original location and sadly Mr Spencer Lovell who was to undertake part of the grounds work had passed away. This would mean the site area being slightly reduced, due to the location of the badger set. It was hoped that the base would go down in June and that the facility may be up and running by the School holidays.

**Resolve;** that the matter is noted.

**Item 6 - CCTV User Group** - A £250 payment had been made by SMTC to MDC as to a start up contribution. Jenny Davies MDC had been in contact with the Clerk and Cllr Champion several times attempting to agree finances to get the scheme manager and its volunteers up and running. There were misunderstandings as to funding commitments and Jenny Davies appeared to be of the understanding that SMTC would release the budget sum of £9,000 on receipt of an invoice. This matter had been corrected and following an executive decision by the previous Chairman a suggestion had been submitted that all parties provide an interim sum of £2,000 each to enable immediate funding requirements following which within a three month timescale, levels of funding by each of the four Towns / City could be agreed in full. Jenny Davies had considered this a suitable proposal and had submitted this to the other parties and at the same time increasing the proposed sum to £3,000 and also thanking SMTC for a speedy and positive response in the matter. The start date for the scheme had unfortunately now been re-estimated as September 2003 mainly due to construction work at the control centre building in Wells.

**Resolve;** that the matter is noted and that Cllr Champion and Shearn remain as SMTC representatives on the CCTV Users Group.

**Item 7 - Pedestrian Safety, Town Enhancement and Traffic Relief Proposals** - Unfortunately Paul Chant had now left his position with SCC and there appeared to be a breakdown in handover to a new officer. Members raised great concern and it appeared that the matter had to be continually monitored and chased until work had actually started on site. The Clerk confirmed that Guy Braga (MDC ARO) was aware, in contact with and chasing SCC Officers. Members considered that High Street - South had still not been included and that the matter should be pursued vigorously.

**Resolve;** that High Street - South should be included and that the complete matter should be pursued vigorously with SCC Officers by both SMTC and MDC in close partnership.

**Item 9 - Tesco 106 Agreement Fund** - Meeting had been undertaken with Chris Arscott and Guy Braga (MDC) which would lead to SMTC being fully informed in any future proposals or movement in these funds.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 10 - Garston Street - Additional Street Light** - SCC confirmed funding neither available nor likely within near future. Outline estimated cost were £300 and on confirmation of funding agreement by SMTC Atkins will proceed to provide a detailed quotation.

**Resolve:** that Atkins are requested to submit a detailed quotation for consideration by SMTC.

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**15. Collett Park Portfolio Report - Dated 1 May 2003 (Copy attached to these minutes)**

Cllr Shearn presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Collett Park Portfolio Report - Dated 1 May 2003 as attached to these Minutes are noted.

**Item 2 - Shelter Roof** - Cllr Manvill enquired what had been done with the removed tiles, which Cllr Shearn confirmed were held at the contractors (Race Brothers) yard. The Clerk confirmed that salvage / reclaim costs had been reviewed at the time of the works. The tiles were not clay originals and were therefore of little value. It was considered transport and handling costs out weighed any commercial value. The contractor had kindly stored pending any future use as the bandstand roof was constructed from the same type of tile.

**Resolve;** that the matter is noted.

**Item 3 - Play Equipment - Junior Play Area** - Quadron, the contractor, had advised a start date of the 19 May 2003 that very afternoon and it was hoped that no further delays would be encountered.

**Resolve;** that the matter is noted.

**Item 9 - Wayleaves** - None outstanding and next due in April 2007.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 12 - Improvement Projects** - A priority listing (attached to these minutes) had been collated by the Portfolio and although the list was not exhaustive members were asked to submit any further consideration prior to the next meeting of the Portfolio where hopefully the list and priorities could be finalised ready for submission to Council for approval.

**Resolve;** that the matter is noted.

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**16. Footpaths Portfolio Report - Dated 1 May 2003 (Copy attached to these minutes)**

Cllr Manvill presented the report, which has been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Footpaths Portfolio Report - Dated 1 May 2003 as attached to these Minutes are noted.

**Item 1c - Footpath Agency from MDC** - Application now submitted to MDC for this current years Agency sum of £120. Portfolio had requested District Councillors to lobby MDC when budgets are being set for an increase as the sum of £120 had been set for many years. Members considered that at the very least the sum should be indexed up on an annual basis.

**Resolve;** that a formal letter is sent to MDC explaining the unrealistic sum and lack of any increase over many years and requesting the sum to be increased by 50% and then indexed on an annual basis.

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**17. Properties Portfolio Report - Dated 1 May 2003 (Copy attached to these minutes)**

The Chairman presented the report, which had been previously supplied with the agenda and members noted the contents. There were no matters for Councils consideration.

**Resolve:** that the Properties Portfolio Report - Dated 1 May 2003 as attached to these Minutes are noted.

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**18. Administration Portfolio Report - Dated 1 May 2003 (Copy attached to these minutes)**

Cllr Jeremiah presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Administration Portfolio Report - Dated 1 May 2003 as attached to these Minutes are noted.

**Item 1 - Museum Collection / John Phyllis** - The Clerk confirmed the matter had been resolved previously in the meeting following the presentation from Mr Alan Stone. A brief summary of the actions to date were reaffirmed to members resulting in the collection now being documented, reviewed, under professional care and finally some items requiring disposal. The Clerk confirmed that all transfer documentation was now complete and a comprehensive list of items and their location was available from the office. Following completion of Councils latest resolve earlier at this meeting all matters could now be finalised. If any third party holding any item should fold for whatever reason then the items within the agreements were to be returned to the Town Council.

**Resolve;** that the matter is noted.

**Item 2a Paintings "Near Harrogate" and "Malvern"** - The Clerk confirmed receipt of a catalogue of the sale of the two paintings received from Lawrences with the agreed reserve values shown. The date of the sale was set for Friday 16 May 2003.

**Resolve;** that the matter is noted.

**Item 2b Frank Richards Paint (Free Loan)** - Confirmation received from Mr Mike Allen at Highcliffe Castle that the painting was now on display and had cost some £750 to hang. Additional historical information had been uncovered such as originally painted in 1892, exhibited in Royal Academy and then later in Nottingham Castle during 1894. Sometime later the figure of the fisherman leaning on the boat was added to the painting which originally belonged to Joseph Cooke. Credit to SMTC had been confirmed.

**Resolve;** that the Council accepts the kind offer to visit Highcliffe Castle to view the painting and to be provided with a tour of the Castle followed by refreshments. The Clerk was thanked for his efforts in undertaking clear instructions from this Council on sourcing and relocation of the paintings. Council considered that it had complied fully with the spirit of its bequest in the matter.

**Item 3a Meeting of 5 Towns with MDC** - The Clerk informed members of MDCs request to arrange a meeting with the Clerks to each of the five Towns/City to consider the wider issue of funding arrangements of facilities and services. The request by SMTC for SER relief for expenditure within Collett Park still remained unanswered.

**Resolve;** that the Clerk would attend the meeting and inform Council of the outcome.

**Item 4a Financial Budgets** - Expenditure Budget Headings and totals were provided to all members for the current year period as of May 2003.

**Resolve;** that the matter is noted.

**Item 4c External Audit** - Notice and Annual Return received from Moore Stephen (external auditor) along with the formal date of the Annual Audit set for the 23 June 2003. (previously held in September) Several members raised concern at this timescale and workload to collate, consider and approve the accounts in time to give the required notice prior to the date set for Audit. Members considered that July was perhaps the minimum timescale that could be complied with and considered correspondence to the Auditor to that effect. The Clerk, having put additional time in had however finished and balanced the final accounts for year ending 31 March 2003 and considered that Council may just be able to comply with the 23 June 2003 date.

**Resolve:** that the matter is noted and the situation monitored closely.

**Final Accounts Year Ending 31 March 2003** - The Clerk provided draft final accounts to each member. The procedure would be to agenda approval of the accounts at the next meeting along with approval and completion of the Annual Return and Statement of Assurance.

**Resolve;** that the matter is noted.

**Item 4d Precept from MDC** - Members were advised of receipt of 50% of the 2003/04 Precept from MDC totalling £62,550.50p

**Resolve;** that the matter is noted.

**Item 7 Council Annual Group Photograph** –Framing now completed and on display in the office.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 8 Administration - New & Returning Councillors** – Members were informed of an “Inhouse Surgery” for training and update. Dates and procedures for return of Declarations were re-affirmed and members were further informed that a SALC/SLCC/MDC training session on the Standards Regime and Code of Conduct would take place in the MDC Chamber on Tuesday 20 May 2003 starting at 7pm.

**Resolve;** that the matter is noted and that MDC/ SALC/ SLCC be informed of meetings of SMTC and MDC taking place on the same date and to request a further date and venue for those unable to attend. To also inform that this clash of critical dates / meetings had occurred in the past.

**Item 11b SALC East Area Meeting Monday 2 June 2003 at 8.30pm The Town Hall, Glastonbury** – The Clerk confirmed that the Agenda and Minutes had been received along with nomination papers for election of 2 Parish Members to the MDC Standards Committee and Officials of the East Area Committee. Two members were interested in standing and the meetings were understood to be held on a monthly basis.

**Resolve;** that Cllr Bartlett and O'Connor T, are duly nominated.

**Item 14 Collett Park Licence** – Now sealed, master copy on file. The Clerk re-affirmed the reason and scope of the Licence to members, which became open for review in April 2007 which fell in line with the next parish elections.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 15 Shepton Mallet Infants School – Governor** - Members considered a request received for one nomination from the Town Council.

**Resolve;** by a unanimous vote that Cllr Jeremiah is duly nominated.

**Item 16 SCC Local Government Pension Scheme** – Members were informed as to the employers contribution increase as of 1 April 2003 from 165% of the employees contribution sum to 180%.

**Resolve;** that the matter is noted.

**Register of Members Attendances Year 2003/04** – List in graph format was provided to all members indicating members attendance throughout the Municipal Year to meetings of Council, Committees and Portfolios (as attached to these minutes).

**Resolve;** that the matter is noted.

**Distribution of Agendas, Minutes and Reports** – The Clerk raised concern as to the requirement for formal exchange of information and considerations between SMTC and MDC and Vice-Versa now that the Town Council consisted totally of non-district members. Members considered that formal meetings were desirable and that highlighted and relevant information should be exchanged in hard copy format. The Chairman confirmed his intentions to attend Area Board Meetings at MDC and that his Vice Chairman would attend in his absence at the very least. Members considered it the duty of elected district ward members representing the town to attend future meetings of the Town Council.

**Resolve;** that the Chairman liaise with District Members representing the town and formalise meetings on a regular basis. The Clerk is to arrange highlighting of appropriate information and exchange in hard copy format to Shepton Mallet Ward District Members on a regular basis.

**Account and Audit Regulations 1 April 2003** – The Clerk advised information received from SLCC of the new regulations coming into force as from 1 April 2003, which encompassed significant changes. Updated information sheets for the Accounts Binder were available from SLCC at a non-members price of £17.99.

**Resolve;** that the updated information sheets relating to the Account and Audit Regulations as from the 1 April 2003 are purchased from SLCC at a cost of £17.99.

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## 19. Finance

**a. Accounts for Payment by Cheque** – The Clerk requested to include one late payment following clearance and part credit of a previous unpaid invoice relating to period Oct – Dec 2002.

**Resolve;** that payments made by Cheque for May 2003 as per Appendix "A" attached to these Minutes including the above late payment above be approved.

**b. Accounts previously paid by Direct Debit**

**Resolve;** that payments made by Direct Debit as per Appendix "A" attached to these Minutes be approved.

**c. Confidential Salaries for Payment by Cheque**

**Resolve;** that the Confidential Salary Payments for May 2003 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

**d. Bank Mandate** - The Clerk confirmed the requirement for signing on new mandates. Any two of three signatures were required drawn from the Chairman, Vice Chairman and the Administration Portfolio Leader.

**Resolve;** that bank mandates are duly signed for any withdrawal of monies using any two from three signatures made up of the Chairman (Cllr Lockety), Vice Chairman (Cllr Bartlett) and the Administration Portfolio Leader (Cllr Jeremiah).

**e. Monetary Balances** - The Clerk updated members as to current balances held within Bank and Investment Accounts;

i. Current Account	= £ 1,116.15p
ii. Business 30 Day Account	= £ 96,229.09p
iii. Investment Reserve Account	= £439,930.55p

**Resolve;** that the matter is noted.

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**20. Confidential Session** - The Chairman proposed that in view of the nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.

**Resolve;** that in view of the nature of the business about to be transacted and in the public interest that the press and public be excluded and they are instructed to withdraw. All members of the public and press then withdrew from the room.

Members thanked Cllr Champion for his previous years Chairmanship and hard work on behalf of the Council. Members then took a five-minute comfort break during which photographs were taken. The Council then commenced "Confidential Session".

**a. Collett Park Tree Survey** - Members considered the Health and Safety implications and the required database for recording of inspections, conditions and any work undertaken to all 260 trees within the park.

**Resolve;** by a unanimous vote that the quotation submitted by Quadron Services Limited using the specialist Tree Consultancy Services of Mr Steve Clark for £660 plus VAT is accepted and the works placed in hand at the earliest. The Clerk confirmed that external costs had been reduced by the office setting up and inputting all data provided by the survey.

**b. Collett Park Aviaries** - Following recent damage to the Aviaries by vandals, the urgent welfare needs of the surviving livestock and the requirement by the insurers to manage the risk to reduce the likelihood of recurrence members considered quotations for the total rebuilding of the exterior aviaries and the upgrading of the interior housing.

**Resolve;** by a unanimous vote that the quotation submitted by Quadron Services Limited for £650 for the ground works and the quotation submitted by Alan Connock for £1,785 to supply and construct the aviary exterior metal structure are both accepted and the works proceed as a matter of urgency.

**c. Maintenance of Footpaths** - Four tenders had been invited, two of which had confirmed that they would submit a price. Cllr Champion in the company of the Clerk had opened and audited the only tender received that afternoon. Members considered the tender submission.

**Resolve;** by a unanimous vote that the Maintenance Contract for Footpaths from May 2003 to April 2007 at a cost of £167.50 per annum with additional work ordered as and when required at an additional inclusive hourly rate of £10 is awarded to Mr Adrian Crozier.

- d. **Office Computer Equipment Upgrade** - Members considered a report submitted by the Clerk with four quotations to provide IT Hardware, Network Operating Systems, Software and Support to provide one new workstation and upgrade an existing workstation with the Town Council Offices. This would provide a small office transparent network capable of complying with the envisaged needs of the Council for at least the next five-year period.

**Resolve;** by a unanimous vote that the quotation submitted by Microchipz of Shepton Mallet for Option 3 of the report submitted by the Clerk at a cost of £889 plus Vat is accepted. Sale of the redundant (recently repaired) PC should be reviewed on completion of the upgrade.

- e. **Collett Park Autumn Event** - Members were updated on a progress report received from Centre Stage Productions

**Resolve;** that the matter is noted.

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**21. Agenda Matters for the Next Meeting**

**Emergency Contact** - Cllr Champion enquired the emergency contact details for families to use to contact members or officers within the chamber should any emergency need arise.

**Resolve;** that the Clerk obtains the procedure and required details prior to the next meeting.

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The Chairman thanked members for there attendance and closed the meeting at 9.55pm.

**Councillor C.F. Lockey**

**Signature**\_\_\_\_\_

**Chairman**

\_\_\_\_/\_\_\_\_/2003

# A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1629	Bartlett Gooding & Weelen	5060	Collett Park - Licence Agreement	£ 122.50
1630	Western Newspapers (South)	5450	Advert - Clerical Assistant	£ 154.28
1631	Great Ostry Picture Framing	5300	Annual Council Photo Frame	£ 29.20
1632	Capita Business Services	5320	Postage - Feb / March 2003	£ 76.32
1633	Shepton Mallet in Bloom	6550	Grant - Annual Support	£ 1,300.00
1634	The Consortium	7080	Office Equipment / Stationery	£ 281.88
1637	The Consortium	7080	Replace lost cheque 1602 in last accs	£ 256.85
1638	British Telecom	5160	Office - Telephone / Fax / Data & calls	£ 186.58

**£ 2,407.61**

### Payments by Direct Debit

24-Mar	C.P.R.E.	5400	Annual Subscription	£ 17.50
31-Mar	Quadron Services Limited	6000/6005	Collett Park - Ground Care Contract	£ 2,254.57
1-Apr	Bristol/Wessex Water	6140	Whitstone Road Allotments Water Rates	£ 85.42
04-Apr	CGU Bonus	5200/6090	Insurance Premium	£ 297.61
22-Apr	British Telecom	5160	Office - Telephone / Fax / Data & calls	£ 264.38

**Sub Total £ 2,919.48**

**Total = £ 5,327.09**

## CONFIDENTIAL PAYMENTS

1635	Graham H Brown	5000	Town Clerk - May Salary 2003	£ 1,102.19
1636	Jeanette Lintern	5000	Administration Assist - May Salary 2003	£ 401.11
<b>Total</b>				<b>£ 1,503.30</b>
<b>Grand Total</b>				<b>£ 6,830.39</b>

**Councillor C.F.Lockey**  
Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Councillor J.D. Bartlett**  
Vice Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Minutes of the Meeting of the Shepton Mallet Town Council held on 3 June 2003, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present:** Chairman - Councillor Mr C.F. Lockey

Cllrs Mrs J.D. Bartlett, Mr M.M. Cann, Mr R.R. Champion, Mr J.E. Gilham, Mr C.C. Inchley, Mr N. Jeremiah, Mrs S.J. Lintern, Mr M. Lovell, Mrs L.A. Manvill, Mr T.S. O'Connor and Mr N. F. Shearn.

Police Inspector Rob Dean, Mr Guy Braga (ARO MDC), MDC Cllrs Robinson S and Treby.  
Approximately 10 members of the public and 1 member of the press in attendance.

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised. A welcome was afforded to Mr Guy Braga (MDC ARO), District Councillors and the new Police Inspector Rob Dean.

The Chairman ended discussions on the matter and requested to continue with the meeting.

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## **22. Introduction by Police Inspector Rob Dean – Avon and Somerset Police Service.**

The Inspector thanked the Chairman and the Council for the opportunity to provide a personal introduction, he was a Mendip resident living in Street and was the Inspector covering areas of Wells, Shepton Mallet, Glastonbury and Street and had policed in the east area of the county for some 15 years. He had some local knowledge and understanding of the issues in the Mendip Area and stated his wish to balance the needs for targets received from the Home Office and his headquarters with some of the real community issues. His excellent team of officers led by Sergeant Downing would continue to provide day to day services with his support. He hoped to work with SMTC via his local officers, and would be willing to discuss any specific issues at another forum.

The Chairman thanked Inspector Dean for his introduction and stated that a meeting is to be held on Thursday of this week with Sergeant Downing.

Cllr Gilham expressed deep concern at the recent damage to the Market Cross, at a very high cost, and asked that this matter should be discussed at the meeting. Cllr Champion expressed concern regarding police resources being taken by the cities. The Inspector acknowledged that this might always be a possibility, although he stated that recently extra officers were drafted in to deal with a rave at Batcombe. He added that resources have now been returned, and he had now been allocated an extra five officers.

The Chairman once again thanked the Inspector for his introduction and hoped to see him again in the near future.

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## **23. Apologies for absence - Cllrs Mr K.J. Hurrell and Mrs J.M. Marsh.**

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## **24. Public Forum**

**MDC Ward Councillors** – Cllr Stephen Robinson confirmed that at least one of the ward members would attend meetings of the Town Council. He was unable to report on any matters at present due to the setting up of internal policies within the newly elected District Council, which had yet to be concluded with several meetings taking place this week, however he hoped to report more fully at the next meeting.

**Bus Services** - Mr Clive Pearson informed members that there was no further news regarding the bus stop points to St Peter's Hospital, and the Ridgeway Estate service.

**CCTV** - Mr Clive Pearson stated that, at a meeting at Whitstone College, they were given reasons why this could not start until 11 September, due to the construction work at Wells. He asked why the system couldn't be up and running say from the local police station, especially as the refurbishment works to the childrens play area in Collett Park was taking place and hoped that no further vandalism would take place in this area during the school holidays. He also requested that SMTC discuss with MDC regarding an investigation into Lottery funding for the work to the play equipment.

**Amendments to Minutes of meeting 6 May 2003 (MIN 6)** - Mr Taffy Stride requested an amendment to the minutes under the matter of "Amendments to the Minutes of meeting 6 April 2003". In Min 6, line 3 please amend "work draft" to read "word draft".

**Commercial Road/Westway Lane** - Mr Taffy Stride praised MDC for removing rubbish and supermarket trolleys from this area, following public pressure. He also stated that, after eight months of public pressure, work on the pavement at the entrance of Lockey Road into Westway Lane had now been completed.

**Toilets** - Mr Taffy Stride expressed concern regarding the state of the toilets in the town, especially the ones at Commercial Road. He was aware that the cleaner had resigned and that the toilets were now being cleaned by Quadron groundworkers, and asked that this problem being addressed before it escalated further. The Chairman replied that the Commercial Road toilets are scheduled to be replaced. He also requested MDC ward members to take note and to pursue the matter.

**Town Market** - Mr Taffy Stride informed Council that no notices were put up in town last Friday to inform the public that it was Market Day. He expressed concern regarding the rates charged to stallholders, and asked if SMTC could liaise with MDC regarding this problem. The Chairman replied that a meeting is to take place on Friday 6 June 2003 between all parties concerned.

**Station Road** - Mr Taffy Stride expressed concern regarding the state of the embankment in this area, and asked what was happening regarding this. The Chairman replied that a meeting had taken place that morning with County Highways so it was hoped progress would be made.

The Chairman thanked all members of the public for their concerns, which were noted.

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## **25. Minutes**

The Minutes of the Meeting of the Town Council held on the 6 May 2003 were considered for accuracy and content. The amendment was agreed as previously raised by Mr Stride in Public Forum.

**Resolve;** that the Minutes of the Town Council Meeting held on 6 May 2003 be approved as a true record and signed by the Chairman.

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## **26. Matters Arising from the Minutes - No matters were raised**

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## **27. Planning Committee Minutes of the Meeting held on the 13 May 2003.**

The Chairman requested members to note the contents of the Minutes relating to the meetings held on 13 May 2003.

**Resolve:** that the Minutes of the Planning Recommendations Committee held on 13 May 2003 are noted.

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## **28. Chairman's Announcements**

**Declarations of Interest/Gifts and Hospitality** - The Chairman referred members to item 3 of the previous Minutes. He requested any members who have not yet returned their Declarations of Interest, and Declarations of Gifts and Hospitality forms to do so by 4 June. He stressed the importance of this and members unanimously agreed.

**All Hallows School Pool** - The Chairman announced that a visit to All Hallows School would take place on Wednesday 4<sup>th</sup> June at 10am to view their enclosed pool facility.

**Collett Park Improvements** - The Chairman informed members that a list of proposed improvement projects had been produced, listing priority order with estimated costs.

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## **29. Community & Leisure Portfolio Report - Dated 29 May 2003 (Copy attached to these minutes)**

Cllr Lovell presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Community & Leisure Portfolio Report - Dated 29 May 2003 as attached to these Minutes are noted.

**Item 1 – Election of Portfolio Leader** - Cllr Lovell was ratified by Portfolio.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 2 - Election of Deputy Portfolio Leader** - Cllr Terry O'Connor had been elected. Cllr Lovell thanked Cllr T O'Connor for his support as the new Vice Chairman.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 3a - Mendip Care & Repair** – Portfolio recommended a grant of £200. This was then proposed by Cllr Champion and seconded by Cllr Jeremiah.

**Resolve;** that a grant of £200 is awarded to Mendip Care and Repair.

**Item 3d - Mid Somerset Agricultural Show** – Portfolio recommended a grant of £200. This was then proposed by Cllr Champion and seconded by Cllr Jeremiah.

**Resolve;** that a grant of £200 is awarded to the Mid Somerset Agricultural Show 2003.

**Item 3f Shepton Mallet Young People's Centre** – Portfolio recommended a grant towards the summer project of £200 subject to set criteria being met prior to release of monies. Cllr Manvill raised concern as to the limitations of involvement of the whole community although members confirmed this was covered within the recommended criteria set prior to release of any funds. It was also requested that Sam Moon be invited to the next Community & Leisure Portfolio Report so he could share his vision for the development of the Young People's Centre. This was then proposed by Cllr Champion and seconded by Cllr Jeremiah.

**Resolve:** that a grant of £200 is awarded to the Shepton Mallet Young Peoples Centre summer holidays project subject to a set criteria that Staffing costs should be excluded, all children / youth should be included from all areas of the community with no exclusions and that parents of those attending should be requested to partnership fund each child/youths participation. Confirmation of conforming to the criteria is to be received prior to release of monies.

**Resolve;** that at some future meeting of the Community and Leisure Portfolio, that Mr Sam Moon is invited to attend and share his vision for the development of the Young People's Centre.

**Item 4b - Crime Report** – The clerk confirm receipt of the Crime Arrest figures for April 2003, with 1 Burglary, 5 Criminal Damage, 1 Motor Vehicle Theft, 7 Thefts, 1 Disqualified Driving, 1 Rape, 6 Assault, 4 Disorder and 5 Others.

**Resolve;** that the matter is noted.

**Item 4c - Meeting with Sgt Downing** – To take place with the Chairman and Vice-Chairman at 3.30pm 5 June 2003. Cllr Shearn asked for the opinion to be obtained from the police at this meeting as to any proposal to instigate a restriction order to ban ball games, skateboards, purposeful cycling etc from the Town Centre due to the recent damage to the Market Cross and other furniture within the area.

**Resolve;** that the matter is noted and members points of concern raised at this meeting are taken forward to the meeting with Sgt Downing.

**Item 5b - Local Safety Scheme** – A371 Whitstone Corner to Castle Cary (outside of SM Parish) had been considered by Portfolio and recommend that the matter is noted and deleted from the current report. Cllr Lovell reported that a meeting had taken place with Mr Peter Owen, SCC Highways and that the clerk had provided a list of approximately twelve matters, all of which were at the top of Councils priorities, which included the Market, Station Road and a whole range of matters for consideration. Hopefully we should have a response in the near future.

**Resolve;** that the matters are noted and that the Local Safety Scheme is deleted from the current Portfolio report.

**Item 13 - VAM Closure** – Most of the staff had found alternate employment, the last member would leave on the 6 June and assets were to be divided between the other 3 CVS. Proposed by Cllr Champion and seconded by Cllr Jeremiah.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 14 - Mendip in Bloom 2003** – Councils representative had no meetings advised at this stage and informed that the final date for entries was 18 July 2003. Proposed by Cllr Gilham and seconded by Cllr Champion.

**Resolve;** that the matter is noted.

**Item 15a,b,c & d – Diary of Town Events** - Cllr Lovell summarised the list and confirmed that posters were available for Collett Festival and that the Mid Somerset Show was again a free entrance event.

**Resolve;** that Items 15a, b, c and d are noted.

**Item 16a - Allen Memorial (Obelisk)** – MDC were informed by letter on the 22 May 2003 that the matter remained their responsibility.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 17 - Internet Broadband for Shepton** – Members were encouraged, as were members of the community, to log on and express their interests.

**Resolve;** that the matter is noted.

**Item 18 - Vandalism to the Market Cross and Shambles** – The matter had been considered earlier in the meeting and would be discussed further by the Chairman at the meeting with the Police.

**Resolve;** that the matter is noted.

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### **30. Regeneration Portfolio Report - Dated 29 May 2003 (Copy attached to these minutes)**

Cllr Cann presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Regeneration Portfolio Report - Dated 29 May 2003 as attached to these Minutes are noted.

**Item 1 – Partnership with MDC** – Cllr Cann confirmed correspondence had been sent to MDC, with regard to establishing the nature of SMTC's partnership with MDC, he was also very pleased to see the presence of the District Ward Councillors at the meeting. The clerk read the reply received from Cllr Ken Maddock, Leader of MDC stating "that they were currently reviewing the relationship between the District Council and other Councils and will come back to us when this has been completed". Cllr Cann said that a meeting is due to take place this week between officers and members of MDC where Shepton's priorities will be discussed.

**Resolve;** that the matter is noted.

**Item 2 – Area Regeneration Programme 2003-2004** – Cllr Cann asked members to refer to a copy of this programme, attached to the Agenda. He said it was necessary to accept the fact that Guy Braga, Area Regeneration Officer (ARO) from MDC had resources, as far as his budget is concerned, which were very limited, but he would like to see Guy drive all these projects on, so that he would become the pivot for a variety of programs that are touched on by his report. He said it would take a determined effort by Officers and by Councillors, both SMTC and MDC, if we are going to push through these proposals.

The ARO was invited to speak on the matter and agreed that his budget was very restricted, which also had to cover Wells. He thought that some of the reasons why things weren't progressed in the past was due to disjointed liaison between various bodies and interested parties, and that was something he is very keen to pursue. He thought it was an ambitious program but thought a lot could be achieved by co-ordinating work with the various interested parties. He continued to meet with the Clerk on a regular basis and Shepton 21 Group with these aims in mind. He brought up the subject of 106 Tesco's monies, and that's been ring-fenced as match-funding for the MCTI, and the HERS scheme, both of these he is pushing forward very strongly because they could be key drivers in getting a lot of the work done in the Town. He felt getting people's views on what should be done in Shepton, is the key to success.

Cllr Lockey thanked Guy for his work, and hoped that, with someone like him on board, it would be possible to bring these matters to fruition. Guy Braga confirmed that he wished Councils formal consideration to the ARO Programme prior to his submission to MDC Area Board next week.

**Resolve;** that the matters are noted. Cllr Cann is to review MDCs Area Regeneration Programme for 2003/2004 and respond accordingly to the ARO prior to the matter being considered by MDC Area Board on the 10 June 2003.

**Item 3a – Bollards – High Street (North)** – Members were informed that this project was now completed.

**Resolve:** that the matter is noted and to be deleted from the current Portfolio report.

**Item 3b – Shopping Guides** – Cllr Champion referred Guy Braga to the resolve of the attached Report. He would like to see a single, good booklet for the benefit of Shepton Mallet and the advertisers. Guy agreed with this, and said it was something he was keen to pursue as there seemed to be a number of different publications in circulation.

**Resolve;** that the matter is noted.

**Item 3c – Market and Coastal Towns Initiative (MCTI)** – Confirmation had been received from Sarah Guscott, the external Funding Officer of MDC and members were advised that the Clerk had a copy of the EKOS report which had been submitted to David Rees of the South West RDA and a decision is expected within the next 2 weeks. Cllr Inchley asked Guy Braga how much of the Tesco's 106 budget had been earmarked to go with MCTI. Guy replied that there wasn't a fixed budget, and once Shepton 21 starting putting together their Community Action Plan and started identifying projects, then working out the funds that are required can be carried out. He said Tesco's 106 is there as a back-up, so nothing has been decided as to an exact amount. Cllr Shearn stated that it had been denied that the 106 monies would be used to support organisations or areas outside Shepton Mallet, and that the MCTI is a wider area than Shepton Mallet. Guy Braga agreed that the MCTI is Shepton Mallet and the hinterlands. He said that it rests with the Shepton 21 Group to identify projects, although he said it was important for the sustainability of the town that its community and outer-lying villages are part of the regeneration process. Cllr Shearn replied that members had been told that the 106 monies could only be spent under fairly strict conditions relating to the Town Centre. Guy replied that the monies had been ring-fenced at the moment for MCTI and the HERS scheme which focuses specifically on Shepton Mallet. The Chairman informed members that only £77,000 was left in the Tesco 106 Fund. He also said that SCC would like partnership funding regarding improvements to High Street (south). Guy Braga is waiting to hear from Chris Arcott over whether monies will be found from other parts of the Council. For LTP Funding a very strict criteria has to be met and Paul Street did meet that criteria and therefore it can be funded 100% by SCC. Regrettably High Street (south) does not meet all the criteria therefore SCC will not fund it 100%, leaving a shortfall, although this is being pursued. Members enquired as to partnership funding via MDC's Transport Initiatives Budget for the current year to the sum of £50,000. Guy Braga was unable to answer this.

**Resolve;** that the matter is noted and Guy Braga thanked for his efforts to date.

**Item 3g – Town Centre Cleaning** – Cllr Inchley expressed concern that nothing had yet been done concerning this problem. Guy agreed with this, but stated that the matter had been progressing internally with MDC. He stated that he had a quote in for doing a certain amount of cleaning around the Market Cross area, and that MDC have agreed to work in partnership at least from a funding point of view to get that work carried out, and that he was pursuing internally to see how the Market Place and the High Street can be cleaned on a regular basis. He confirmed that the work will be done and that he was working towards that end. Cllr Cann stressed that a co-ordination role must happen, and with willing participation of all parties this can be achieved.

**Item 5a – Restriction Orders** – Still awaiting confirmation from SCC Highways and the matter had been chased again at today's meeting with Peter Owen.

**Resolve;** that the matter is noted.

**Item 5b - Additional Disabled car parking bays, additional one hour free parking in Great Ostry / Regal Road car parks and reinstatement of Bollards at the rear of the Amulet.** Cllr Cann confirmed that he had still to action. This matter had also been chased at today's meeting with Peter Owen.

**Resolve:** that the matter is noted.

**Item 6 - Pedestrian Safety, Town Enhancement and Traffic Relief Proposals** – Following chasing the matter with SCC Highways earlier today members were informed that an email had been received from Peter Owen confirming that Atkins were undertaking an appraisal on this scheme and it was envisaged that work would begin early in 2004. Cllr Cann considered that this was encouraging and with goodwill, if MDC and SMTC can do their bit as well it was hoped that the scheme can be completed over the breaking of the two financial years and that was certainly the hope.

**Resolve;** that the matter is noted.

**Item 7 – CCTV User Group** – Also mentioned in the Public Forum. Members were advised that the Portfolio had requested that an interim payment of £3,000 be considered towards the start-up costs by SMTC along with all other parties. It was hoped that MDC would be able to follow this up. Members were also advised that Wells have only budgeted £3,000 in total for this current year. Members were concerned that Bluestone were the only

contractors allowed to do the work, and until the work had been done in Wells, they weren't allowed to start installing the new equipment. It was hoped that there would be more news by the time of the next Portfolio meeting and the latest date for the scheme start date appeared to be 11 September 2003.

**Resolve;** that the matter is noted.

**Item 8 – Skateboard Park Project** – It is hoped that the kids will meet with the manufacturers this week to produce the final plans for this. Cllr Treby praised the amount of sponsorship and hoped that this work should start within a month / 6 weeks, and is estimated to take about 3 weeks to complete. Cllr Lockey thanked Cllr Treby for all his work towards the Skateboard Park. He also praised the youths involved for forming their own Working Party, and put quite a lot of money in themselves.

**Resolve;** that the matter is noted.

**Item 9 – Town/Parish Plan** – Members considered the options of undertaking possible double consultations during the MCTI bid although the Community Council had encouraged us to undertake consultation separately to the MCTI process. Members and the ARO were of the consensus that we should await the outcome of the MCTI bid in the first instance.

**Resolve;** that the matter be placed on hold pending the outcome of the current MCTI bid.

**Item 10 - Christmas Lights 2003** – Now completed. Storage unit now completed, fittings all stored at Framptons, Fosse Lane.

**Resolve;** that the following are thanked for their involvement and time. Mr Taffy Stride, Mr Stan Blinman Mr Alan Connock and also Framptons for arranging and sponsoring storage.

**Item 11 - Additional Street Light – No 30/31** – Council previously resolved to fund at £300. The clerk was waiting a detailed formal quotation following the budget price received.

**Resolve;** to proceed and order the work when the detailed quotation is received subject to it being inline with the budget price received previously for £300.

Mr Guy Braga (ARO MDC) then left the meeting.

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**31. Collett Park Portfolio Report - Dated 29 May 2003 (Copy attached to these minutes)**

Cllr Shearn presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Collett Park Portfolio Report - Dated 29 May 2003 as attached to these Minutes are noted.

**Item 1 – Election of Portfolio Leader** - Cllr Shearn was ratified by Portfolio.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 2 - Election of Deputy Portfolio Leader** - Cllr Champion had been elected.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 3 – Collett Park Ground Care Contract** – Portfolio confirmed that the contract was to receive a formal review of its “Best Value” provision. This would be undertaken by the Portfolio at a date, which was to be arranged and a report submitted to Council.

**Resolve;** that the Portfolio undertake a “ Best Value” review of the Ground Care Contract with Quadron Services and report to Council.

**Item 3a – Park Contractors Report** – Report submitted and provided to all members with the agenda.

**Resolve;** that the report is noted.

**Item 4a – Shelter Roof** – Finally snagging works now completed, spare material left for further touch ups as required and cheque for final payment released.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 5c – Play Equipment** – All existing equipment now removed and works were well in hand with completion estimated prior to Collett Festival (14 June). The contractor had been saved some work due to removal of redundant equipment and materials by third parties, so Cllr Shearn was looking for additional works to be undertaken within the contract price. Members considered and Cllr Terry O'Connor proposed, seconded by Cllr Champion that that the additional two bench seats to be installed during the works to finish the area off completely went ahead and that the costs were envisaged at approximately £200 each plus VAT.

**Resolve;** that the matter is noted and the addition costs for the supply of two bench seats at an approximate cost of £400 plus VAT is approved.

**Item 5d - "Less Abled" play equipment (swing) Portfolio** considered the proposed provision of such a facility within the park and recommended that the matter be reviewed for a) dual use, b) exterior funding, c) by Keith Bush at MDC and to be reconsidered by Portfolio on receipt of new information.

**Resolve;** that the matter is noted.

**Item 6 - Play Equipment - Annual Safety Inspection** – Recommended by Portfolio that the Annual Inspection be delayed and booked following the installation of the new equipment with two purposes, firstly to inspect all existing equipment and secondly to inspect the newly installed equipment.

**Resolve;** that the recommendations from Portfolio are approved.

**Item 8 – Aviaries** – Work now underway, with exterior housings being demolished and the birds housed inside within temporarily extended housings. Work may not be completed prior to Collett Festival due to the galvanisation of the exterior construction. Cllr Shearn requested assistance and ideas from any qualified / experienced bird keeper to assist with the layout design within the newly built exterior aviaries to include perches etc. Cllr Bartlett enquired if contact had been made with the Caged Birds Society which has an event next week down the Bath & West Showground, Cllr Shearn understood that they dealt with exotic species and not the common finches etc.

**Resolve;** that the matter is noted.

**Item 9 - Collett Festival – Saturday 14 June** – Cllr Shearn reported matters were well in hand and Lyn Fisher had requested to undertake a food survey at the event. He did however highlight that this was a Town Council event and he would like some support from members to act as stewards / guides in the early morning when all the stalls and car boot people were turning up.

**Resolve;** that the matter is noted and any members available to assist Cllr Shearn are to contact him directly.

**Item 10 - Gig in the Park Proposal** - Organisers left it too late to run an event this year. Portfolio recommended to note and the matter to be deleted from their report pending further information coming forward.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 11 - Sculpture of "Old Shakey"** – Cllr Inchley enquired progress on the matter and if Cllr Manvill had made any further enquiries. Cllr Manvill informed that her contact was not at the latest Martock Wood Show but that she would make further enquiries in readiness for the next meeting of Portfolio.

**Resolve;** that the matter is noted.

**Item 12 - Rodent Control** – No further sightings and Portfolio recommended no further actions and that the matter to be deleted from their current report until any future problems or sightings arise.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 13 - Memorial Seat – Late Cllr Bob Kerslake** – Portfolio recommended to partnership fund up to a total value of £300 which is to include provision of the base and fixing of the seat. The balance of the sum is to be paid for by the family.

**Resolve;** by a unanimous decision that the recommendations from Portfolio are approved and that the Council fund £300 towards the project.

**Item 17 - Improvement Projects Listing** – Following a site visit undertaken with the contractor on Tuesday 27 May 2003 a further draft listing had been collated and submitted on the 2 June 2003 for further consideration.

**Resolve;** that the matter is noted.

**Item 18 - Garston Street Amenity Land** - Crown Lifting of one tree (Prunus (No 10) now completed and Cllr Shearn reported that having spoken to Mr Maurice Cox of Matthew Clark Brands Ltd on several occasions regarding an estimated £1200 worth of work to trees on their side of the area, that at present no funds were available.

**Resolve;** that both matters are noted and deleted from the current Portfolio report.

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**32. Footpaths Portfolio Report - Dated 29 May 2003 (Copy attached to these minutes)**

Cllr Manvill presented the report, which has been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Footpaths Portfolio Report - Dated 29 May 2003 as attached to these Minutes are noted.

**Item 1a – Agency Monies from MDC** – It was confirmed that a formal request for review of this annual sum had been sent to the District Council on the 27 May 2003 and copied to the District Ward Members requesting their support in the matter. One member considered that there may be further opportunities for exterior funding at the same time. Cllr Manvill confirmed that she was willing to investigate these sources if any member could advise of contact details.

**Resolve;** that the matter be noted and any member with information or contacts as to possible external funding sources are to inform Cllr Manvill directly.

**Item 1b – Maintenance Contract (Footpaths)** – The contract had now been let and the works were progressing.

**Resolve;** that the matter is noted and deleted from the Portfolio report.

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**33. Properties Portfolio Report - Dated 29 May 2003 (Copy attached to these minutes)**

Cllr Gilham presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Properties Portfolio Report - Dated 29 May 2003 as attached to these Minutes are noted.

**Item 1ai Allotments Unsatisfactory Cultivation** - The Town Clerk informed that a considerable amount of administration and correspondence had been involved in chasing rent from at least 15% of the 58 allotment holders. Some 5% of these required 3 letters each to terminate with the last termination taken place on the 1 June. The Council was requested to consider amending the renewal date for annual rents to the 1 February, giving a two month chase-time to the end of March for receipt of payment. This would then enable termination of any defaults while there was still time in the planting and growing cycle to re-let the spare plots. We could also take an option of reducing the rent next year to take account of this. The point was also raised that Allotment management and inspection visits were required on a frequent basis and it was considered a joint visit with the tenants representative on each site was desirable.

**Resolve:** that the Town Clerk implement a new renewal date for annual rents as of the 1 February 2004 with the rent reduced prorata for the first year (10month renewal), and the matter is to be deleted from the current portfolio report.

**Resolve;** that site inspection and management visits are undertaken, at the Portfolio Leaders discretion and if possible, jointly with the tenants representative of each site.

**Item 1aii Allotments Outstanding Rents** – The Clerk confirmed all paid. One existing tenant wishes to split his plot into two so there is one plot to let and the current waiting list is now reduced to five.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 1b Best Kept Allotment – Annual Award** - The Town Clerk stated that he wished to formalise a policy following, which all the 58 allotment holders will be informed that trophies will be awarded, and that they will be aware of the criteria required. The point was raised that perhaps an independent judge should be appointed.

**Resolve;** that the matter is noted and returned to Portfolio for further consideration and recommendations.

**Item 1c. Whitstone Road Allotment Site – Deeds** - The Town Clerk advised members that Dyne Drewett Solicitors had been contacted and we are awaiting the deeds to investigate ownership of the driveway.

**Resolve;** that the matter is noted.

**Item 1di -Hitchen Lane Site – Vacancy for Tenants Representative** – One volunteer only had come forward.

**Resolve;** that the clerk confirm the post with the one volunteer.

**Item 1dii Hitchen Lane Allotment Signs** – The clerk confirmed fitted and satisfactory.

**Resolve;** that the matter is noted and deleted from the current Portfolio report.

**Item 2 Town Clock** – Cllr Gilham confirmed that it appeared to need some preventative maintenance and further to scaffolding being erected outside Martins in the High Street, it was wondered whether this would be an ideal opportunity to use this in order to have a closer look at the clock.

**Resolve;** that the opportunity to firstly inspect the clock by agreed use of existing scaffold is undertaken as a matter of urgency and any work deemed as required to maintain this important artefact in the High Street is also undertaken without delay and at the discretion of the Portfolio Leader in consultation with the Chairman, Vice-Chairman and the Clerk.

**Item 4 Civic Centre/Future Council Offices - (New Build Locations)** – The clerk confirmed he was awaiting a response from Cooper & Tanner regarding independent valuation of both areas of land.

**Resolve;** that the matter is noted.

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#### **34. Administration Portfolio Report - Dated 29 May 2003 (Copy attached to these minutes)**

Cllr Jeremiah presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Administration Portfolio Report - Dated 29 May 2003 as attached to these Minutes are noted.

**Item 2a - “Near Harrogate” Oil Painting (Joseph Barker 1808)** – Failed to reach its reserve price of £2,500 at auction held on 16 May 2003 and recommendations received from Lawrence Auctioneers to reduce the reserve sum by some 44% to £1,400. Members raised concern as to the proposed reduction, timescale was not a factor and that the similar painting “Malvern” had auctioned for £3,000. Cllr Cann proposed, Cllr Lockey seconded, that the reserve sum should remain at £2,500.

**Resolve;** by a vote of 9 for and 1 against that Lawrence Auctioneers are instructed to proceed with the sale at their future auctions as per our original instructions and that the reserve sum is to remain at £2,500.

**Item 2b - “Malvern” Oil Painting (Joseph Barker 1808)** Auctioned by Lawrences on 16 May 2003 and sold for £3,000 gross. Nett monies still to be received.

**Resolve;** that the matter is noted.

**Item 2c - Frank Richards Paint – Visit to View at Highcliffe Castle** – Members had previously considered an invitation to attend the castle for a guided tour, which the Clerk was to arrange. Due to workload this had yet to be arranged. Cllr Jeremiah confirmed that he would now undertake this task and asked for interested members names and numbers. Cllr Inchley proposed, Cllr Champion seconded that the visit should proceed with Cllr Jeremiah's arrangements, the cost of which should be borne by individuals and not the Council.

**Resolve;** that Cllr Jeremiah is to arrange the visit to Highcliffe Castle for any interested members and their partners, at no costs to the Council.

**Item 3a - Meeting of 5 Towns with MDC** – The clerk updated members following the meeting with Clerks of each Town/City and officers of MDC held on 27 May 2003 to consider the wider issue of funding arrangements of facilities, services and the implications of Quality Council Status.

**Quality Council Status** – This may well have considerable implications for parish councils, especially how they were consulted and worked with District Councils in relation to provision of services. The consensus at the meeting was that the information provided by the Office of the Deputy Prime Minister (ODPM) would result in a direct “you will” and the likelihood of non compliance may well be the dissolve of many smaller parish councils. There were fourteen set criteria, which Councils had to comply with at least nine.

The Clerk considered this council very fortunate in that it complied for Quality Status with the exception of one criteria being his own personal qualifications, which Council had now purchased a distance learning pack, but that he had not yet started due to current workload. Application for Quality Status would be accepted from June 2003 onwards and a comprehensive document had been received explaining the Quality Scheme in full. Cllr Inchley advised that a summary of the scheme was also available via the internet.

**Resolve;** that Cllr Jeremiah would review the document and provide an appraisal at the next Portfolio meeting to be held on the 24 June 2003, reporting to Council thereafter.

**Finance & Funding Arrangements** – The Clerk advised that he had put the argument to the meeting for relief or grant support to the Town Councils funding of maintenance to Collett Park although the other towns/city appeared reluctant to support. However all parties were now aware and MDC finance officer Peter McKenzie was to visit each town clerk and review budget expenditure to each parish and report back to the next meeting which had been programmed for Wednesday 16 July at 2.30pm. It was still hoped for a positive outcome although some parishes were funding other headings, which SMTC did not such as public toilets, although the argument had been put back that Collett Park included public toilets.

**Resolve;** that the matter is noted.

**Item 6 - Shepton Mallet Infants School Governor** - Cllr Jeremiah had been nominated and the School was now in contact with him directly.

**Resolve;** that the matter is noted and deleted from the Portfolio report.

**Item 8 – Outstanding Insurance Claim (Collett Park £1800).** The Clerk confirmed that the loss adjuster involved proposed to reduce the claim by 50% due to the Aviaries not being stipulated on schedule. In the brokers opinion we still have a legitimate claim and they were consulting with insurers. If this claim is processed then SMTC will also lose the low claims rebate bonus of £293.26p.

**Resolve;** that the matter is noted.

**Item 9a - Computer System** - New hardware, operating system, network and internet sharing facilities were almost complete. Variances in the costs had been incurred along with loss of data. The Clerk submitted a detailed report on the matter (attached to these minutes). Cllr Cann proposed, Cllr Champion seconded that the report is accepted.

**Resolve;** by a unanimous vote that the report submitted by the clerk and attached to these minutes is accepted and the variance in funding is approved.

**Item 9b - Replacement Laser Printer** – The clerk informed reasons for the existing printer causing problems and consumables becoming uneconomic (toner £49, photo-roller £56). All spare stock consumables had now been used and a decision was now imminent as to purchase further consumables or purchase a replacement unit suited to its current operation of 40,000 copies per annum and the requirement to photocopy from the same facility. Cllr Cann proposed, Cllr Champion seconded that a new printer should be purchased and that the existing printer could then be sold off along with the redundant pc.

**Resolve;** that a new printer should be reviewed by the Clerk as a matter of urgency due to the nil stock of consumables and a suitable printer is to be purchased following approval by the Chairman, Vice-Chairman and Admin Portfolio Leader. The existing laser printer should be reviewed for sale along with the redundant pc.

**Item 10b - Internal Audit** – The final Internal Audit of the financial year had been undertaken by Mr Brian White (ex Clerk) on Friday 23 May 2003 and a copy of his report had been supplied to each member previously. Section 4 (Internal Audit) of the Annual Return had been completed at the same time and a copy also provided to each member. There were no discrepancies or omissions from the reports.

**Resolve;** that the Internal Audit Report dated the 23 May 2003 is noted along with the completion of Section 4 (Internal Audit) of the Annual Report both of which are to be submitted to the External Auditor for review.

**Item 10c - External Audit** – The date of the Annual Audit set for the 23 June 2003 had been unachievable. The Clerk submitted a report to each member (attached to these minutes) which appraised the timescale and workload verses the available resources. The Clerk considered the timescale as ludicrous and the workload totally unacceptable ending in the so called “Lighter Touch Audit” not working for Shepton Mallet and certainly not cost effective for the community. Recommendations made within the report were to fact find and write to the Audit Commission on the matter. The Clerk also confirmed, following consultations with the External Auditor that the Audit Date had now been set for the 17 July 2003, which implied that the notice would require posting tomorrow 4 June to allow the correct timescales to be achieved. Cllr Champion proposed, Cllr Inchley seconded that the report is noted and that the recommendations included within the report are accepted.

**Resolve;** that the report by the clerk dated the 30 May 2003 is noted and that the recommendations included within the report are accepted.

**Item 10d - Approval of Draft Final Accounts – Year Ending 31 March 2003** – Copies had been provided previously to each member at the last meeting (6 May 2003). Cllr Champion proposed, Cllr Inchley seconded that the Accounts are approved.

**Resolve;** by a unanimous vote that the Financial Accounts and Balance Sheet for Year Ending the 31 March 2003 are approved and were duly signed by the Chairman and Responsible Financial Officer.

**Item 10d - Annual Return – Members Statement of Assurances** – Members considered each questions and answer within Section 2 of the Annual Return and these were completed by the Clerk. Cllr Champion proposed, Cllr Inchley seconded that the Annual Return now fully completed be approved and signed.

**Resolve;** by a unanimous vote that the fully completed Annual Return for the Year Ending 31 March 2003 is approved, signed by the Chairman and to be submitted to the External Auditor for review.

**Item 11a - Members Declarations of Interest** – this matter had been highlighted earlier in the meeting by the Chairman. Two members were still to submit their Code of Conduct declarations to the Clerk and tomorrow 4 June 2003 was the last day to comply.

**Resolve;** that the matter is noted and the Clerk chase up the outstanding members as a matter of urgency.

**Item 11b - SALC/SLCC/MDC training session on the Standards Regime and Code of Conduct** – members considered the clash of dates and other meetings. The Clerk confirmed that correspondence informing the matter and requesting a further date had been sent to Derek Hooper of MDC.

**Resolve;** that the matter is noted and that a alternative date is essential.

**Item 12b - The Good Councillor's Guide** – A 74 page booklet was available free if picked up from SALC at Taunton by appointment or £2.00 each if posted. Members considered that the booklets would be advantageous and reviewed if they could be collect from Taunton thereby not incurring any costs.

**Resolve;** that the Clerk arrange for Cllr Champion to collect 16 copies (one for each member) from SALC when he is in the Taunton area on Monday 9 June 2003 at either 1.30pm or 4.30pm.

**Item 12c - Meetings & Events** – Cllr Jeremiah highlighted the three diary events within the report.

**Resolve;** that the matter is noted.

**Item 12d - Nominations for MDC Standards Committee** – The Clerk apologised for missing the date for submission to nominations of two members. He had written a letter of apology to both members and had attempted to get them both re-instated, however the ballot papers had already been sent out. Following receipt of the ballot papers and due to the fast track return date and in consultation with the Chairman the matter had been considered at the meeting of the Community & Leisure Portfolio which took place on the 27 May 2003. Three candidates with two votes had been available. Cllr Bradon (Wells) and Cllr Davis (Evercreech) were both voted and the Clerk confirmed that the Ballot Paper had been completed and submitted.

**Resolve;** that the votes for Cllr Bradon (Wells) and Cllr Davis (Evercreech) were both approved in retrospect and that the Clerks apology is accepted.

**Item 14 - Cllr's Emergency Contact during Meetings** – Members considered the matter and why MDC emergency call procedure could not be used. The Clerk confirmed consultations with Sue Cook of MDC that no existing facility was available. Several members considered that they should leave their own personal mobile phones on during meetings. Cllr Terry O'Connor proposed, Cllr Champion seconded that the clerks mobile should be utilised with his permission. The Clerk had previously and once again confirmed his agreement.

**Resolve;** that the Clerk, with his approval, is to have his mobile telephone switched on during meetings to afford members families emergency contact during meetings held by the Town Council. The telephone contact number is 07813 370284.

**Code of Conduct – Dispensation of Declarations of Interest relating to Trusteeships.** – The Clerk confirmed that he had written to the MDC Monitoring Officer, Derek Hooper to request dispensation for all members of the Town Council relating to matters of The Recreational Ground Trust (Collett Park) and The War Memorial Trust, both of which trustees were made up totally of serving members of the Town Council. A reply had yet to be received.

**Resolve;** that the dispensation was required and that the matter was noted.

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**35. Finance**

**Accounts for Payment by Cheque**

**Resolve;** that payments made by Cheque for June 2003 as per Appendix "A" attached to these Minutes be approved.

**a. Accounts previously paid by Direct Debit**

**Resolve;** that payments made by Direct Debit as per Appendix "A" attached to these Minutes be approved.

**b. Confidential Salaries for Payment by Cheque**

**Resolve;** that the Confidential Salary Payments for June 2003 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

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**36. Agenda Matters for the Next Meeting**

No matters were raised

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The Chairman thanked members for there attendance and closed the meeting at 9.15pm.

**Councillor C.F. Lockey**

**Signature** \_\_\_\_\_

**Chairman**

\_\_\_\_ / \_\_\_\_ / **2003**

# A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1439	Cheque Cancelled	n/applc		£ -
1640	Cleanaway Limited	6020	Collett Park Waste Disposal	£ 29.08
1641	SLCC Publications	5300	Accounts Information Update Sheets	£ 11.99
1642	Alan Connock	6080	Deposit - Collett Park Aviaries	£ 595.00
1643	Location Generation	5340	Repair of old computer	£ 25.20
1646	Inland Revenue	5000/5020	Tax/Ni 1st Quarter - Month 1 to 3	£ 1,682.69
1647	Microchiptz	7080	Office Computer System / Network/Setup	£ 1,148.50
1648	Microchiptz	5300	Repair/upgrade of old computer	£ 71.68
1649	Mr B E White	5040	Internal Audit Fees 5/03	£ 50.00

**£ 3,614.14**

**Payments by Direct Debit**

02-May	CGU Bonus	5200/6090	Insurance Premium	£ 297.49
16-Apr	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 277.54
28-Apr	BT One Bill	5160	Office Tel / Fax / Data and Calls	£ 53.96
30-Apr	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract - April	£ 2,254.57
16-May	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 277.54

**Sub Total £ 3,161.10**

**Total = £ 6,775.24**

## CONFIDENTIAL PAYMENTS

1644	Graham H Brown	5000	Town Clerk - June Salary 2003	£ 1,104.10
1645	Jeannette Lintern	5000	Admin Assistant - June Salary 2003	£ 400.91
<b>Total</b>				<b>£ 1,505.01</b>
<b>Grand Total</b>				<b>£ 8,280.25</b>

**Councillor C.F.Lockey**  
Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Councillor J.D. Bartlett**  
Vice Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Minutes of the Meeting of the Shepton Mallet Town Council held on 1 July 2003, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present:** Chairman - Councillor Mr C.F. Lockey

Cllrs Mrs J.D. Bartlett, Mr M.M. Cann, Mr R.R. Champion, Mr T. Fone, Mr J.E. Gilham, Mr K.J. Hurrell, Mr C.C. Inchley, Mr N. Jeremiah, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor, Mr M. O'Connor and Mr N. F. Shearn.

MDC Cllr Treby. 5 members of the public and 1 member of the press in attendance.

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised.

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**37. Apologies for absence -** Cllr Mrs S.J. Lintern.

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## **38. Public Forum**

**Bus Services** – Mr Clive Pearson advised of a meeting next week with Badgerline and also received information today from SCC that an inspection had been instigated by the Audit Commission to review Service Delivery by the Non-Commercial Bus Sector and that a meeting would take place in the Town Hall which Clive Pearson would attend.

**United Shepton 2003** – Mr Clive Pearson provided an appraisal of the some 18 shops which were empty within the Town Centre, two of which were in a very poor state of husbandry. The ex-Mountstevens Bakery Shop was a terrible eyesore and the Council should look into getting the premises cleaned up.

**Leisure Centre - Ruth Sindell** – Mr Clive Pearson informed that Ruth Sindell was moving to cover the Street area following 13 years' excellent service at the Shepton Mallet Leisure Centre. He suggested that the Town Council may consider providing a presentation for Ruth Sindell prior to her leaving with a possible venue such as the Methodist Hall or the Bell Hotel.

**Collett Festival 2003** – Mr David Selway considered that it was an excellent event and thanked the organisers for such a great day.

**Collet Park Shelter Roof Redundant Tiles** – Mr David Selway suggested that the old tiles should be disposed of by way of sale, and that they should be advertised as soon as possible. The Chairman confirmed that this matter would be dealt with by Cllr Shearn.

**Town Crier** – Mr David Selway suggested that the town should have a Town Crier, and that this matter should be considered by Council. The Chairman confirmed that the town did previously have a Town Crier with a uniform, however he understood that the bell had been mislaid.

**Dummy Owl Deterrent** – Mr David Selway confirmed that he had purchased and collected the Owl on behalf of the Town Council and thanked the Clerk and the Fire Brigade for the prompt installation of the Owl the day following purchase. Time would now assess the degree of success.

**Bothers Drinks** – Mr Mike Harris raised concern that he had personally appeared to have had to monitor the site and to chase Mr Les Kimberley of MDC to enforce planning conditions set by the District Council. Updated signs should be provided and Haulage Contractors should be provided with maps and operational opening times of the Anglo Trading Estate. He requested the Town Council to provide support in the matter and pressurise MDC to get it right once and for all. Many residents appeared to be complaining directly to Mr Harris to take up complaints on their behalf and he confirmed that a meeting would be taking place tomorrow to discuss the matter. The Chairman confirmed that he had chased Mr Les Kimberley personally with all the problems mentioned and confirmed also that Mr Kimberley had written to Brothers Drinks highlighting the complaints and at the same time asking them to consider financing road direction signs around the town for delivery drivers to locate the correct route into the Anglo Trading Estate.

**Blocked highway Drains** – Mr Mike Harris raised concern as many of the highway drains appeared to be blocked, some due to not being cleared and others due to the road surface levels which caused localised flooding. He enquired as to planned dates for clearing of highway gullies within the town.

The Chairman thanked all members of the public for their concerns, which were noted.

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### 39. District Councillors Update

Members considered amendment to Standing Order 23 to permit allocation within the Agenda of full Council meetings for members to exchange and debate partnership matters applicable to the District and Town Councils with invited District members.

**Resolve:** Cllr Jeremiah proposed, Cllr Marsh seconded and approved by a unanimous vote that Standing Order 23 be amended to include standard heading on the full Council Agenda as Item 5 which follows Public Forum to read District Councillors Update for the purposes of exchanging and debating partnership matters applicable to the District and Town Councils with invited members from the District Council.

Cllr Treby (District Ward Member) was invited to join the meeting and the following matters were discussed:-

- a. **District Council Priorities** – Cllr Treby confirmed that Shepton remains the District Council's priority and that he was banging the drum to this effect. He was already aware of many issues including the swimming pool, CCTV and the Highway Enhancement Schemes. However, he did request any further matters to be brought to his attention.
- b. **Cleanliness of Toilets** – Members raised concern that although the toilets in the Amulet and Commercial Road were in a poor state of repair they were not being cleaned correctly. Cllr Treby confirmed that the Public Toilets in Shepton were the worst in Mendip and that action would be taken. At present both the toilets in the Amulet and Commercial Road were going out to tender for refurbishment/improvement and to be made vandalise-proof. Proposals had been considered to close the toilets in the interim however this had not been resolved. Members raised much concern that both sets of toilets should be kept open and that public money was being provided to the contractor to clean them, and the contract should be invoked in full. Although refurbishment of both toilets in the medium term was desirable, it was imperative in the short term that the cleaning was drastically improved.

The Chairman thanked Cllr Treby for his attendance.

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### 40. Minutes

The Minutes of the Meeting of the Town Council held on the 3 June 2003 were considered for accuracy and content.

**Resolve:** Proposed by Cllr Jeremiah, seconded by Cllr Champion and approved by unanimous vote, that the Minutes of the Town Council Meeting held on 3 June 2003 be approved as a true record and signed by the Chairman.

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### 41. Matters Arising from the Minutes - No matters were raised

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### 42. Planning Committee Minutes of the Meeting held on the 10 June 2003.

The Chairman requested members to note the contents of the Minutes relating to the meetings held on 10 June 2003.

**Resolve:** by a unanimous vote that the Minutes of the Planning Committee held on 10 June 2003 are noted.

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### 43. Chairman's Announcements

**Cenotaph Flyposting** – The Chairman confirmed that the Manager of the band "Deadfish" had apologised in the press for the flyposting. The reason which was given was over-zealous helpers. The Chairman did accept the apology, however he could not accept the reason for the flyposting and it would appear from its position some three-quarters the way up the Cenotaph, and the posters being put in the shape of a cross, that this was premeditated. The Chairman suggested that the perpetrators should be the ones to apologise directly to both the Council as trustees, and the community.

**Dummy Owl – Town Centre** – The Chairman thanked Mr David Selway for assisting the Council with collection and purchase on behalf of the Council of the dummy owl, and also the Clerk and the Fire Brigade for fixing.

**Council Recess** – The Chairman reminded Members that next month was Council recess and no meetings would take place, but the usual executive procedures would continue. He wished Members a nice holiday break.

**The Good Councillor's Guide Booklet** – The Chairman confirmed that he had collected this free-of-charge booklet from SALC today and one was issued to each Member at the meeting.

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#### **44. Community & Leisure Portfolio Report - Dated 26 June 2003 (Copy attached to these minutes)**

Cllr Lovell presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Community & Leisure Portfolio Report - Dated 26 June 2003 as attached to these Minutes are noted.

**Item 1d. Shepton Mallet Young Peoples Centre Grant** – Correspondence received from Sam Moon confirming that they were unable to meet Town Council's criteria and the application had been withdrawn. Several members raised concern as to setting criteria for a sum of just £200. Before criteria are set to any future applications careful consideration should be given to the matter.

**Resolve:** Proposed by Cllr Gilham, seconded by Cllr Champion, resolved by unanimous vote that the matter be noted and deleted from the current Portfolio Report.

**Item 2c. Avon & Somerset Police Authority Annual Report 2002/03** – Available from the Clerk's office.

**Resolve:** Proposed by Cllr Jeremiah, seconded by Cllr Champion, resolved by unanimous vote that the matter be noted and deleted from the current Portfolio Report.

**Item 3a. Launch of Somerset Highways** – The Clerk read out a letter informing members of the launch of Somerset Highways with a new contract as of 1 July 2003, which effectively amalgamated Somerset County Council and Atkins their contractor, under one brand name and logo, with increased performance requirements focussing on service delivery.

**Resolve:** Proposed by Cllr Champion, seconded by Cllr Jeremiah, resolved by unanimous vote that the matter be noted and deleted from the current Portfolio Report.

**Item 3b. Traffic Enhancement Schemes** - The Clerk confirmed that a meeting was arranged for Wednesday 2 July 2003 at 2.00pm in SMTC offices which nominated members of the SMTC would attend. Cllr Lockey would also attend in his role as County Councillor and others to attend were MDC Officers and Ward Members, Somerset Highways and SCC LTP Officers.

**Resolve:** that the matter be noted and the outcome of the meeting be reported to the next meeting.

**Item 3c viii. Bollards/Clearance of Church Lane off Regal Road** – The Clerk confirmed receipt of a letter and plan which confirmed that the paved area in question was under the ownership and maintenance of SCC. The Clerk confirmed that he had written to the Police and Traffic Warden to advise them of this information and request that their Officers enforce the no-parking restrictions in this area. A letter had also been returned to Somerset Highways requesting that they maintain the paving to this area which was cracked and unsafe, with the damage possibly being caused by heavy vehicles.

**Resolve:** that the matter be noted.

**Item 7b. Redundant Bus Stop Signs – West Shepton** – Confirmed that the signs had now been removed by the Fire Brigade and were stored in the Town Council offices.

**Resolve:** Proposed by Cllr Jeremiah, seconded by Cllr O'Connor T that the matter be noted and deleted from the current Portfolio Report.

**Item 10. Mendip in Bloom 2003** – Confirmed that the final date for entries was 18 July and Cllr Manvill confirmed that the next meeting of the Group would take place on 7 July at 4.30pm in one of the MDC Offices. Cllr O'Connor T raised concern that, as Town Council's representative on the Group, he had still not received any contact. The Clerk confirmed that Mendip in Bloom Committee had been advised of Cllr O'Connor T's contact details, receipt of which had been confirmed by Mr Roger Eddy of the Committee, a copy of which had also been sent to Cllr Manvill.

**Resolve:** Proposed by Cllr Jeremiah, seconded by Cllr Champion by a unanimous vote that the matter be noted and deleted from the Report. The Clerk was instructed to again inform the Mendip in Bloom Committee of Cllr O'Connor T's nomination as Representative from Town Council and his full contact details.

**Item 11. Town Centre Event – Pride in Shepton** – The Clerk informed verbal information received that the previous Jubilee Committee were organising an event within High Street North and Town Street for Saturday, 9 August 2003. A road closure had been requested for High Street North although access would still be available through Great Ostry. It is possible that a stage would be erected and that several bands would provide entertainment on the day.

**Resolve:** that the matter is noted and deleted from the current portfolio report.

**Item 12a. Shepton Mallet Cemetery – Path for Wheelchairs** – Stuart Finney of MDC confirmed that he had in mind to undertake the work but that no current funding was available, and that he was investigating other funding arrangements.

**Resolve:** that the matter is noted and remains on the current Portfolio Report.

**Item 12b. Closed Churchyard – St Peter's and St Paul's** – The Clerk informed contents of a meeting with Cathy Day of MDC regarding the lack of maintenance especially to the trees and paths within the churchyard. Cathy Day, a new Officer to Mendip, appeared to be very aware of the situation and fully conversant with bereavement services, however she confirmed that there was a problem relating to a lack of funding. Members raised concern that funding should be available via the Parish Special Expenses Rate being levied.

**Resolve:** that the matter is noted and that Cllr Treby (District Ward Member) is to take the matter up on behalf of the Town Council with the District Council.

**Item 12c. MDC Cemeteries and Closed Churchyards Consultation** – The meeting with Cathy Day of MDC on 18 June with the Clerk had also covered this matter, the outcome of which was further information being provided. It was hoped to increase the free space of the existing cemetery by making up ground, especially on sloping areas. MDC were also still reviewing plans to extend the cemetery up the hill, albeit the concerns about rocky ground. This two-year timescale would allow further consideration to be given to a crematorium, which at this point in time, would appear to not be commercially viable. Woodland burial sites were also discussed and consideration was being given to several sites at the present time.

**Resolve:** that the matter be noted and that Cathy Day of MDC is invited to provide a presentation to the next meeting of the Portfolio programmed for Tuesday, 16 September 2003 at 7.00pm.

**Item 13. Internet Broadband for Shepton Mallet** – Target numbers now reached and Shepton Mallet would obtain broadband facilities when installed by BT.

**Resolve:** that the matter be noted and deleted from the current Portfolio Report.

**Item 14. Vandalism to the Market Cross and Shambles** – The matter was now been dealt with by United Charities in respect of the Market Cross. Four pinnacles were required to be renewed which would involve specialist contractors, the cost of which were envisaged as being high.

**Resolve:** Proposed by Cllr Champion, seconded by Cllr Jeremiah by a unanimous vote that the matter be noted and deleted from the current Portfolio Report.

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#### 45. **Regeneration Portfolio Report - Dated 26 June 2003 (Copy attached to these minutes)**

Cllr Cann presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Regeneration Portfolio Report - Dated 26 June 2003 as attached to these Minutes are noted.

**Item 1 & 2 Election of Portfolio Chairman and Deputy Leader** – Cllr Cann had been elected by full Council as Portfolio Leader and Cllr Jeremiah had been elected by Portfolio as his Deputy Portfolio Leader.

**Resolve;** by unanimous vote that Cllr Cann is duly elected as Portfolio Leader and Cllr Jeremiah is duly elected Deputy Portfolio Leader and that the matter is deleted from the current report.

**Item 3 Non-Town Council Members at Portfolio meetings** – Standing Order 97 had been confirmed at Portfolio but non-Town Council Members were allowed to take part in Portfolio meetings with the exception that they have no voting rights.

**Resolve:** that the matter be noted and deleted from the current Report.

**Item 5 Area Regeneration Programme 2003/04** – Already approved by Town Council in June.

**Resolve:** that the matter be noted and deleted from the current Report.

**Item 8a SCC Community Highway and Transport Enhancement Fund (CHTEF)** – The Clerk confirmed information received relating to this fund totalling £250,000 per annum and available to parishes to propose projects outside other funding or schemes. Proposals would be looked at on an annual basis, each project could only be funded up to 60% (£20,000 max) by SCC, therefore partnership funding arrangements would need to be considered for the outstanding 40%. Projects considered for further investigation was the upgrading of West Shepton/Old Wells Road Junction into a roundabout, although several members raised some concern as to the partnership requirement for funding when the matter was the responsibility of SCC Highways, and that it should be funded totally by them.

**Resolve:** Proposed by Cllr Lockey, seconded by Cllr Jeremiah with a unanimous vote that highway projects such as the West Shepton/Old Wells Road junction should be investigated. The scope of the scheme, application criteria and partnership funding should also be investigated at the same time and a report submitted to Council for further consideration

**Item 9a Property Rates – Town Centre** – Confirmation received from District Council that charities qualify for 80% mandatory rate relief, and they can also apply for an additional 20% dispensation to be considered, but this is only normally given by the District Council to local-based charities. One member reaffirmed his concerns of multi-national high profit-making charities receiving rate relief and selling new products in direct competition with other High Street retailers.

**Resolve:** Proposed by Cllr Inchley, seconded by Cllr Lovell with a vote of 14 for and 1 against that the matter be noted and deleted from the current Portfolio Report.

**Item 9b Pedestrian Safety, Town Enhancement and Traffic Relief Proposals** – The matter had been discussed earlier in the meeting under the Community and Leisure Portfolio.

**Resolve:** that the meeting arranged for Wednesday, 2 July at 2pm in SMTC' s offices is noted.

**Item 9d Internal Structure Details of MDC** – Information has now been received and distributed to all members indicating the membership, management structure, including Portfolio Holders, and Officers of MDC.

**Resolve:** Proposed by Cllr Lovell, seconded by Cllr Jeremiah that the matter be noted and deleted from the current Report.

**Item 9e Pigeon Problem/Town Centre Cleaning** – Confirmed that the dummy owl had now been purchased for £11.25, collected free of charge by Mr David Selway, and temporarily fitted by the Clerk/Fire Brigade. It would however need a purpose-made bracket for fixing if this dummy owl was to be kept on a permanent basis.

**Resolve:** Proposed by Cllr Champion, seconded by Cllr Jeremiah that the success of such a deterrent is monitored and assessed for a period of time. Council to reconsider the matter at a later date as to the removal or making permanent of the temporarily-fitted dummy owl deterrent.

**Item 9h Shop Mobility Facility** – One member raised concern that Shepton was the only town now without this facility. A further member confirmed that the TIC and Salvation Army were not able to locate the equipment.

**Resolve:** that the Clerk chase Mr Keith Bush of MDC to progress the matter which had achieved little progress over a considerable period of time.

**Item 10 CCTV User Group** – Members considered an update within the report and the Clerk confirmed request for an interim payment of £2,750 towards the project. Previously all councils had been requested to fund £250 of which Shepton Mallet was the only council forthcoming with the funds. However all the other councils had now been requested for £3,000 and this £250 had been reduced from SMTC's invoice.

**Resolve:** Proposed by Cllr Champion, seconded by Cllr Jeremiah that an interim payment of £2,750 be approved payable to MDC as SMTC's contribution towards the CCTV system for the town.

**Item 13 Town/Parish Plan** – Previously considered that this matter be placed on hold pending the outcome of any future MCTI bid.

**Resolve:** Proposed by Cllr Champion, seconded by Cllr O'Connor M that the matter be noted and deleted from the current report.

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**46. Collett Park Portfolio Report - Dated 26 June 2003 (Copy attached to these minutes)**

Cllr Shearn presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Collett Park Portfolio Report - Dated 26 June 2003 as attached to these Minutes are noted.

**Item 3 Improvement Projects Listing** – A draft listing of improvement projects for the current year was provided to all members (copy attached to these minutes). The Clerk confirmed that the prices set against each project were current budgetary prices and he also reaffirmed the financial regulations in that the work needed to be deemed as an extension to the existing contract or, failing this with the sums involved, that the work would need to be quoted/tendered by several companies. The Leader highlighted a recent problem with the rusted roof and breakdown of galvanised sheeting to the depot in the area of the new aviaries, which he envisaged would require work to renew two or three corrugated sheets. He requested permission to carry out this maintenance work, however if it required re-roofing then he would come back to full Council for further consideration. The Vice Chairman raised concern as to progress with the aviary exterior housing and enquired as to a completion date.

**Resolve;** Proposed by Cllr Lockey, seconded by Cllr Jeremiah that the work proceed to make the depot roof in the area of the aviaries watertight as a matter of urgency and Cllr Shearn to chase up Quadron/Alan Connock regarding completion date for the new exterior aviary housing.

**Item 7 Collett Day** – The Leader confirmed a successful event with the weather playing its part in the success. Difficulty had arisen in the provision of wheelie bins and Quadron had provided an excellent service of cleaning up. Consideration should be given in the future as to recycling of waste and several members of the community had mentioned the matter on the day. A copy of the financial statement relating to income and expenditure (as attached to these Minutes) was provided to each member. A further £116.25 had been received from the operator of the Simulator and there remained one outstanding payment which was envisaged to be around £20 yet to be received. At present the total income was £906.25 against an expenditure of £294.12, leaving a current net profit of £612.13.

**Resolve:** by unanimous vote that Cllr Shearn is congratulated on the organisation and undertaking of an excellent and successful event.

**Resolve:** by unanimous vote that the income and expenditure statement relating to Collett Festival on 14 June 2003 (as attached to these Minutes) indicating a current net profit of £612.13, with one outstanding payment estimated to be £20, is noted and that the matter be deleted from the current Report.

**Item 11 Insurance Claim – Vandalisation of Toilets and Aviaries** – The Clerk confirmed that the insurers had now agreed full payment of the claim less the normal excess. The Leader wished members to note that vandalism was still going on in the Park with one of the new play equipment seats being cut and timber being removed from the shelter building.

**Resolve:** by unanimous vote that the matter be noted and deleted from the current Report

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**47. Footpaths Portfolio Report - Dated 26 June 2003 (Copy attached to these minutes)**

Cllr Manvill presented the report, which has been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Footpaths Portfolio Report - Dated 26 June 2003 as attached to these Minutes are noted.

**Item 1 & 2 Election of Chairman/Deputy Portfolio Leader** – Cllr Manvill had been elected by full Council as Portfolio Leader and Cllr Marsh had been elected by Portfolio as Deputy Portfolio Leader.

**Resolve:** Proposed by Cllr Cann, seconded by Cllr Lovell by unanimous vote that Cllr Manvill is duly elected Portfolio Leader, Cllr Marsh is duly elected Deputy Portfolio Leader and that the matter be deleted from the current Report.

**Item 3 Countryside and Rights of Way Act 2000** – Portfolio confirmed that there was no open country or common land within the Parish.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Report.

**Item 4 Public Path Diversion Order – SM 31/31 Part Field Farm** – Order now confirmed by MDC.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 7 Additional Footpath Maintenance Works** – The Leader confirmed that, due to the seasonal weather, additional work may be required during the recess period to the footpaths and requested Council's consideration to allow work to be ordered if and when required.

**Resolve:** Proposed by Cllr Champion, seconded by Cllr Cann by a unanimous vote that the Footpaths Portfolio Leader, in consultation with the Clerk, raise orders for additional work as and when required within the existing Footpath Maintenance Contract during the recess period subject to available budget.

**Item 8 Additional Footpath Complaint** – One member raised concern as to the metalised footpath leading from Victoria Grove into Charlton Close, which needed maintenance work to the overgrown vegetation.

**Resolve:** that the Portfolio Leader contact Sheila Petherbridge of MDC and/or Somerset Highways to arrange for the maintenance to be carried out.

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#### **48. Properties Portfolio Report - Dated 26 June 2003 (Copy attached to these minutes)**

Cllr Gilham presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Properties Portfolio Report - Dated 26 June attached to these Minutes are noted.

**Item 1a Allotments – Tenancy Matters – Items a.i – a.iv Rent Renewal Date/Unsatisfactory Cultivation/Support Maintenance/Letters to be Sent to Existing Allotment Holders**

**Resolve:** by unanimous vote that all the above matters are noted.

**Item 1b Best Kept Allotment – Annual Award** – The Leader confirmed that the trophies/awards were now engraved and that he had arranged, along with the tenants representatives of each site, to review the allotments for the purposes of the Award on 1 August 2003. Members discussed the criteria for allocation of the awards, and at present it was envisaged that inspection on the day would be the criteria for this current year although the matter could be reviewed by Portfolio at a later stage.

**Resolve:** by unanimous vote that the matter be noted.

**Item 1d Composting Units** – Members considered partnership funding of compost units for each allotment with the existing tenants. Some members considered that the Council should take the lead in the matter, while others considered that considerable capital sums have already been afforded to the current facilities.

**Resolve:** by unanimous vote that the matter is noted and returned to Portfolio for further consideration.

**Item 1f i. Vacancy for Tenants Representative - Hitchen Lane Site** – Tenant's Representative now Mrs Sally Barton.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current report.

**Item 2 Town Clock** – Cllr Marsh declared a personal and prejudicial interest in the matter as her husband undertakes clock maintenance duties on behalf of the Town Council, and left the room.

Item 2a – Albino Builders had provided permission to use their scaffold, now in situ.

Item 2b – Alan Connock had provided an estimate of £448 + VAT for the refurbishment of exterior metalwork

Item 2c – SCC Lighting had provided a quotation to renew the electrical feed and light unit for £185

Members considered it advantageous to undertake the refurbishment as soon as possible to enable utilisation of the scaffold presently in situ supplied by Albino Builders for other purposes.

**Resolve:** Proposed by Cllr O'Connor T, seconded by Cllr Cann by a unanimous vote, that the permission/offer of use of scaffold by Albino Builders is accepted and that work to refurbish the Town Clock by Mr Alan Connock (exterior metalwork/painting) for the sum of £448 + VAT is accepted, and that the quotation provided by SEC Lighting (renewal of electrical supply and interior light fitting) for the sum of £185 + VAT is accepted, and that the work is put in hand as soon as possible to enable use of the existing scaffolding.

Cllr Marsh then rejoined the meeting.

**Item 3 Highfield House – 1 Park Road** – Members were informed of draft lease agreement received from MDC Legal Department, a copy of which had been reviewed by Cllr Gilham and Cllr Jeremiah. Several points had been raised and a request would be returned to MDC regarding amendment/clarification of these points within the draft lease agreement. The Clerk raised concern as to the indication within the draft lease agreement that non-domestic rates were excluded from the fully-serviced lease rental of £6,000 per annum. He also advised that MDC had recently split the rateable value of their offices into the main complex, and also 1 Park Road presently occupied by the Town Council. This had been followed up with receipt of a rent review by the Inland Revenue which was mandatory and had been completed and returned.

**Resolve:** by unanimous vote that the matter be noted and that any response received back from MDC should be further considered by Council at the next available meeting.

Cllr Gilham then left the meeting.

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#### **49. Administration Portfolio Report - Dated 26 June (Copy attached to these minutes)**

Cllr Jeremiah presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Administration Portfolio Report - Dated 26 June and attached to these Minutes are noted.

**Item 1 & 2 Election of Chairman/Deputy Portfolio Leader** – Cllr Jeremiah had been elected by full Council as Portfolio Leader and Cllr Lovell had been elected by Portfolio as Deputy Portfolio Leader.

**Resolve;** by unanimous vote that Cllr Jeremiah is duly elected Portfolio Leader, Cllr Lovell is duly elected Deputy Portfolio Leader and that the matter be deleted from the current Report.

**Item 3b Museum/John Phyllis Collection** – Portfolio confirmed that this matter is now finalised and documentation held on file.

**Resolve;** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 4a “Near Harrogate” Oil Painting** - Recommendation from Portfolio that the reserve price of £2,500 is upheld and that the matter be reviewed should the painting remain unsold following Lawrence Auctioneers' October sale.

**Resolve;** by unanimous vote that the recommendation of Portfolio is accepted and that the reserve price of £2,500 is upheld, and the matter reviewed in November 2003.

**Item 4b “Malvern” Oil Painting** – Recommendation received from Portfolio that the funds realised are allocated to the current Swimming Pool Reserve Fund. The Clerk confirmed that the full and correct nett proceeds of sale had now been received from the Auctioneers, and that the proceeds including VAT reclaim totalled £2,790 which was on the approved payments schedule to be considered later for transfer to Investec Bank UK.

**Resolve:** Proposed by Cllr Champion, seconded by Cllr Manvill that the nett proceeds for the sale of “Malvern” oil painting for £2,790 which has now been received, is transferred to the Reserve Fund allocated to the Swimming Pool project, and that the matter be noted and deleted from the current Portfolio Report.

**Item 4c Frank Richards Painting – Visit to Highcliffe Castle** – Portfolio confirmed that previous dates to visit had been unacceptable for some members and requested that any interested members wishing to attend the visit to Highcliffe Castle provide proposed dates and in return Cllr Jeremiah would firm up on a date acceptable to the majority of those wishing to attend.

**Resolve;** that the Portfolio leader firm up the dates for a visit to Highcliffe Castle with any interested members and that this take place at no cost to the Council.

**Item 5f Governance & Accountability – A Practitioners Guide** – This is presently under review by Cllr Inchley following an update received current as at 1 April 2003.

**Resolve;** that the matter is noted, the file returned to the Clerks office on completion of the review and that the matter be deleted from the current Portfolio Report.

**Item 7 Quality Parish Council Status Scheme** – The Leader had appraised the scheme details received and provided a summary of the salient points (copy attached to these Minutes). The Town Council presently met the majority of the criteria for application for Quality Status, with the exception of a quarterly newsletter to the community and the qualifications of the Clerk. The matter of the quarterly newsletter was being reviewed and the Clerk was presently working through training courses.

**Resolve;** by unanimous vote that the Quality Parish Council Scheme appraised by the Portfolio Leader, and attached to these Minutes, is noted and that compliance for application is reviewed by Portfolio.

**Item 8a Insurance Claims** – One outstanding relating to Collett Park, already discussed earlier at the meeting. This claim would now be met in full less the Policy Excess of £250.

**Resolve;** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 9a Photocopier Facility** – Portfolio recommended that the services of Capita are utilised for photocopying in the adjacent MDC Engineers' office at an all-inclusive price of 4p per copy.

**Resolve;** by unanimous vote that the photocopying facilities of Capita Services was utilised for all Town Council photocopying requirements at 4p per copy and that the matter is noted and deleted from the current Portfolio Report.

**Item 9b Replacement Laser Printer** – One member raised concern as to the financial requirement for tendering the supply of a new printer, and the Clerk confirmed that the maintenance/renewal of existing supplies and services were not subject to tendering requirements. However the resolve to purchase a replacement laser printer had already been approved by Council at the June meeting, but that delays had occurred with setting up of a specification and review of capital costs, especially the ongoing cost of consumables such as drums and toner cartridges. This had now been further reviewed by Portfolio and, given the urgency, the replacement printer had been purchased at a cost of £729 + VAT from the cheapest of three suppliers. A spare drum and toner cartridge had been purchased at the same time.

**Resolve;** that previous approval (by Council June 2003) and subsequent approval by Portfolio is resolved in retrospect by unanimous decision, that a replacement laser printer (Model Brother HL7050N) has been purchased at a cost of £729 + VAT along with a spare toner cartridge and drum. The matter to be deleted from the current Portfolio Report.

**Item 9c Official Stamp** - This had now been purchased through The Consortium.

**Resolve;** that the matter is noted and deleted from the current Portfolio Report.

**Item 10a Members Declaration of Interest (Code of Conduct)** – Portfolio Report now submitted to MDC Monitoring Officers and copy on file in the Clerks Office.

**Resolve;** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 10b Dispensation for Members relating to Matters regarding Recreation Ground Trust (Collett Park) and War Memorial Trust** – Following the submission of a request for dispensation this had now been heard by the Monitoring Officer and the Standards Committee of MDC. The Monitoring Officer had verbally confirmed to the Clerk that dispensation had been granted subject to confirmation that the trustees (each member of the Town Council) did not receive any remuneration. This had been confirmed by the Clerk to the Monitoring Officer as correct. Members requested information relating to procedures following receipt of formal notice of dispensation and if they were required to en-block make a declaration each meeting discussing the matter or whether it would be done once over the term (4 years) of the Council. The Clerk was presently unaware of the procedure required to be adopted in respect of these two trusteeships.

**Resolve;** that the matter is noted and, on receipt of formal Notice of Dispensation relating to the Recreation Ground Trust and War Memorial Trust charities, details relating to the procedural requirements are obtained from the Monitoring Officer at MDC.

**Item 10c Code of Practice** – The Portfolio Leader enquired if new members had yet reviewed the video and guide. The Clerk confirmed receipt of new ethical framework regulations which came into force as of 30 June 2003, a copy of which was supplied to each member.

**Resolve;** that the matter is noted, new members should be encouraged to review the video and guide and the matter is deleted from the current Portfolio Report.

**Item 11a SALC/SLCC/MDC – Parish Forum Meeting** – 7 July 2003 at 7pm in the MDC Chamber.

**Resolve;** that the matter is noted and deleted from the current Portfolio Report.

**Item 11c Membership of Society of Local Council Clerks (SLCC)** – This had been considered by Portfolio which recommended acceptance of a special offer for membership of the SLCC on behalf of the Council for the sum of £54 which provides membership until December 2004. The merits of membership to be reviewed prior to the renewal date. The Clerk confirmed that during his time in the post he had received great assistance from SLCC and there were many advantages in joining this organisation, especially at present with the special offer being invoked whereby the joining fee had been waived and the normal annual subscription of £90 had been reduced to £54 covering 18 months timescale.

**Resolve;** Proposed by Cllr Champion, seconded by Cllr Bartlett that the Council take out membership of the SLCC on behalf of the Clerk for the special offer sum of £54 which provides membership until December 2004, and that the renewal of the membership is reviewed prior to this date. The matter to be deleted from the current Portfolio Report.

**Item 11d Staff Appraisals** – Portfolio and Members considered that staff appraisals should take place on a formal basis.

**Resolve;** by Cllr Champion, seconded by Cllr Bartlett that staff appraisals are undertaken on a formal basis and that the Portfolio Leader in consultation with the Clerk submit proposals to Council for further consideration.

**Item 12a SALC Affiliation Fees 2003/04** – Following an increase of 18.8% (£124.71) as of 1 April 2003, the Clerk had written to SALC informing of Council's concern at the level of increase and requesting justification for such an increase. To date no response had been received. The Portfolio Leader had written to SALC on 24 June with a copy of the Clerk's letter highlighting Members' concerns and requesting a response by return.

**Resolve;** that the matter is noted and placed on hold pending a response from SALC.

**Item 12b The Good Councillor's Guide Booklet** – Collection had now been arranged with SALC and Cllr Lockey had picked up today.

**Resolve;** that the matter is noted, one copy of the Good Councillor's Guide was provided to each Member. Cllr Lockey be thanked for collection of the booklets and that the matter be deleted from the current Portfolio Report.

**Item 14 Non-Domestic Rates 1 Park Road** – The matter received consideration earlier in the meeting, however the Clerk confirmed that MDC had recently had a review of their rateable value which was now shown as £128,000 for the MDC complex and a further £3,750 rateable value for the premises known as 1 Park Road (presently occupied by the Town Council). A rent review had also been received from the Inland Revenue which was a compulsory return and already been completed and returned, and that some liability may be forthcoming as a matter had already been documented in the draft Lease Agreement recently provided by MDC.

**Resolve;** that the matter is noted and further considered by Council on receipt of new information.

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## 50. Finance

### Accounts for Payment by Cheque

**Resolve;** that payments made by Cheque for July 2003 as per Appendix "A" attached to these Minutes be approved.

**a. Accounts previously paid by Direct Debit**

**Resolve;** that payments made by Direct Debit as per Appendix "A" as attached to these Minutes be approved.

**b. Confidential Salaries for Payment by Cheque**

**Resolve;** that the Confidential Salary Payments for July and August 2003 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

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**51. Agenda Matters for the Next Meeting**

No matters were raised

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The Chairman thanked members for their attendance and closed the meeting at 8.45pm.

**Councillor C.F. Lockey**

**Signature** \_\_\_\_\_

**Chairman**

\_\_\_\_\_/\_\_\_\_\_/2003

# A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1650	Cllr Lovell	5600	Reimbursement for Twinning Present	£ 29.84
1651	H W Signs	6070	Collett Festival Banner Signwriting	£ 76.38
1652	Mid Somerset Agricultural Soc	6650	Grant	£ 200.00
1653	Mendip Care and Repair	6650	Grant	£ 200.00
1654	Cllr Lockey Tourist Information & Heritage Centre	5550	50% Chairman's Allowance	£ 497.00
1655	Centre	6660	Annual Support Grant	£ 1,100.00
1656	Citizens Advice Bureau	6670	Annual Support Grant	£ 3,100.00
1657	Mendip Community Transport	6680	Annual Support Grant	£ 500.00
1658	S/M County Infants School	6900	Sect 137 - School Crossing Patrol	£ 621.00
1659	Investec Bank Uk	7020	Capital Investment - Swimming Pool	£ 5,000.00
1660	The Toner Factory	5300	Consumables / Cartridges for printers	£ 237.28
1661	Capita Business Services	5320/5300	Photocopies and Postage -April/May	£ 82.40
1662	Cleanaway Limited	6020	Collett Park Waste Disposal	£ 19.38
1668	Western Newspapers Ltd	6070	Collett Festival Advert	£ 87.42
1669	C H Penns	6160	Allotment Cups - Engraving	£ 20.50
1670	The Consortium	5300	Stationery / Printing	£ 139.36
1671	Mr David Selway	6500	Repayment - Dummy Owl Town Centre	£ 13.22
1672	SLCC - membership	5400	New Subscription until Dec 2004	£ 54.00
1673	Mendip District Council	6480	CCTV Contribution	£ 2,750.00
1674	Investec Bank Uk	4450	Sale of Painting into S/Pool reserve account	£ 2,790.00
1675	C H Penns	5600	Chairman's Chain - Engraving	£ 9.00
				<b>£ 17,526.78</b>
<b>Payments by Direct Debit</b>				
03-Jun	CGU Bonus	5200/6090	Insurance Premium	£ 297.49
30-May	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract - April	£ 2,254.57
09-Jun	Freeserve	5160	Internet Service Provision	£ 9.99
16-Jun	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 277.54
				<b>Sub Total</b>
				<b>£ 2,839.59</b>
<b>Total =</b>				<b>£ 20,366.37</b>

<b>CONFIDENTIAL PAYMENTS</b>				
1663	Graham H Brown	5000	Town Clerk - July Salary 2003	£ 1,104.10
1664	Jeanette Lintern	5000	Admin Assistant - July Salary 2003	£ 400.91
1665	Graham H Brown	5000	Town Clerk - August Salary 2003	£ 1,104.10
<b>Total</b>				<b>£ 1,505.01</b>
<b>Grand Total</b>				<b>£ 21,871.38</b>

**Councillor C.F.Lockey**  
Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Councillor J.D. Bartlett**  
Vice Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Minutes of the Meeting of the Shepton Mallet Town Council held on 2 September 2003, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present:** Chairman - Councillor Mr C.F. Lockey

Cllrs Mrs J.D. Bartlett, Mr R.R. Champion, Mr T. Fone, Mr J.E. Gilham, Mr K.J. Hurrell, Mr C.C. Inchley, Mr N. Jeremiah, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor, and Mr N. F. Shearn.

MDC Cllr Treby. 6 members of the public and 1 member of the press in attendance.

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids.

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**52. Apologies for absence** - Cllr Mr M.M. Cann and Mr M. O'Connor.

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## **53. Public Forum**

**Bus Services** – Mr Clive Pearson updated Council following a meeting with Somerset County Council at Glastonbury on 25 July 2003, with regard to a review of the service provision called for by the Audit Commission, to look into how good the service is and how it can be improved. Overall it appeared that all delegates were quite happy with the existing services although Mr Pearson raised the following concerns:-

1. Service 161/162 Fare Structure - This appeared excessively high with a £3 charge to go from Shepton Mallet to Wells. He provided proposals for split-structured costings for their consideration.
2. Service 669 Shepton Mallet to Cheddar/Shipham – At the drop-off in Street there appeared to be no information that Clarks Village was only some 3 minutes' walk from this stop, and this information would possibly provide increased use of the service.
3. Shepton Mallet to Bath Service – Mr Pearson informed that they were going to consider a cross-service bus with a limited service directly from Shepton Mallet to Bath.

Overall, it had been a very constructive meeting.

The Chairman and Members voted their thanks and appreciation to Mr Pearson for all his input and effort undertaken on the above.

**Public Toilets** – Mr Taffy Stride referred to Item 12 within the current Regeneration Report and once again raised concern that there had been little improvement in the cleanliness of the public toilets and it appeared that the District Council was unable to monitor the Cleansing Contractor's performance in the matter.

**Pigeon Problem – Town Centre** – Mr Taffy Stride referred to Item 14 within the current Regeneration Report and reported that the recently-fitted dummy owl deterrent was not working.

**Doctors' Surgery Zebra Crossing** – Mr Taffy Stride referred to Item 17 within the current Regeneration Report and raised concern at the increased cost of this crossing to some £20,000 of which the Town Council had allocated some £500. In his opinion he considered that the crossing would not cost this much to install and that the Town Council should obtain a breakdown of costs before allocating any funds. The Chairman confirmed that the majority of the funding was via the 106 Agreement with the Developers of the Surgery site and the increased cost of this was due to an upgrading to a zebra-type crossing.

**Disabled Accesses to Town Council Offices** – Mr Taffy Stride raised concern and informed he had received complaints from members of the public regarding non-availability of disabled access to the Town Council Offices and requested that something be done about the matter. The Chairman reported that matters were in hand and that a disabled ramp is to be installed in the near future by the District Council as per the Lease Agreement with the Town Council. At present there was a doorbell facility which, when operated from the exterior, the Clerk would go outside to meet any members of the public unable to gain access for the interim period.

**Collett Park – Misuse of Play Areas and Vandalism** – Mr Taffy Stride raised concern as to the current goings-ons in the Park and said that signs were required stipulating the age of youngsters using each of the designated play areas, and that the Council should give full backing to the contracted Park Keeper and to ensure that the age limits and good behaviour were enforced.

**Open Spaces** – Mr Taffy Stride reported at a recent Footpath Portfolio meeting following a survey by Somerset County Council, that Sheila Petherbridge of MDC had confirmed that, within the Parish, there were no areas of common land or indeed any designated open space. Mr Stride wished the Council to take this up as an issue as indeed all fields were classed as open space as recently highlighted by the Government in the previous Foot and Mouth epidemic. He informed that Weymouth Town Council had indeed taken issue with this and requested that this Town Council take the same stance and provide support.

**Station Road Verge Maintenance** – Mr Taffy Stride wishes to record his thanks to Mr Haskins for the recent maintenance to the verge within Station Road, and to the private individual who undertook clearance to the footpath area leading from Station Road to Compton Road. Following this work, Atkins had also visited the area and uprooted and removed some of the long-stalked weeds within the same area.

**Townsend Roundabout/Dangerous Highway** – Mr Taffy Stride referred to the current Community and Leisure Portfolio Report, Item 5, sub-item 10, and reported a dangerous occurrence whereby a load had shed from a HGV vehicle negotiating the roundabout and one concrete block had fallen off narrowly missing a pedestrian on the adjacent pavement. Although the lorry had stopped and the driver apologised, the load had indeed shifted and, in this instance, the pedestrian was unhurt, and it would appear that this was an accident waiting to happen and he urged the Council to look into the matter with some degree of urgency. The Chairman agreed with the concerns of Mr Stride, although he considered that the unsecured load was the responsibility of the driver, and the matter should have been reported to the Police. Mr Mike Harris, a member of the public, reported that he was the actual person concerned with the near miss and stated that matters could be entirely different had the concrete struck himself.

**Poor Maintenance to Footpath behind the Swimming Pool, running from Eastfield to Shaftgate Avenue** Mr Mike Harris raised concern as to the dangerous condition of the wall bordering this footpath and also the lack of maintenance to the footpath and adjacent hedgerows, and enquired as to who was responsible for same. He also raised concern as to the redundant area which had become totally overgrown, which backs onto the gardens of Eastfield, which once again directly backed on to the area of the Swimming Pool. The Chairman confirmed that the footpath is under the maintenance of Mendip District Council and, whilst he was not allowed to divulge details, plans were in hand for the area of land adjacent between the Swimming Pool and the rear gardens of the houses in Eastfield.

**Payment of Accounts** – Mr David Selway raised several queries regarding the proposed Payment Schedule on the Agenda. He queried a payment for a memorial seat at £772 which, whilst he understood this included VAT, seemed rather expensive. There was also a payment for a School Crossing Patrol at £621. He felt that last year the Town Council paid some £500 so there was a considerable increase in these costs. He also was of the opinion that Somerset County Council was to pay for this type of facility, and therefore the Town Council should not be funding. Another question to ask is why should this be funded for one school and not for any of the other schools within the Town. He did not wish to prolong the meeting this evening and therefore would raise these matters directly with the Clerk during office hours.

**Redundant Roofing Tiles – Collett Park** - Mr David Selway enquired whether there was any further update as to the disposal of these tiles following the re-roofing of the shelter. He understood that the same tiles were used on the bandstand and therefore all the tiles should not be disposed of. There appeared to be little progress in the matter since last raising the issue some two months' ago.

**Ice-Cream Franchise – Collett Park** – Mr David Selway informed that the Council was losing up to £500 a year income by not letting-out an Ice-Cream Franchise for the Park. He requested that this matter be looked into.

**Use of Bandstand** – Mr David Selway considered that more use should be made of the bandstand and requested Council to consider the matter and also that consideration be given to attempting to get the youth of the Town involved, and to see if youths with instruments could be encouraged, and supported, to play within the Bandstand on Sundays.

**Skateboard Park Facility** – Mr David Selway raised concern and enquired what progress had been made in the matter. Although he was unsure of the exact location within West Shepton Playing Fields, he had visited the site and could see no construction progress apart from slight alterations to the existing tennis courts. He also enquired as to the financial affairs of this project, given that the Town Council had already paid out a sum of £10,000 towards the project, and enquired where the money had actually gone to. It was explained to Mr David Selway that an account had been set up by the Skateboard Park Group and monies were held within that account earning interest, along with monies from other Stakeholders who had contributed towards the project.

A sum of approximately £70 had been spent to date on consultancy fees relating to a badger sett adjacent to the area of the proposed construction.

The Chairman thanked all members of the public for their concerns, which were noted.

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#### **54. Minutes**

The Minutes of the Meeting of the Town Council held on the 1 July 2003 were considered for accuracy and content.

Min 49 – Item 4a “Near Harrogate” Oil Painting. Amend record of vote from unanimous to indicate vote of 13 For, 1 Against and 1 Abstention.

**Resolve:** following the above amendment to Minute 40 – Item 4a, that the Minutes of the Town Council Meeting held on 1 July 2003 be approved by unanimous vote as a true record and signed by the Chairman.

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#### **55. Matters Arising from the Minutes - No matters were raised**

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#### **56. Planning Committee Minutes of the Meeting held on the 8 July, 29 July and the Notes of the Recess Executive Meeting of the 15 August 2003.**

The Chairman requested members to note the contents of the Minutes relating to the meetings held on 8 July, 29 July and the Notes of the Recess Executive Meeting of the 15 August 2003.

**Resolve:** by a unanimous vote that the Minutes of the Planning Committee held on 8 July, 29 July and the Notes of the Recess Executive Meeting of the 15 August 2003 are all noted.

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#### **57. Chairman’s Announcements**

Reverend Liz Smith’s Cheese & Wine Invitation – The Chairman reaffirmed the date as Saturday, 13 September at 7.30pm, and confirmed to Members that partners were also invited and Members wishing to attend should contact the Clerk to provide details to Reverend Liz Smith of numbers.

Removal of Yew Hedge – St Pauls School – The Chairman received notification from Somerset County Council of their proposals to remove a yew hedge to the northern boundary of the school with Paul Street, and to replace these with railings, which would be an improvement.

Order of Business – One Member enquired if there was a reason why the Order of Business was set on each Agenda, and considered that the Order of Business for submission of Portfolio Reports should be moved around on a rotary basis. The Clerk confirmed that the order was set within Standing Orders. The Administration Portfolio was last on the Agenda mainly due to the type of business that may be required in closed session, although the Council could amend Standing Orders or the business as required. The Chairman confirmed that if there was a genuine reason to move a Portfolio, such as the Leader wishing to leave the meeting, he was quite willing to propose the matter at a meeting subject to prior contact.

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#### **58. District Councillors Update**

District Councillor Paul Treby was in attendance and, with some air of frustration on slow progress, updated Members on current matters. He stated that he had now been in office some six months and, although the corporate policy of the District Council was to make Shepton Mallet priority in this current year, at present he had little evidence to show of any progress in the matter.

Sale of Norah Fry – This was on going although progress was very slow.

Public Toilets – He was fully aware of the unsatisfactory condition of the toilets. It appeared to him that the District Council was unable to successfully monitor the existing contract, and he expected little change until renewal of the contract, which was due in April 2004. Following a request by Members at the meeting, he confirmed that the two existing public toilets facilities within the Town would remain.

Maintenance of Closed Churchyards – Again, little progress to report following a meeting with the District Council’s Bereavement Officer, Cathy Day.

Skateboard Park Project – He confirmed that monies from Stakeholders was held in a bank account and reaffirmed discussions made earlier in Open Forum. Further progress was held up waiting for decisions from the District Council.

Cleaning of Town Street – Following the pressure washing of the Market Place and Members at the meeting enquiring as to why Town Street was not included within the scope of that cleaning, Cllr Treby promised that he would look into the matter and report back to Council.

The Chairman thanked Cllr Treby for his attendance, sympathised with his frustration as to lack of progress and once again thanked him for his efforts to date on behalf of the town.

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## 59. Administration Portfolio Report - Dated 15 August 2003 (Copy attached to these minutes)

Cllr Jeremiah presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Administration Portfolio Report - Dated 15 August and attached to these Minutes are noted.

**Item 1 – Financial Budget** - Spreadsheet had been submitted to Members for the 31 July 2003 for the current year period. One Member raised concern as to a possible underspend on headings of non-fixed overheads, and requested that the next meeting of the Administration Portfolio look into the matter with a view to either viring of budgets from one heading to another, or to actually underspending and putting money in reserves with a view to reducing the precept next year. The Clerk confirmed to Members that new financial regulations were strictly against the viring of budgets, therefore the Council would need to look closely at precept considerations to ensure that budget levels were fixed to each budget heading as accurately as possible.

**Resolve:** By unanimous vote that the matter is noted.

**Item 2 – Special Expenses Rate/Partnership Agreement** – The Clerk confirmed his Officers' meeting with the District Council and the four other Towns held on 16 July. Main discussions revolved around draft Partnership/Charter Agreements but reported little progress as to the financial affairs, but confirmed that he had still been hammering home the requirement for a Financial level playing field prior to any other agreements. It was envisaged that the next meeting due for September would possibly include a request for Members to attend as well. The Clerk was concerned due to the re-structuring of the District Council and that, with the loss of Officers such as Derek Hooper, continuity would be lost and little progress may be forthcoming.

**Resolve:** By unanimous vote that the matter is noted.

**Item 3 – Precept 2004** – It was reaffirmed that a meeting of the Precept Working Party was programmed for the 25 November 2003. Some Members considered that Town Council Policy, Strategy and Priority should be worked up prior to this date to enable an accurate and meaningful budget/precept to be collated. Some of the Members agreed to discuss the matter directly with the Portfolio Leader following this meeting. However, proposals from each Portfolio are required back to the Clerk by the end of September (this current month) to enable base draft budget figures to be collated.

**Resolve:** By unanimous vote that the matter is noted, and that all Portfolio Leaders are requested to supply their draft proposals to the Clerk by the end of September 2003.

**Item 6 – External Audit** – The Portfolio Leader confirmed having reviewed the letter sent from the Clerk to the external Auditor on 29/7 and the Clerk confirmed that no response had yet been received, and experience had shown with the external Auditor that he had to chase the matter several times, and responses were only normally received at the end of a certain timescale.

**Resolve:** By unanimous vote that the matter is noted.

**Item 8 – Risk Assessments** – The Portfolio Leader confirmed his agreement with the Clerk that this was now a matter of high priority and enquired as to the progress of obtaining advice sheets on the matter. The Clerk confirmed that these had still not been received from SLCC, mainly due to an internal misunderstanding within SLCC regarding the Council's new membership application. However, this had now been sorted. Membership was now confirmed with a welcome pack en route to the Council and the advice sheets requested would follow in due course. The Portfolio Leader considered that, on receipt of the information sheets, he may request a meeting of Portfolio holders to consider the matter further.

**Resolve:** By unanimous vote that the matter is noted.

**Item 11 – Insurance Claim Outstanding for Collett Park** – The Clerk confirmed that this had now been completed and a settlement sum, less the excess, of £1,478.88 had been received and banked.

**Resolve:** By unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 14 – SALC Affiliation Fees** – The Portfolio Leader confirmed that a lengthy and detailed response had been received from SALC and it would appear that the Council does get good back-up support and training from SALC. The main reason for the increase was that NALC had increased their fees by some 10.5% and on top of this SALC had other scaled charges.

**Resolve:** By unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 15 – SALC Meeting – Saturday, 27 September 2003 at Spaxton Village Hall** – Cllr Jeremiah confirmed that he was unable to attend this meeting and resolved that Cllr Martin Lovell would attend the above meeting in lieu of Cllr Jeremiah and that the Clerk would obtain Agendas and papers for the meeting.

**Resolve:** By unanimous vote that the matter is noted.

**Item 17 – Sale of Oil Painting (near Harrogate)** – Following clear instructions to the Auctioneers and receipt of verbal agreement, which were then followed by conflicting letters, it had now been agreed with the Auctioneer to place the painting within their October auction at the reserve price of £2,500, however with a 10% discretion of the Auctioneer.

**Resolve:** By unanimous vote that the matter is noted, and that the painting would be placed in the October auction of Lawrence's Auctioneers at a reserve price of £2,500 with a 10% discretion of the Auctioneer on the day.

**Item 20 – Code of Conduct Dispensation (Trusteeships)** – The Monitoring Officer Mr Derek Hooper, following advice from the District Council's Solicitors, had now provided a detailed response dated 22 July regarding the procedure to be adopted by Members within the Town Council. This letter was read in full by the Portfolio Leader.

**Resolve:** By unanimous vote that all Members would comply with the written advice provided by the Monitoring Officer in his letter dated 22 July 2003, in that Members would, either individually or collectively, make a declaration of a personal and prejudicial interest on all matters raised relating to the Trusteeships they hold as Town Council Members in the Shepton Mallet Recreation Ground Trust (Collett Park), and the War Memorial Trust. Also at the same time, Members, either individually or collectively, should register the dispensation afforded on both these matters by the Standards Committee for the life of the current Council, due to expire in April 2007. This procedure should be adopted at each and every meeting where related matters were raised and that the Minutes should record this procedure. The matter is now to be deleted from the current Portfolio Report.

**Item 21 – Register of Interest and Hospitality Booklet** – All Members confirmed receipt of this booklet.

**Resolve:** By unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 22 – Clerk's Training** – The Portfolio Leader confirmed the review of information received via email of the Clerk's progress and submissions regarding his current training course. The Clerk confirmed there was one section still to be completed which was "Community Action".

**Resolve:** By unanimous vote that the matter is noted.

**Item 24 – Co-opted MLA Governors** – The Portfolio Leader confirmed that Governing Bodies and Co-opted Governors had until 31 August 2006 to reconstitute; therefore he expected that existing Governors would be contacted from their respective schools over this matter.

**Resolve:** By unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 27 – Code of Practice Handling Complaints/LTM 56** – Members had individually been provided with a copy of the LTM 56 prior to the meeting, along with SALC recommendations that this Code is formally adopted at the earliest. Members considered contents of the LTM 56 and also considered the setting-up of a Committee to handle the complaints procedure, when any complaints were received, however it was considered that the matter should be reviewed in greater detail prior to any consideration in the matter.

**Resolve:** By unanimous vote that the matter is noted and is returned to Portfolio for further and more detailed consideration in the matter prior to providing recommendations to Council when available.

**Item 28 – Notice of Meetings** – Agendas (Summonses) will now be dispatched by post on the preceding Wednesday prior to the Tuesday’s meeting, thus providing three clear working days’ notice of the Thursday, Friday and the Monday.

**Resolve:** By unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Community Council AGM** – The Clerk reported information, Agenda papers and voting card received for any Member to attend the meeting to be held on Tuesday, 16 September at 7.00pm.

**Resolve:** By unanimous vote that the matter is noted and is not required to be applied to the current Portfolio Report.

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**60. Community & Leisure Portfolio Report - Dated 15 August 2003 (Copy attached to these minutes)**

Cllr Lovell presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Community & Leisure Portfolio Report - Dated 15 August 2003 as attached to these Minutes are noted.

**Item 1 – Police Crime Report** – The Portfolio Leader confirmed that a response had been received from Sergeant Downing via email to most members, and that the report for June 2003 had also been received.

**Resolve:** By unanimous vote that the matter is noted.

**Item 4 – Town Centre Street Cleaning** – District Councillor Stephen Robinson, along with Cllr Bartlett, had undertaken an inspection of the area during late August and had taken some digital images, none of which had been seen by Members to date. Members considered that the basic cleanliness of the Town Centre was still not being achieved under the existing District contract, and that the standard was as bad as ever. This matter would need to be continually addressed on a regular basis.

**Resolve:** By unanimous vote that the matter is noted and addressed on a regular basis for the foreseeable future with the matter remaining on the current Portfolio Report.

**Item 5 – Somerset Highways Outstanding Priorities** – A meeting had taken place on 29 July at SMTC offices with Peter Owen and Jeff Bunting of Somerset Highways to discuss the list of outstanding matters.

Item 5.1 – TRO Order and Signage to the Town Centre – It was understood that the order had now been sealed and we are waiting supply and installation of signage by Somerset Highways. Completion date unknown.

Item 5.3 – Weight Restriction Additional Signage – Somerset Highways are still chasing this matter and completion date remains unknown.

Item 5.4 – HGV Routing Signs – Guy Braga still liaising with Les Kimberley of MDC and Brothers Drinks Co.

**Resolve:** By unanimous vote that the above three matters be noted.

Item 5.7 – Town Boundary Signs – Draft templates of two types of signs had been supplied to each Member prior to the meeting, following consultations between the Clerk, Guy Braga of MDC and Somerset Highways Signage Technicians. Members considered the draft proposals and amendments.

**Resolve:** Proposed by Cllr Gilham and seconded by Cllr Shearn, with a vote of 10 for, none against and 4 abstentions, that initial costings are obtained on the supply and fixing of Town boundary signs as per the two drafts provided, with the exception that the smaller of the two signs has details relating to the twinning towns added to its layout, and that when the costs are known then further consideration would be provided to the contents of the two draft signs.

Cllr Jeremiah then left the meeting.

Item 5.13 – Blocked Highway Drains – Outstanding list now confirmed as being cleared.

**Resolve:** By unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 6 – Somerset County Council Highways Control Centre** – The Clerk raised much concern that he was not able to contact directly, via telephone, any of the staff at the Somerset Highways Area Office in Glastonbury, and was having to deal through a Call Centre.

This resulted in several matters of an urgent nature having to wait several days for a Highways Officer to re-contact the Clerk. In the Clerk's opinion, the service was totally unsatisfactory and this communication barrier would hinder service delivery.

**Resolve:** By unanimous vote that the Clerk write to the Leader of Somerset County Council outlining deep concerns as to the Call Centre procedure and the inability of the Town Council office to be able to communicate on an Officer-to-Officer basis directly with Somerset Highways Staff at the Area Highways Office at Glastonbury.

**Item 7 – 20mph Speed Restrictions** – Members raised much disappointment and dissatisfaction that the order came into force on 5 July and now some two months' later the infrastructure was still not correctly installed. Members were also concerned as to the delay to the coverage of Whitstone and Waterloo Road schools where no work had started at all.

**Resolve:** By unanimous vote that the matter is noted with much disappointment and dissatisfaction by the Council and that the Clerk continue to chase Somerset County Council to completion of the St Pauls school system and also to try to obtain projected dates for the Whitstone and Waterloo Road schools.

**Item 8 – Proposed Stopping-up of The Batch** – The Clerk informed that further details regarding this application would be available shortly and advised Members to consider deferring this matter until the next meeting.

**Resolve:** By unanimous vote that the matter is deferred pending receipt of further information regarding the proposals, and that the matter is further considered on receipt of the information at the next available meeting of Council.

**Item 9 – Refurbishment of Existing Outdoor Swimming Pool** – The Portfolio Leader updated Members of the contents of the report, which included the tender process and the meeting taken with Town Council's representatives to select Saunders Architects from the list of four submissions. A further meeting is programmed for 4 September and Cllr Inchley would attend in lieu of Cllr Lovell's position. Following this meeting it was hoped to update Portfolio, and indeed Council, at the next meeting. Members were asked to consider a formal request from Mendip District Council for SMTC to partnership-fund the consultancy fees by some 50%, and also thereafter to participate in the Working Project Management Group which would consist of Cllr Lockey, Cllr Lovell and the Clerk. The total estimated consultancy fees were between £2,400 and £3,600, of which the Town Council was asked to fund 50%.

**Resolve:** Proposed by Cllr Gilham, seconded by Cllr Inchley with a unanimous vote that the matter is noted, and that Cllr Lockey, Cllr Lovell and the Clerk continue to participate as Members of the Working Project Management Group in partnership with the District Council, and that the Town Council confirm its agreement to partnership-fund 50% of Saunders Architects consultancy fees, estimated between £2,400 and £3,600 in total (SMTC to fund between £1,200 and £1,800 in total, the funds to be drawn from the Reserve Account held for the Swimming Pool project).

**Item 14 – Community Grants** – The Portfolio Leader requested that Items 14.3 and 14.4, two grant applications, be deferred for further consideration by the Portfolio to meet in several weeks' time and then for recommendations to be placed to the next meeting of the Town Council.

**Resolve:** By unanimous vote that the matter is noted and a grants request relating to Shepton Mallet Carnival and the Wells & District Opportunity Playgroup are returned to Portfolio for further consideration and for recommendations to be submitted to the next meeting of the Town Council.

**Item 14.5 – Shepton Mallet Fun Run** – A request was received for a community grant to provide revenue support for the event.

**Resolve:** Proposed by Cllr Inchley, seconded by Cllr Gilham, resolved by unanimous vote that a grant was provided for revenue support to the event up to a maximum of £75 to be paid out against known expenditure costs.

**Item 15 – Closure of Kids Haven After School Club** – It is understood the matter has now been resolved, with the After School Club being closed and its users being dispersed through other similar facilities.

**Resolve:** By unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 17 – Christmas Lighting** – The Clerk had now completed a draft specification and tender document, which had been provided to the Chamber of Commerce for comment and approval. Unfortunately, following several chases to the Chamber of Commerce on the matter, nil response had been received to date, and the Clerk raised concern as to the short timescale.

**Resolve:** Proposed by Cllr Shearn, by unanimous vote that the matter is noted and that, if no response is received following chasing the Chamber of Commerce in the short term, the tender document as existing is approved and the tender procedure to be instigated without delay.

**Item 20 – Memorial Trough for late Cllr Alfie Connock** – Cllr Marsh declared a personal, non-prejudicial interest in the matter and left the meeting. Plans and inscription for the trough had now been approved by the family, and a formal request received from Mr David Vagg for the Town Council to consider partnership-funding towards the cost of the trough, including fixing, at a total sum of £3,750.

**Resolve:** Proposed by Cllr Gilham, seconded by Cllr Inchley, 7 For and 3 Abstentions, that the Council provide £700 as partnership-funding to the total cost of the supply and fixing of a Memorial Trough for the late Cllr Alfie Connock, to be fixed within Connock Square on the Tadley Acres housing estate.

Cllr Marsh then rejoined the meeting.

**Item 21 – Police Authority Strategy Plan 2003-2005** – Received and available from the Clerk's office.

**Resolve:** By unanimous vote that the matter is noted, that the details were available from the Clerk's office, and that the matter be deleted from the current Portfolio Report.

**Item 22 – Support for Detached Youths Teams to Operate in the Town** – Members considered the proposal documented within the Portfolio Report which would provide Detached Youth Teams in and about the town, working in exterior locations. One member considered that this was not a new initiative or venture and that this had been done in the past, and it did not appear to be successful. One member considered it was a very good proposal following his attendance at a recent seminar.

**Resolve:** By unanimous vote that Mr Mark Holden from the Youth Service is requested to provide a presentation to the next meeting of the Community & Leisure Portfolio to be held on Tuesday, 16 September 2003 if possible, failing this at a future meeting of the Community & Leisure Portfolio.

**Item 23 – Speeding Traffic – Waterloo Road** – A complaint received from a resident of Waterloo Road received consideration.

**Resolve:** By unanimous vote that Members share the concerns of the resident and that the Clerk write to Somerset County Council requesting that they speed up the implementation of the proposed 20mph speed restrictions to the Waterloo Road area.

**Item 24 – Complaint of Vehicles Mounting Pavement at West Shepton** – Members considered the letter concerned from a resident of West Shepton along with consideration of speeding traffic on many roads within the Town, and the event of minor road traffic accidents occurring on junctions.

**Resolve:** By unanimous vote that the matter is noted and that Council share the concerns of the resident, and that the correspondence be passed on to Somerset Highways for their attention. The matter to be deleted from the current Portfolio Report.

**Item 25 – Renewal of Low-Use BT Payphones** – Members were informed of the executive decision made during Council recess. Members advised on 30 July by email, with a written response provided to BT on 15/8 highlighting reasons and very strong objection to a proposed removal of the payphone at Cornwall Road and objection to removal of the payphone at the Crowne Trading Estate, with supporting reasons.

**Resolve:** By unanimous vote that the objection made during Council recess by written response dated 15/8 is approved in retrospect and that the matter be deleted from the current Portfolio Report.

**Local Highway Safety Schemes A37- Road down Downside** – Information received consideration by Council regarding proposals by Atkins for the extension of the existing 40mph speed limits and instigation of a new 30mph speed limit throughout Downside on the A37 and also extension of the 30mph zone into Shepton Mallet via the B3138 Bath Road. Proposals also included widening of the central lane reservation for turning right off the main A37 into the B3138 Bath Road junction. Comments were required by 15 September 2003.

**Resolve:** By unanimous vote that the matter is noted and that a response is returned to Atkins raising the concerns of the consideration of the dangerous junction adjacent serving Boulters Lane, and request for the hedge to be removed to No. 1 Boulters Lane which presently causes dangerous blind spots when exiting from Boulters Lane onto the main A37 highway.

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**61. Regeneration Portfolio Report - Dated 15 August 2003 (Copy attached to these minutes)**

The Chairman presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Regeneration Portfolio Report - Dated 15 August 2003 as attached to these Minutes are noted.

**Item 2 – Market & Coastal Towns Initiative (MCTI)** – Monies had been awarded and consultants engaged with good progress being reported from the Shepton 21 Group.

**Resolve:** By unanimous vote that the matter is noted.

**Item 3 – Heritage Economic Regeneration Scheme (HERS)** – Guy Braga reported that he was due to have a meeting with MDC's Conservation Officer, his Somerset County Council counterpart and would be entering into discussions with HERS shortly. To assist these discussions he wished to have some form of indication as to what level of partnership funding the Town Council may provide over the next 3 year period. Monies of funding by English Heritage fundamentally rely on the availability and levels of partnership funding. Therefore Guy Braga wished to collate, at the very least, a tentative list and value of possible Stakeholders' funding levels. Some concern was raised as to little information regarding exactly what the scheme was likely to deliver for Shepton Mallet and also the level of funding that the District Council would put into the partnership.

**Resolve:** Proposed by Cllr Shearn, seconded by Cllr Gilham that the Town Council would provisionally, and in principle, support the HERS by a minimum of £5,000 per annum for each of the next 3 year periods, and that the Council remained open to further consideration in the matter when further details are known.

Cllr Terry O'Connor then left the meeting.

**Item 5 – LTP Town Centre Enhancement Schemes** – Members noted the progress to date and that a further meeting will take place with LTP Officers during September/October 2003.

**Resolve:** By unanimous vote that the matter is noted

**Item 6 – Huntsman Site Regeneration** – Members were updated with the latest information that the site had been purchased by developers Limeridge Estates Ltd, a company from South Wales. As yet no planning brief or application had been submitted and it appeared they would wait and see who purchased the adjacent Griggs site.

**Resolve:** By unanimous vote that the matter is noted.

**Item 7 – Griggs Site Regeneration** – It was confirmed that the Griggs site is to be sold without planning permission and there was considerable interest from a variety of potential users. The deadline for the tendering process had been extended several times and it was envisaged that any information would not be known until mid-September 2003.

**Resolve:** By unanimous vote that the matter is noted.

**Item 15 – CCTV User Group** – Members raised much concern that there appeared to be no approved funding formula or agreement between Stakeholders within the project. Letter received from MDC/Wells Cllr John Osman requesting confirmation of SMTC's budget for CCTV during the current year and commitment to financial levels in additional years. As some £3,000 had already been provided in the current year, it would be advantageous to know commitments for future years, especially as we were approaching precept period, and following advice from the external Auditor not to vire budgets.

**Resolve:** Proposed by Cllr Gilham, seconded by Cllr Bartlett and by unanimous vote that Cllr John Osman be invited to attend the next meeting of the Council to provide a short presentation, draft business plan and further details to enable the Council to make a more informed decision on the matter. Also to provide in the interim information that the Shepton Mallet Town Council has a budget of £4,500 per annum set aside for the CCTV project (£3,000 already paid in the current year) and that this budget was subject to the match-funding of other stakeholders to an agreed formula.

**Item 18 – Additional Street Lighting – Garston Street** – The Clerk reaffirmed that the Council had already approved £300 towards this project and that Mendip District Council had agreed funding of the excess sum over budget. However, Atkins required payment prior to raising an order for the work to be carried out and that he had requested Atkins to raise invoices for the correct amounts directly to the Town Council and Mendip District Council respectively. He requested permission to make payment on receipt of invoice up-front, prior to the work being carried out and prior to the next meeting so to expedite the works before the winter period.

**Resolve:** By unanimous vote that the sum of £300 + VAT is paid to Atkins on receipt of an pro-forma invoice prior to the works being carried out and that Mendip District Council would be invoiced separately for the excess sum over budget.

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**62. Properties Portfolio Report - Dated 15 August 2003 (Copy attached to these minutes)**

Cllr Gilham presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Properties Portfolio Report - Dated 15 August attached to these Minutes are noted.

**Item 1 – Election of Officers**

**Resolve:** By unanimous vote that it is noted that Cllr Fone is duly elected Deputy Portfolio Leader and the matter be deleted from the current Portfolio Report.

**Item 2 – Introduction of Non-Town Council Members to the Portfolio**

**Resolve:** By unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 3 – Allotment Rent Renewal Date** – All allotment holders now advised of renewal date change to the 1 February annually.

**Resolve:** By unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 6 – Allotment Support Maintenance** – The Portfolio Leader updated Members on progress and informed that both site representatives were doing good work. The sign reported missing earlier from Whitstone Road had now been located and was back in situ. One member raised concern and requested that the wooden identity posts to each allotment on the Whitstone Road site did not have any plot numbers marked on each post, and therefore it was very difficult to locate a certain plot number.

**Resolve:** By unanimous vote that the matter is noted, and the Portfolio consider marking of plot numbers upon the existing plot marker posts.

**Item 8 – Best Kept Allotment Awards** – The Portfolio Leader confirmed that awards had been presented prior to this evening's meeting with the Best Kept Allotment Award going to the Holmes family for the Whitstone Road site, and the Bresnan family for the Hitchen Lane site. Three other allotments on each site were highly commended and the allotments overall were of quite a good standard with pleasing work going on in both sites. Some Members considered that the Portfolio should encourage allotment competitions in the autumn of each year for Best Grown Vegetables.

**Resolve:** By unanimous vote that the matter is noted and that the Portfolio review proposals to encourage allotment competitions in the autumn.

**Item 10 – Millenium Way – Sale of MDC Land** – Members were asked to ratify a previous decision to recommend no objection to proposals for adjacent property owners to purchase and maintain this land from the District Council. At present the land was left in a derelict state and is indeed an eyesore.

**Resolve:** By unanimous vote that the Town Council has no objection to the proposal that property owners in Nightingale Grove backing onto an area of derelict land adjacent to Millenium Way request to purchase and fully maintain the land from the District Council. The matter to be deleted from the current Portfolio Report.

**Item 11 – Composting Units** – The Leader confirmed that, with the assistance of the Clerk, the District Council and Quadron Contractors, 65 composting units and some plant forcing units had been obtained and distributed to both allotment sites, free of any charge.

**Resolve:** By unanimous vote that the matter is noted and deleted from the current Portfolio Report.

## **Item 12 – Whitstone Road Allotment Site**

Driveway Ownership - Members were informed of some dispute between the Town and District Councils regarding the ownership of the access driveway from Whitstone Road to the allotment site. The enquiries were ongoing with a view to obtaining or undertaking the required maintenance work to this driveway.

**Resolve:** By unanimous vote that the matter is noted.

Water Troughs – One trough still required a clasp to be welded to the existing metalwork to enable a lock to be fitted, and hopefully this will be carried out in the near future by Alan Connock. During the Council recess period both water troughs on this site had received damage by vandals which resulted in broken pipework. One had been reported to the Clerk on 4/8, which was repaired by Hodges Builders on 5/8 following isolation of the supply to save any flooding. A further incident occurred during the Clerk's absence to the second trough on the site of a similar nature. It was controlled by Cllr Gilham in liaison with the Chairman and the services of Roger Gerrish were employed to rectify the fault. Both incidents had been rectified, however an invoice for the work was still awaited from Roger Gerrish.

**Resolve:** By unanimous vote that the matters are noted, and that the work undertaken to the first trough carried out by Hodges Builders resulting in an invoice for £42.61 (including VAT) is approved in retrospect, and that the work authorised by Cllr Gilham in liaison with the Chairman for Roger Gerrish to undertake repairs to the second trough is also approved in retrospect, with the invoice still to be submitted for the works.

**Item 13 – Hitchen Lane Allotment Site** – Matters were ongoing and it was agreed that Sally Barton was doing some good work. Complaints regarding bonfires had been dealt with and letters had been sent to adjacent occupiers reference blocked vehicular access.

**Resolve:** By unanimous vote that the matter is noted.

**Item 14 – Town Clock Refurbishment** – Cllr Marsh declared a personal, prejudicial interest in the matter and left the room. Members were informed that the refurbishment was now complete and the builders had submitted their invoice for the scaffolding, which was included on the Payment Schedule for tonight's meeting. Alan Connock had completed his metalwork refurbishment and submitted his invoice for payment which was also on the Payment Schedule, and SEC Lighting had installed a new electrical supply and light to the clock and their invoice was also submitted and on the Payment Schedule for this evening's meeting. All the above prices were as previously approved by Council on 2/7.

However, a fault had been reported with the Town Clock stopped on 5/8 and the Clerk, in liaison with the Chairman and the Portfolio Leader, had instigated Mr Terry Marsh, Mr Don Clifford and Alan Connock to look into the matter. This required several visits, with Alan Connock supplying a hoist, and investigation and report being undertaken by Don Clifford with Terry Marsh assisting. It transpired that SEC Lighting had installed fixings for their light within the interior of the clock face, which had obstructed the clock hands from turning. The fault had now been rectified and an invoice received from Don Clifford for £70. Mr Terry Marsh had provided his time free of any charge and it was unknown if there would be any charge forthcoming from Alan Connock for use of his hoist and time. Members considered that good work had been done on the refurbishment of the town clock and it was unfortunate that this fault had transpired and it was considered that SEC Lighting should be liable for the additional cost, and that Mr Terry Marsh should receive some form of goodwill payment for his time taken.

**Resolve:** By unanimous vote that the additional work required to rectify the fault during Council recess period is approved in retrospect. Mr Don Clifford is to be thanked for his services and his invoice of £70 is approved for payment. Mr Terry Marsh is also to be thanked for his services and a goodwill payment of £50 is approved. The payment of £305.50 to Albino Builders for provision of scaffolding is approved. The payment of £526.40 to Alan Connock for refurbishment of the exterior metalwork of the town clock is approved, and that a payment of £217.38 to SEC Lighting Services for installation of lighting to the town clock is approved, however, the cheque is to be withheld pending the reclaim of £70 against SEC Lighting for the incorrect location of their light fitting within the clock causing the fault to occur and incurring Council with additional costs. All the above matters, with the exception of the outstanding SEC Lighting reclaim, is to be deleted from the current Portfolio Report.

Cllr Marsh then rejoined the meeting.

**Item 15 – 1 Park Road Lease Agreement** – The Portfolio Leader and the Clerk confirmed that an amended Lease Agreement had now been received from the District Council on 15/8, with all required amendments included, and agreement that business rates on the property were included within the £6,000 per annum agreement, and that the annual rental sum is fixed for the next four year period.

**Resolve:** By unanimous vote that the Lease Agreement applicable to the occupancy of No. 1 Park Road as Town Council offices, for the totally-inclusive charge of £6,000 per annum, fixed for the next four year period,

commencing as of 1 February 2003, be approved and signed, and that the Clerk be thanked for his efforts in the matter.

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**63. Collett Park Portfolio Report - Dated 15 August 2003 (Copy attached to these minutes)**

Collectively, all Members present declared a personal and prejudicial interest in the Collett Park Portfolio, being trustees of the Shepton Mallet Recreation Ground Trust operating and maintaining Collett Park. The dispensation being provided from the Standards Committee on 21 July 2003 to expire following the Council elections due in May 2007.

Cllr Shearn presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Collett Park Portfolio Report - Dated 15 August 2003 as attached to these Minutes are noted.

**Item 1 – Ground Care Contract** – Members considered the scope of the matter to be considered.

**Resolve:** By unanimous vote that the matter be discussed in closed session for contractual reasons at the end of this current meeting.

**Item 4 – Play Equipment Annual Safety Inspection** – Minor items had been picked up by Wicksteeds which were in hand to be priced by the Contractor. The Portfolio Leader chased the signs, which were still outstanding but was unable to get a response due to the holiday period. Following Member's enquiry the Clerk was able to confirm that the certification relating to the recently installed play equipment had been received and was now on file in the office.

**Resolve:** By unanimous vote that all the above matters are noted and that the invoice for Wicksteeds Leisure relating to the annual safety inspection for £35.25 is approved.

**Item 6 – Somerset Aggregates Levy Grant Aid** – The Chairman enquired if any further progress had been made in this matter, to which the Portfolio Leader reported in the negative.

**Resolve:** By unanimous vote that the matter is noted.

**Item 8 – Aviaries** – The Portfolio Leader updated Members with the initial work being almost complete, however the project had received vandalism damage already to the roof, and at present the contractor was reviewing strengthening of the new structure. The Portfolio Leader had also looked into the provision of razor wire, however safety criteria was required where the appropriate notices would be required to be put in place and the area was to be lit at all times to render the notices to be read and the wire to be seen. The provision of barbed wire was also to be reviewed.

**Resolve:** By unanimous vote that the matter is noted.

**Item 9 – Depot Roof** – The Portfolio Leader updated Members that an initial survey carried out indicated there was at least 10 sheets that required renewal, and indeed the whole roof may need renewal. However, the contractor still had to carry out a full survey and also supply a price for the work for further consideration.

**Resolve:** By unanimous vote that the matter is noted.

**Item 14 – Sculpture of Old Shakey** – The matter has now been reviewed along with costings, and it is recommended that this matter be placed on hold pending further conditional reports on Old Shakey, and the information was now held on file for future reference.

**Resolve:** By unanimous vote that the matter is noted. Details to be held on file and the matter is to be deleted from the current Portfolio Report.

**Item 15 – Collett Festival 2003** – The Income & Expenditure Sheet had now been completed and signed by the Portfolio Leader on 18/7, indicating a net profit for the event of £647.13 which had been attached to the Minutes of the 2 July 2003.

**Resolve:** By unanimous vote that the matter is noted and deleted from the current Portfolio Report.

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**64. Footpaths Portfolio Report - Dated 15 August 2003 (Copy attached to these minutes)**

Cllr Manvill presented the report, which has been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Footpaths Portfolio Report - Dated 15 August 2003 as attached to these Minutes are noted.

**Item 4 – Balancing Ponds (Bloor Homes Estate)** – The Leader confirmed that a considerable amount of correspondence had gone to and fro between all parties. The water into the pond had now been fully explained as to cover a once-in-a-hundred-year event, and in a normal period there would be no water at all within the ponds. Bloor Homes had apologised for a lack of maintenance due to their internal communication problems and they promised that this would now be carried out in the near future and Sim Manley, the Mendip District Council Enforcement Officer was overseeing this procedure. It is hoped that, when work was complete, the area would be taken over and maintained in future by the District Council.

**Resolve:** By unanimous vote that the matter is noted.

**Item 10 – National Byway Cycling Signs** – The Leader updated Members on the implementation and explanation of the project as received from Somerset County Council.

**Resolve:** By unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 11 – Additional Agency work from MDC** – The Portfolio Leader informed Members on a partnership agreement undertaken with MDC during the Council recess period, and that Sheila Petherbridge of MDC required additional footpath work to be done within the parish, this work to be carried out via the Town Council's existing contractor. It was agreed to provide a sum of £200, which was received by automated credit from Mendip District Council on 13/8 and now held in SMTC's bank account, and work in turn was ordered with Mr Adrian Crozier for the sum of £150. This work had now been practically completed, and the payment is set for consideration on the current Payment Schedule.

**Resolve:** By unanimous vote that the matter is noted and retrospective approval is given to receive the sum of £200 from MDC (already received), and to approve a payment of £150 to Mr Adrian Crozier for the required work which has now been practically completed. The matter to be deleted from the current Portfolio Report.

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**65. Finance**

**Accounts for Payment by Cheque**

One member enquired as to when the previous resolve was approved to purchase the new laser printer to be paid for under cheque number 1676. The Clerk confirmed that this was resolved at the meeting of Council held on the 1 July 2003 under Min 49 Item 9b.

**Resolve;** that payments made by Cheque for August / September 2003 as per Appendix "A" attached to these Minutes be approved.

**a. Accounts previously paid by Direct Debit**

**Resolve;** that payments made by Direct Debit as per Appendix "A" as attached to these Minutes be approved.

**b. Confidential Salaries for Payment by Cheque**

**Resolve;** that the Confidential Salary Payments for August / September 2003 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

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**66. Agenda Matters for the Next Meeting**

No matters were raised

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**67. Confidential Session** – The Chairman proposed that in view of the nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.

**Resolve;** that in view of the nature of the business about to be transacted and in the public interest that the press and public be excluded and that they are instructed to withdraw. – All members of the public and press then withdrew from the room.

**Collett Park Ground Care Contract – “Best Value Review”**

**Resolve;** that Cllr’s Champion, Inchley and Manvill in consultation with the Clerk undertake the Best Value review and report back to Council at the next available meeting. First meeting to be programmed for Friday 5 September 2003 in SMTC Offices.

The Chairman thanked members for their attendance and closed the meeting at 9.57pm.

**Councillor C.F. Lockey**

**Signature**\_\_\_\_\_

**Chairman**

\_\_\_\_\_/\_\_\_\_\_/2003

# A P P E N D I X “ A ” P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1676	Bingo Office Supplies Ltd	5300/10	New Laser Printer + Consumables	£ 979.72
1677	HW Signs Shepton Mallet	6160	Allotment Sign - Hitchen Lane	£ 158.63
1678	Georgian Hire Ltd	6070	Collett Festival Portable Toilets	£ 117.50
1679	Cleanaway Limited	6020	Collett Park - Waste Disposal (3 Invoices)	£ 69.49
1680	Adrian Crozier	6160/6200	Footpath & Allotment Maintenance (half year)	£ 137.50
1681	The Consortium	5300	Stationery and Printing materials	£ 38.71
1682	Albino Builders Ltd	6300	Town Clock Scaffold	£ 305.50
1683	Capita Services Limited	5300/5320	Postage / Printing	£ 103.49
1684	Steve Sage Computer3	5310	Set up of network and printers	£ 58.75
1685	Wicksteed Leisure	5600	Collett Park - Memorial Seat	£ 772.33
1685	Wicksteed Leisure	6090	Annual Safety Inspection-Play Equipment	£ 35.25
1686	J Hodges & Sons	6250	The Shambles - Repairs to tiles	£ 49.84
1687	Alan Connock	6300	Town Clock Refurbishment	£ 526.40
1688	Cancelled			
1689	Capita Business Services	5300/20	Postage and Copying	£ 54.02
1690	SEC Lighting Services	6300	Town Clock - Light Refurbishment	£ 217.38
1691	J Hodges & Sons	6160	Repairs to Water Trough at WR Allotments	£ 42.61
1692	Mr D S Clifford	6300	Fault finding and repairs to Town Clock	£ 70.00
1693	Mr Adrian Crozier	6160/6200	Footpath & Allotment Maintenance	£ 205.00
1694	Alan Connock	6080	Collett Park - Aviary Refurbishment	£ 1,502.37
				<b>£ 5,444.49</b>
<b>Payments by Direct Debit</b>				
02-Jul	CGU Bonus	5200/6090	Insurance Premium	£ 297.49
30-Jun	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract - May	£ 2,254.57
04-Jul	Freeserve	5160	Internet Service Provision	£ 9.99
16-Jul	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 277.54
21-Jul	BT One Bill	5160	Office Tel / Fax / Data and Calls	£ 194.45
31-Jul	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract - June	£ 2,254.57
01-Aug	Freeserve	5160	Internet Service Provision	£ 9.99
04-Aug	CGU Bonus	5200/6090	Insurance Premium	£ 297.49
18-Aug	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 277.54
<b>Sub Total</b>				<b>£ 5,873.63</b>
<b>Total =</b>				<b>£ 11,318.12</b>

CONFIDENTIAL PAYMENTS				
1666	Graham H Brown	5000	Town Clerk - September Salary 2003	£ 1,104.10
1667	Jeanette Lintern	5000	Admin Assistant - September Salary 2003	£ 400.91
<b>Total</b>				<b>£ 1,505.01</b>
<b>Grand Total</b>				<b>£ 12,823.13</b>

**Councillor C.F.Lockey**  
Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Councillor J.D. Bartlett**  
Vice Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Minutes of the Meeting of the Shepton Mallet Town Council held on 7 October 2003, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present:** Chairman - Councillor Mrs J.D. Bartlett (Vice – Chairman)

Cllrs Mr M.M. Cann, Mr R.R. Champion, Mr K.J. Hurrell, Mr N. Jeremiah, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor and Mr N. F. Shearn.

MDC Cllrs Stephen & Margaret Robinson, District Cllr John Osman (CCTV), Mr Robin Smith (Chief Executive of Mendip Primary Care Trust) and Dr Sharpe (GP). There were 5 members of the public and 1 member of the press in attendance.

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised.

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- 68. Apologies for absence** – Cllr Mr T Fone, Mr J.E. Gilham, Mr C.C Inchley, Mr C.F. Lockey, Mrs S.J. Lintern, Mr M.P. O'Connor and District Cllr Paul Treby.
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**69. CCTV System – Presentation by District Cllr John Osman, Chairman of CCTV Users Group**

District Cllr John Osman provided a 15-minute presentation and update regarding the CCTV system for Shepton Mallet and the surrounding towns. The existing system was now some 6 years' old and, following two rounds of Central Government funding, the main Centre had now been constructed within the Cottage Hospital at Wells. Shepton will consist of 10 camera points and was hopeful to go online on 16 October 2003. The Control Centre provided a mixture of VHS and Digital Recording. Cllr Osman was Chairman of the Users Group, and members from the Town Council, Cllrs Champion and Shearn, were also members of the Group, which acted as an advisory body to Mendip District Council only. The User Group had just finalised their business plan as to how the system is to be run in the future. All of the equipment, approximately £500,000 worth, was to remain in the ownership of MDC and it was envisaged that the scheme would cost some £66,000 per annum to run. Funding of which was expected to be £39,000 from MDC and £6,000 per annum from each of the Parish Councils. It was therefore requested that the Town Council allow budget funding of £6,000 in this current year, and a further £6,000 for the Year 2004/05. It was hoped, during a meeting of the User Group programmed for 11 November 2003, to debate the breakdown of funding options where several permutations had been tabled for further consideration. They would also have to collate a schedule and costing for replacement of existing or new cameras. It was presently unclear as to if all new equipment was to be provided in Shepton, or whether the existing equipment would be utilised for the current period. Mr Osman was requested to check how much existing equipment would stay in Shepton Mallet, as there was some concern in the future that replacement costs may well be levied down to the applicable Parish. Members raised some concern as to possible cost escalations, when originally Parishes were advised to allow a budget of £2,000 per annum. This had then risen to £4,500 and they had now been informed to allow a budget of £6,000 and members enquired as to the reason. John Osman confirmed that no business plan had been previously collated and, therefore, previous projected costs were inaccurate. He considered that the budget figures were now accurate, having collated the business plan and also reviewing costings of similar schemes operational in other geographical areas. Members enquired as to the financial accountability of the Group and Cllr Osman confirmed that this would be carried out by independent financial accountants and audit. The Chairman thanked District Cllr John Osman for his attendance and presentation and confirmed that the Town Council looked forward to the scheme going live in the Town by 16 October 2003.

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**70. Development of Treatment Centre in Shepton Mallet – Presentation by Mr Robin Smith, Chief Executive, Mendip Primary Care Trust – and Dr Geoffrey Sharpe, GP**

Cllr Marsh declared a personal and non-prejudicial interest in the matter and remained in the meeting, and requested to ask two questions following the presentation.

Mr Robin Smith and Dr Sharpe provided a 20-minute presentation with a Question and Answer session to Council, regarding the new proposed Treatment Centre at St Peters Hospital. This would provide a range of facilities which were classed as non-emergency care or crisis, but was dedicated to care which was able to be

planned. This facility was envisaged to treat some 10,000 cases per year, mainly relating to hip, knee and major surgery through to minor planned surgery. Shepton had been selected from 4 sites in Somerset and Dorset and all the preferred bidders had nominated Shepton as their preferred site. Waiting lists for these type of operations and policy for same was currently in excess of a 6 month waiting period. With this new facility it was hoped to reduce this to less than 3 months, with the overall goal to achieve being listed for an operation within 2 weeks' of diagnosis, with no waiting time after this period. The facility was state-of-the-art with incredible detail provided, with full information and briefing to patients, one-stop consultancy and new techniques, which hopefully will achieve a hip operation of an in-patient time of 3 days or less. The contract was initially for 5 years with an option to extend for a further 5 years and, although staffing was to be directly not from existing NHS staff it was hoped that local job opportunities would come in the form of ancillary and support opportunities. With this new facility Mendip Primary Care Trust would take every chance to enhance the existing facilities at the Community Hospital in the medium and long term, and Section 106 Planning Agreements would be expected to encompass any issues of safety or increased use of the site, especially relating to traffic. Mendip Primary Care Trust had contracted the full capacity of the unit for NHS care and there was no planned private use of the facility. The current catchment area of this facility was envisaged as the whole of Somerset, however mainly for the Mendip area, with a small section of North Dorset. However, the facility had the capacity to cover a 30-mile radius of the site. One member enquired whether it was possible to get a NHS Dentist as part of the facility and Mr Robin Smith confirmed that, although this had failed in the past, he had one dentistry interested in taking up the position, however this would be separate to the new facility. Members raised some concern with regards the possibility of cherry-picking patients, however this was denied and patients would be firstly drawn from the longest on the current waiting list, and the first goal of the facility was to bring down the current waiting list. The long-term aspect was envisaged to totally integrate the facility into the NHS, which would allow sharing of skills and expertise and would provide wonderful learning opportunities for existing NHS staff. Members raised some concern with the quick turn round times and the possible increased workload and pressures on the existing aftercare infrastructure. However, Dr Sharpe confirmed that the increase was envisaged to be minor as new operational techniques employed had clear implications on reduced recovery and aftercare periods. The Chairman and all members present confirmed that they were delighted with the good news for Shepton Mallet, and thanked both Robin Smith and Dr Sharpe for their presentation.

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## 71. Public Forum

**Agenda Item 6 – Public Forum** – Mr Taffy Stride informed that he was a bit disturbed with the requirement to contact the Clerk prior to the meeting as stipulated on the Agenda. He informed that he was not able to collect an Agenda until the Monday prior to the meeting, and he found it a difficult job to get in touch with the Clerk.

**Community & Leisure Portfolio - Item 3 – Public Transport** – Mr Taffy Stride still considered that it was possible to obtain rerouting of existing services, or alternating of services to provide direct routing from Shepton Mallet to Bath. This was quite feasible and he requested Council to push for this to happen, especially given the presentation regarding the new hospital site, which would obviously have an impact on public transport.

**Regeneration Portfolio** – Mr Taffy Stride raised concern as to the size and number of matters held under this Portfolio and, at the previous meeting, only one item appeared to have been agreed.

**Regeneration Portfolio – Item 12 –Public Toilets** – Mr Taffy Stride enquired as to where previous monies allocated by Mendip District Council for the refurbishment of Shepton Mallet toilets had disappeared to.

**Regeneration Portfolio – Item 14 –Pigeon Problem** – Mr Taffy Stride considered that purchase of another owl could only be described as “what a laugh”. The main focus should be as per Guy Braga’s report – to identify who owns the Town Centre buildings and, as the Town Clerk and himself had both suggested, that the correct method of pigeon-proofing buildings which required either wires or strips of spikes to be mounted onto appropriate ledges, window sills etc. on the buildings, was the only answer.

**Regeneration Portfolio – Item 15 – CCTV** – Mr Taffy Stride noted this evening’s presentation and hoped that appropriate actions would follow.

**Area Regeneration Officer’s Report - Item 22**– Mr Taffy Stride raised concern as to the proposed use of the old Post Office building, as a possible location for the Citizens Advice Bureau. He had personal knowledge of the lease details, which were not due for renewal until October/November of 2004, and also knowledge of the layout of the building, which he deemed to be totally unsuitable for the needs of the Citizens Advice Bureau.

**Minutes of the Meeting of 2 September – Minute No. 60 – Item 5.13** – Mr Taffy Stride considered that there were still a considerable amount of drains that were blocked within Shepton Mallet, and that a further list should be collated and Highways requested to attend to this list.

**Townsend Roundabout** – Mr Taffy Stride confirmed, post the previous Public Forum at the meeting of 2 September, that he was aware of two different incidences relating to safety and unsecure loads, which occurred at the roundabout. He once again highlighted the safety implications, the acuteness of the roundabout, the adverse canver of the road and the large pothole in the highway surfaces. He considered that Highways should be requested to look at this roundabout in detail, and to the safety implications already highlighted.

The Chairman thanked Mr Stride for his information and concerns, which were noted, and would be duly investigated.

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## 72. Minutes

The Minutes of the Meeting of the Town Council held on the 2 September 2003 were considered for accuracy and content.

**Resolve:** by unanimous vote that the Minutes of the Town Council Meeting held on 2 September 2003 be approved as a true record and signed by the Chairman.

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## 73. Matters Arising from the Minutes - No matters were raised

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## 74. Planning Committee Minutes of the Meeting held on the 9 and 30 September 2003.

The Chairman requested members to note the contents of the Minutes relating to the meetings held on the 9 and 30 September 2003. An amendment was required to the Minutes of the 30 September, Minute No. 60 on Page 2, Item H, where the vote count should read 7 For, in lieu of 8 For, the proposal as there were only a total of 8 members present at that meeting.

**Resolve:** by a unanimous vote that the Minutes of the Planning Committee held on 9 and 30 September 2003, which included the above amendment, are noted, and the amendment submitted for approval to the next meeting of the Planning Committee.

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## 75 Chairman's Announcements

The Chairman and all members raised much sympathy and best wishes, with a get well soon, to the Chairman of the Council, Cllr Colin Lockey, who is now hopefully recovering from an illness, and also Mrs Hazel Inchley who had recently suffered a fall and broken her right wrist.

**Resolve:** that the Clerk purchase and send get well soon cards, with best wishes for a speedy recovery, to both Cllr Colin Lockey and Mrs Hazel Inchley.

The Chairman reported on a very successful and pleasant evening at the Cheese and Wine function organised by Reverend Elizabeth Smith, and it was unfortunate that more councillors were unable to attend.

The Chairman also attended an RAF concert at Wells Cathedral which was excellent.

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## 76 District Councillors Update

**Cleanliness of the Town Centre** – District Councillor Stephen Robinson reported on a walkabout survey of the Town Centre taken with a member of the Town Council, which recorded that the Town Centre was filthy, primarily with cigarette ends, weeds growing, broken paving, litter, empty and dirty shop fronts and evidence of drug dealings. Along with this the public toilets were also found to be in a filthy state. Digital images had been taken to record same and a copy of the images file was handed to the Clerk for recording purposes. On a second visit the situation was much the same, however the pigeon droppings appeared to have got worse. Following his investigations he had been informed that the contractor had trouble with staffing, and District Cllr Stephen Robinson instructed the contractor that he would leave the situation for the next three months, then carry out a further survey looking for a definite improvement in November 2003.

**Tourism/Footpaths** – District Cllr Stephen Robinson informed that he was part of the Tourism Portfolio within the District Council and considered that the footpath system within Mendip was a gem, especially in Shepton Mallet, and would be pushing and promoting this fact. At present he was awaiting reports from Officers within the District Council to progress the matter. At present he had two ideas, the first being for a nature trail from Brewery buildings up through to the Beacon, and also for a River Sheppey walkway running from Doultling through to Godney and he was seeking the Town Council's support in both these matters. The Chairman

confirmed that both these matters would be put to the next meeting of the Footpaths Portfolio programmed for 14 October 2003.

**Toilet Refurbishment and Town Centre Scheme Funding** – Previous information received by the Town Council stipulated that funding in respect of the refurbishment of the toilet block in Commercial Road (£100,000) and also partnership funding to the Town Centre Local Transport Schemes (£60,000) had both been withdrawn by the new administration within the District Council. District Cllr Stephen Robinson confirmed that he had received this information this very afternoon and had made contact with Mr Peter McKenzie, Corporate Financial Advisor within the District Council. He informed that this information was incorrect and that both funds were still available for the projects mentioned above.

The Chairman thanked both District Cllrs Stephen and Margaret Robinson for their attendance and information supplied.

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## **77. Community & Leisure Portfolio Report - Dated 1 October 2003 (Copy attached to these minutes)**

Cllr Lovell presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Community & Leisure Portfolio Report - Dated 1 October 2003 as attached to these Minutes are noted.

### **Item 1 – Police Crime Report**

**Resolve:** by unanimous vote that the report was considered useful and was still required, and the matter to remain on the current Portfolio Report.

### **Item 2 – Police Meetings with Sergeant Downing**

**Resolve:** by unanimous vote that the confidential meetings with the Police and the Chairman and Vice-Chairman of the Council were of much importance and value and that they should continue, and the matter should remain on the current Portfolio Report.

### **Item 3 – Public Transport Service – Shepton Mallet to Bath**

In response to the Town Council's queries a letter had been received from Mark Pedlar, Operations Manager of Somerset County Council, which confirmed that the service had been withdrawn earlier this year when the incumbent operator running the commercial journey could no longer provide the service without a major increase in subsidy levels. Somerset County Council felt that the cost, which would have raised a subsidy per passenger in excess of £75, was totally unjustifiable and the County's average cost is less than £2.20. They regret that the situation had developed but that they were still investigating options for the journey to be reinstated. Members were informed that the next programmed review of bus services was due in 2004.

**Resolve:** by unanimous vote that a response letter is sent to Mark Pedlar, Operations Manager of Somerset County Council, who is requested to consider rerouting of occasional services currently directly from Wells to Bath, to run through Shepton Mallet and onwards to Bath, and vice versa, as a trial scheme for a limited period. The results of which would be of much use when the bus review was carried out in 2004.

### **Item 4 – Town Centre Street Cleaning**

Following the matter being updated by District Cllr Stephen Robinson earlier in the meeting, one member considered that the Town Council should review taking on this duty, receiving an annual allowance from the District Council for doing so and then perhaps the Town Council may provide partnership funding if required to increase the service delivery to a satisfactory level.

**Resolve:** by unanimous vote that the matter be noted.

### **Item 5.1 – Town Centre Traffic Regulation Order (TRO)**

Following a meeting on 29 September, the Clerk confirmed that the signs were now available but still to be fixed by Highways. A date had been programmed for completion of Monday 3 November 2003 and the Clerk had already written to the Police District Inspector Rob Dean, and also the Head Traffic Warden at Yeovil, providing copies of the Minutes of a Town Centre meeting taken in May 2002 at which both parties confirmed that they would provide sufficient resources to enforce the new TRO on a daily basis for at least the first three months following instigation. At the same time confirmation had been requested of their intention to do so.

**Resolve:** by unanimous vote that the matter is noted.

### **Item 5.3 – Weight Restriction – Commercial Road, Paul Street, Charlton Road**

Highways had now confirmed verbally, and would be providing written back up, to the fact that, in their opinion, full signage of the Restriction Order was now in place and was adequate for the Police to enforce. The Clerk had written to the Police on 7/10 informing them of this information and requesting that they take steps to, and confirm that, they were to enforce the Weight Restriction Order, which incidentally ran directly by the frontage of the Police Station.

**Resolve:** by unanimous vote that the matter is noted.

### **Item 6 – SCC Highways Control Centre**

A response had been received 19/9 from Cathy Bakewell MBE, the Leader of Somerset County Council, acknowledging the Town Council's concern, and also requesting that the system is to be utilised and to feed all comments back through the Call Centre so that they could be reviewed and then any necessary alterations would be made to provide a really effective service.

Members raised much concern that the Town Council offices and Clerk, did not have direct telephone access to officers of the Area Highways Depot in Glastonbury. The Clerk confirmed that he did obtain satisfactory responses when contacting them by email, but when trying to contact an officer directly via telephone he was always put through to the Call Centre which was unable to redirect the call straight through to an officer, and in most cases he had to wait several days for a response from the officer concerned.

**Resolve:** by unanimous vote that, with much reluctance, the matter is noted.

### **Item 7 – 20mph Speed Restriction – St Paul's School**

The Clerk informed that work was currently taking place to provide the additional lights to signage of the restrictions within Charlton Road, which would hopefully be completed in the next few days. The Restriction Order would then be fully instigated and able to be enforced. The other schemes to Whitstone and Waterloo Road Schools were on hold at present following the speed reviews presently being undertaken by Somerset County Council.

**Resolve:** by unanimous vote that the matter be noted.

### **Item 11 – Mendip District Council – Cemeteries and Closed Churchyards**

Members were informed of the presentation to the Portfolio on 16/9 by Cathy Day, Bereavement Officer for Mendip District Council, and bullet points from the meeting and notes to the presentation had been supplied to all members. The Clerk read a letter received from Cathy Day on 22/9 which confirmed that the special expenses rate levied on parishes where the District Council maintained a Closed Churchyard, that currently only 50% of the cost had been applied, but the aim is to apply the full 100% costings in year 2004. As a result a few Parish Councils had come forward expressing interest in taking back the maintenance of their own parish churchyards. The monies saved from not paying the special expenses rate could then be spent on maintenance issues. The same Parish Councils had raised similar concerns regarding three main areas, which were tree works (pruning and felling), structure repairs to walls and gates, and memorial safety. Within the same letter advice was also received that trees within a churchyard, closed or otherwise, was not the legal responsibility of the District Council. This was deemed to be the responsibility of the Church Council and could not be passed over to the District Council. If it was necessary for the District Council to carry out works to any church-owned trees in future, then a back-charge may be levied.

**Resolve:** by unanimous vote that the matter is noted.

### **Item 14 – Grants – Shepton Mallet History Group**

The Clerk confirmed that the criteria applicable to a previous resolve to provide a grant of £250 from Year 2002/03 had now been satisfied in full, and requested councillors' consideration for release of the sums.

**Resolve:** by unanimous vote that a cheque for the sum of £250, following the previous resolve to provide a grant to the Shepton Mallet History Group in Year 2002/03, is released and paid in full.

### **Item 14.1 – Shambles Carnival Club Grant**

Members noted that a grant of £250 had been earmarked within the budget, and the matter was placed on hold pending further contact and receipt of an application form.

**Resolve:** by unanimous vote that the matter is noted.

#### **Item 14.3 – Shepton Mallet Carnival Grant**

Following a Portfolio meeting of 16 September, they provided the recommendation of a grant of £150. One member raised concern regarding information that the Police were to lend bollards to the Carnival Club for them to put out on affected highways, and that if any bollards went missing then they would be charged £7.50 for each bollard lost, and if the Police had to undertake placing bollards on the routes affected a charge would be made of some £3,000.

**Resolve:** by unanimous vote that a grant of £150 is provided to Shepton Mallet Carnival, and that the Town Council was very concerned as to this information and that the Clerk is to investigate and seek clarification from the Chairman, Don Clifford, and to request an appropriate presentation to Council as required.

#### **Item 14.4 – Wells & District Opportunity Playgroup Grant**

**Resolve:** by unanimous vote that the application received on 14 July 2003, considered and recommended by the Portfolio on 16 September, is refused in this instance, and the matter deleted from the Portfolio.

#### **Item 14.6 – Remembrance Day Band Grant**

**Resolve:** by unanimous vote that provision of the Band is supported by way of a grant of £200, previously allocated in the precept budget.

#### **Item 14.7 – Victim Support Grant**

**Resolve:** by unanimous vote that a community grant of £100 is approved as recommended by the Portfolio.

#### **Item 14.8 – Citizens Advice Bureau Grant**

Members were updated that a grant had already been paid of £3,100 for this current year, and that the Clerk had now received audited accounts and their annual report for Year 2002/03 as requested.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio report.

#### **Item 16 – Christmas Lighting**

The Clerk informed members of his concern at what appeared to be a low level of interest from contractors following advertisement of the tender. The Clerk further raised concerns to the sharing of workload in partnership with the Chamber of Commerce, which appeared at present to be taking a sleeping-partner role.

**Resolve:** by unanimous vote that members considered that the Chamber of Commerce should be taking a full partnership role in the Christmas Lighting scheme, and that a forceful letter to that effect should be sent to the Chamber of Commerce from the Town Council.

#### **Item 18 – Town Events**

A list of current calendar events are compiled within the Portfolio Report, and the Clerk requested approval that he would automatically delete events from the current Portfolio Report as and when the date expired.

**Resolve:** by unanimous vote that the matter is noted and approval is given for the Clerk to delete matters on expiry date of the event.

#### **Item 20 – Detached Youth Teams**

Members were informed that Mark Holden had confirmed that he would provide a presentation to Council at the next meeting programmed for 4 November 2003.

**Resolve:** by unanimous vote that the matter is noted.

#### **Item 21 – New London Orchestra Event**

Portfolio had considered the request for support and, as this did not appear to directly apply to the Shepton Mallet community, had recommended no action and the matter be deleted.

**Resolve:** by unanimous vote that the matter is noted, and that the recommendations of Portfolio for no action to be taken and for the matter to be deleted from the current Portfolio report, is approved.

#### **Item 22 – Local Safety Schemes – A37 Downside**

The Clerk confirmed that Atkins had now provided confirmation of Council's consideration in the matter and also confirmed that the matter of hedge reduction to No. 1 Bolters Lane for safety reasons had been passed to Somerset Highways for immediate action.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

#### **Item 23 – Whitstone Community Technology College – Proposed Closure of rear entrance gate**

Members considered recommendations by Portfolio to provide support for temporary closure of this rear entrance for a trial period of one term as from January 2004. Members raised concern as to the increase in footfall of students having to use the Gaol/Frithfield Lane route and along Charlton Road to the front entrance of the school, although the 20mph speed restrictions to the adjacent St Paul's school would soon be instigated. Members considered that this could be used as an action lever to lobby Somerset County Council to proceed at the earliest with the 20mph speed restrictions to the Whitstone School.

**Resolve:** Proposed by Cllr Marsh, seconded by Cllr Champion, with a vote of 6 For and 2 Against, that the Town Council support the Headmaster of Whitstone Community Technology College subject to rights of way and lawfulness to the temporary closure of the rear entrance for a trial period of one school term from January 2004, on completion of which the matter should be reviewed. At the same time the Clerk is to write to Somerset County Council informing them of the proposals, and the additional footfall that will transpire to the Charlton Road main entrance gate and to request that the 20mph speed restriction already proposed to this section of highway is implemented prior to this date.

#### **Item 24 – Somerset County Council – Speed Management Review**

Members had been previously requested to submit their own considerations via the electronic version on the Internet.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

#### **Item 25 – Lorry Park Survey**

Members were informed that, due to the deadline for return by 3 October, a response to the survey had been considered by the Chairman in consultation with the Clerk and duly returned to Atkins.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

#### **Item 26 – Community Projects**

Members were informed that there remained a sum of £6,000 within the current budget for funding of any Community Projects. One member considered that the community should be informed via posters being provided in the TIC, Library and the Town Council offices to encourage the community to generate applications on needs and demands. Others considered that initiative should come from the Town Council or failing the budget remaining unspent, that the funds should go back into financial reserves.

**Resolve:** Proposed by Cllr Shearn, seconded by Cllr O'Connor, by unanimous vote, that the Council advertise by way of posters being placed in the TIC, the Library and Town Council offices for members of the community to submit strong, viable applications for community initiatives to the Town Council for further consideration.

#### **Item 27 – Latest Information**

Latest information was recorded within the Portfolio report to road closure in Croscombe for four weeks from 6 October, and the proposed new Medical Treatment facility at the Community Hospital discussed earlier in the meeting.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

#### **Item 28 – Recycling Promotion**

Members were informed that a follow-up by way of a doorstep promotion to the latest recycling initiative would take place within the Town week commencing 24 November 2003.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

### **Item 30 – Sale of Public Car Parking Spaces within Great Ostry**

The Clerk informed members of late information received from the District Council that they propose to dispose of by way of sale to 2 number public car parking spaces within Great Ostry car park, directly adjacent to the premises of Great Ostry Picture Framing Company. Members considered the general issue of being consulted, and the District Council's policy of selling off public car parking spaces.

**Resolve:** Proposed by Cllr Bartlett, seconded by Cllr Jeremiah by unanimous vote, that a general letter of protest against the selling of public car parking spaces within the Town is sent to Mendip District Council, along with a request for them to provide the criteria and procedures for sale of any Mendip District Council land or property to the private sector.

The Chairman thanked Cllr Lovell for presentation of the Portfolio Report.

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## **78. Regeneration Portfolio Report - Dated 1 October 2003 (Copy attached to these minutes)**

Cllr Cann presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Regeneration Portfolio Report - Dated 1 October 2003 as attached to these Minutes are noted.

### **Item 1 – Partnership – MDC/SMTC**

**Resolve:** by unanimous vote that this matter would now be held under the Administration Portfolio, deleted from the Regeneration current Portfolio report, and to be discussed later in the meeting.

### **Item 2 – Market and Coastal Towns Initiatives – MCTI**

Following the latest meeting Cllr Champion provided an update to members. With the initiation of sub-groups now being set up several councillors considered that there should be strong interest and contribution from the Town Council and that more members should attend the next meeting, which is programmed for Thursday, 16 October at 5.30pm in Whitstone School.

**Resolve:** by unanimous vote that representatives from the Town Council to attend meetings of the MCTI were Cllr Cann, Cllr Champion with Cllr Jeremiah in reserve.

### **Item 4 – Area Regeneration Officer's Report**

Latest report dated 23 September 2003 had previously been considered by Portfolio, and copies supplied to all members, including additional matters not held on the current Portfolio report.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

### **Item 9 – Town Centre Traffic Restriction Orders**

This had been discussed earlier in the meeting under the Community & Leisure Portfolio.

**Resolve:** by unanimous vote that the matter is noted and deleted from this current Portfolio Report, with the ongoing matter being held under the Community & Leisure Portfolio Report.

### **Item 12 – Public Toilets**

Members discussed the totally unsatisfactory condition and cleanliness of facilities within the Town. Much concern was raised that priority and funds provided by the previous MDC administration to refurbish Shepton Mallet's Commercial Road toilet block, did not appear to be being progressed by the new administration. However, further information would be available at a meeting between the five towns and the District Council this week.

**Resolve:** by unanimous vote that the matter be noted and to be further considered when additional information may be forthcoming following a meeting between the five towns and Mendip District Council due to take place at Glastonbury Town Hall on Wednesday, 8 October at 10am which Cllr Gilham, Lovell and the Clerk are to attend.

#### **Item 14 – Pigeon Problem – Town Centre**

Members discussed the recommendations from Portfolio to purchase a second motorised/sounding dummy owl and position in a second location as a further deterrent. The Clerk confirmed that the product previously reviewed by the Portfolio was no longer available, however a similar product was available from a retail unit within the Town centre at a price of £12.99.

**Resolve:** Proposed by Cllr Champion, seconded by Cllr Lovell, with a vote of 7 For and 1 Against, that a second dummy owl deterrent is purchased for a price of £12.99 and positioned in a secondary location within the Town Centre on a trial basis.

#### **Item 15 – CCTV Users Group**

District Councillor John Osman had kindly provided a comprehensive presentation earlier in the meeting. Cllrs Champion and Shearn raised several concerns and provided further updates on Shepton Mallet's opinions and views of the presentation, and the next meeting of the Users Group due in late October/early November would mainly relate to consideration and sorting out of funding levels between all parties. All members were looking forward to the Shepton Mallet scheme going online on 16 October 2003.

**Resolve:** by unanimous vote that the matter is noted.

The Chairman thanked Cllr Cann for presentation of the Portfolio Report.

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#### **79. Properties Portfolio Report - Dated 1 October 2003 (Copy attached to these minutes)**

Due to the absence of Cllr Gilham, the Chairman presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Properties Portfolio Report - Dated 1 October attached to these Minutes are noted.

#### **Item 1b – Hitchen Lane Allotment Site**

The Clerk confirmed that the existing tenant of Plot H22 had relinquished half of the plot due to uncultivation. This section of the plot was one of the worst on the complete site, and the Clerk had obtained a price of £30 for complete clearance and re-cultivation of the site ready for re-letting, and that he had applicants on a waiting list ready to take over and pay additional rent.

**Resolve:** by unanimous vote that Plot H22 is split into two. The services of Mr Adrian Crozier are ordered as per his quotation, for full clearance of this plot at a cost of £30 and the Clerk re-let the plot on completion to an applicant from the waiting list.

#### **Item 2b – Whitstone Road Allotment Site**

The Clerk confirmed that both water trough supplies had now been repaired satisfactorily and invoices paid.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio report.

#### **Item 7 – Town Clock Refurbishment**

Cllr Marsh declared a personal and prejudicial interest in the matter and was prepared to leave the room, however the Clerk confirmed that the matter was just to be noted and Cllr Marsh remained in the room but took no part in the matter.

The Clerk confirmed that the refurbishment was now totally complete and that a credit note had been received from SEC Lighting regarding the defect of the light fitting, and the balance cheque had now been released.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio report.

#### **Item 8 – Lease Agreement 1 Park Road**

The Clerk confirmed that the four-year lease under the fully serviced basis, including business rates, at an inclusive sum of £6,000 per annum fixed for the four-year period, had now been sealed in the Bristol Courts. Lease Agreements had been signed and exchanged with the District Council and appropriate copies held on file in the Clerk's office. The end date of the lease due in February 2007 had been placed in the office diary.

An invoice for outstanding rent from April to September 2003 had now been received, along with a Standing Order request for future payments to be made quarterly in advance for the sum of £1,500 and this would be considered later in the meeting under Finance Agenda Item 18.2.

**Resolve:** Proposed by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

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## **80. Collett Park Portfolio Report - Dated 1 October 2003 (Copy attached to these minutes)**

Cllr Shearn presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Collett Park Portfolio Report - Dated 1 October 2003 as attached to these Minutes are noted.

**Item 1 – Members Declaration of Interest** - Members collectively make a declaration as to a Personal and Prejudicial Interest in the matter as each member of the Town Council is a Trustee but that dispensation has been afforded in the matter from the Standards Committee in July 2003 for the life of the current Council (until April 2007).

**Resolved;** that the matter be noted and the declarations duly recorded.

### **Item 2 - Collett Park Ground Care Contract**

A confidential report had now been submitted by the Best Value Review Sub-Group was had previously distributed to all members.

**Resolve:** Proposed by unanimous vote that the matter is noted and that the matter be discussed at the end of the Agenda in confidential closed session of the Council.

### **Item 10 – Depot Roof**

The Leader updated members that this section of the Depot would require total re-roofing. Specifications had been drawn up and quotations were being collated by the Clerk and it was hoped to report the matter to the next meeting of Council for further consideration.

**Resolve:** Proposed by unanimous vote that the matter is noted.

### **Item 12 – Collett Park Deeds/Boundaries**

Further to the Clerk writing to Solicitors, one had provided a response with proposals that several members and the Clerk attend their offices to discuss the matter with a view to providing budget costings for both the legal and Land Registry requirements, for Council's further consideration. The Clerk had discussed the matter with Dyne Drewett Solicitors, and estimated that legal costs may be in the region of £250 and Land Registry costs were on a scale according to the value of the land, which may be between £300 and £350. At this point in time total estimated budget was some £600, which the Clerk recommended that Council should consider to proceed with. At present there was no overall deeds document to cover the whole area of the Park as each parcel of land had been passed over under various quite old documents in piecemeal style, and upon each of these documents there was no clear indication as to owners or responsibilities of boundaries, especially stone-walling. The Clerk confirmed that it would be advantageous for Council to draw a line in the sand at this current time, provide a deed document clearly showing the Park as it is now, and taking a stance of who owns exactly each boundary. It may well be that the Council takes a stance that it does not own any of the boundaries therefore off-loading the liability, and that for any third party to prove otherwise.

**Resolve:** by unanimous vote that the Chairman, Vice-Chairman, the Portfolio Leader and the Clerk arrange a meeting with Dyne Drewett Solicitors to discuss the matter further in order to quantify scope and associated costs and report back to Council for further consideration.

### **Item 13 – Memorial Seat – Late Cllr Bob Kerlake**

The Portfolio Leader reported that delivery problems had been incurred with this product, the nature of which was that the central support for the seat had the incorrect part delivered with the main item, a replacement for which was still yet to be received from Wicksteeds. The seat would be erected as soon as all parts received. The Leader also updated on the progress to the aviaries, and the airlock construction previously omitted from the original structure by the contractor was now awaiting galvanisation, and it was envisaged that the aviaries would hopefully be complete by the end of October 2003.

**Resolve:** Proposed by unanimous vote that the matters are noted.

The Chairman thanked Cllr Shearn for presentation of the Portfolio Report.

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**81. Footpaths Portfolio Report - Dated 1 October 2003 (Copy attached to these minutes)**

Cllr Manvill presented the report, which has been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Footpaths Portfolio Report - Dated 1 October 2003 as attached to these Minutes are noted.

**Item 9 – The Mendip Society**

Information on the organisation, newsletter and details on walk and talks has been received 11 September. Future mailings would be provided free of charge to Council.

**Resolve:** Proposed by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

The Leader reported that the next meeting of the Footpaths Portfolio was for Tuesday, 14 October 2003 at 7.00pm in the Committee Room, and unfortunately tabled her apologies that she was unable to attend.

The Chairman thanked Cllr Manvill for presentation of the Portfolio Report.

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**82. Administration Portfolio Report - Dated 1 October 2003 (Copy attached to these minutes)**

Cllr Jeremiah presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Administration Portfolio Report - Dated 1 October and attached to these Minutes are noted.

**Item 2 – SMTC/MDC Partnership Agreement**

A copy of the draft agreement had been received and considered at the meeting of the Regeneration Portfolio dated 23 September and copied to all councillors for consideration. Attached to the same agreement was a list of Action Notes. Members considered this lengthy document in outline only and considered that the document was full of fine words, which needed to be backed up by action. It was considered appropriate to proceed with the agreement in principle with an air of caution but with portraying a positive attitude.

**Resolve:** Proposed by unanimous vote that the Town Council warmly welcomes and agrees in principle with the draft Partnership Agreement provided by the District Council, and that the Town Council wish to proceed with the Agreement and action points and look forward to a fruitful and fair share of the Partnership.

**Item 3 – Precept 2004**

The Leader highlighted the importance of the precept meeting programmed for 25 November 2003. Some concern that the Clerk had still not received wish lists or proposals from each of the Portfolio Leaders and urged them to provide any information as soon as possible to enable the Clerk to provide a draft working precept as a baseline for further consideration. The Clerk had already pre-empted information to date and has previously supplied the latest draft-based precept, including estimated spend for the current year, to all members on the 25 September 2003.

**Resolve:** Proposed by unanimous vote that the matter is noted and Portfolio Leaders are urged to provide proposals applicable to their Portfolio to the Clerk as soon as convenient, and that the date of the precept meeting, programmed for 25 November 2003, is noted.

**Item 4 – Quality Parish Council Status**

The Leader confirmed copy notification that the Clerk had passed the Home Study course and hoped that the Council would now proceed with application and fee to enable the Clerk to proceed with the AQA Portfolio qualification required for Quality Council status. The Clerk confirmed that information received from this training had indicated that the quarterly newsletter which was originally envisaged to be a section within the District Council's quarterly newsletter, would be deemed to be unsatisfactory and that this may well be require a separate publication. Numerous other matters had come forward which would require consideration for amendment and review of Standing Orders. At present these were just listed and lieu of piece-meal he intended that Council may well consider a review early in the New Year.

**Resolve:** Proposed by unanimous vote that the matter is noted. The Clerk to be congratulated on passing the Working With Your Council course, and that the Council proceed with accredited AQA Portfolio registration at a fee of £55 and for the Clerk to proceed to obtain this accreditation required for Quality Council Status.

### **Item 6 – External Audit**

The Clerk confirmed that a clean and qualified audit certification had now been received and publicised for the required period, and the invoice included within the Payments for Approval later in the meeting. A separate letter outside of the audit had been received from the external auditor requiring two matters to be brought to the attention of Council. The first item being that formal and written risk assessments were required to be completed in this current year prior to March 2004 which was currently under review by the Portfolio. The second matter which had been subsequently withdrawn by the external auditor was the requirement to increase Fidelity Guarantee Insurance to cover all monetary sums held by the Council, including reserve funds held for the swimming pool and Civic Hall, which were clearly under investment and locked away in the short term. This would imply the increase from some £80,000 to £520,000 with considerable increased premium costs. The Clerk had written back to the external auditor giving information that the reserve funds were invested, and were not available for withdrawal via cheque format and would require full mandate of Council, and this had been confirmed as in agreement with by the external auditor and the matter retracted. Therefore, the only matter currently raised by the external auditor was the requirement to undertake formal risk assessments.

**Resolve:** Proposed by unanimous vote that the matter is noted and the matter of external audit be deleted from the current Portfolio Report as the matter of risk assessments was currently held upon the Report under a separate item.

### **Item 8 – Risk Assessments**

The Leader highlighted the importance for these to be carried out, given the previous item with the external auditor. Forms had now been obtained from the SLCC by the Clerk and provided to each member. The Clerk confirmed that once all the risk had been identified, the aim would first be to manage out the risks, secondly to provide insurance cover for any outstanding risks and finally to adopt procedures and operations to minimize any outstanding risks. As the first line of attack on the matter a comprehensive review of insurance risks and cover had been programmed for Thursday, 9 October 2003 at 2.00pm in the Town Council offices. Mr Stephen Harvey of WPS Insurance Brokers was to attend, along with Cllrs Bartlett and Lovell.

**Resolve:** Proposed by unanimous vote that the matter is noted. Portfolio leaders are requested to start undertaking risk assessments within their own portfolios and that Cllr Bartlett, Lovell and the Clerk, along with the Insurance Broker undertake a comprehensive review of insurance risks and cover at a meeting to be held on Thursday 9 October at 2.00pm in SMTC offices.

### **Item 9 – Office Equipment**

The Leader reported that the redundant computer and printer equipment still with Microchipz had made some progress with a sum of £200 raised to date, and the Clerk was awaiting a cheque from Microchipz. It was hoped that a further £50 may be forthcoming from items outstanding for sale. However, the remainder of the items were deemed to be out-of-date and of a low unacceptable specification and not deemed to be of any value. These items would require agreement to be disposed of at no cost. The Clerk had also been investigating requirement for office equipment for consideration at next year's precept, and had proposed a Duplex unit for the laser printer previously purchased, which would enable double-sided printing. This would reduce paper costs, the quantity of bulk filing and files, and also postage by a reduction in weight. He had estimate that, for a purchase price of £229 with no carriage charge, a repayment period of two years was estimated for this capital sum. This is the only item that had been identified for requirement by the offices in the forthcoming financial year. The Leader proposed that, as current budgets were available, Council consider purchasing this item now.

**Resolve:** Proposed by unanimous vote that a Duplex unit, to allow for double-sided printing, is to be purchased for the current office laser printer, at a price of £229 from Bingo Office Supplies. Also that Microchipz be thanked for selling the items and hopefully a cheque would be received for the sum of £200 with other items still to be sold, estimated value at £50, and the agreement of Council for the disposal free-of-charge of items deemed to be of no financial value.

### **Item 13 – SALC events**

The Leader confirmed that both himself, and any other member of the Council, had been unable to attend the meeting of SALC programmed for Saturday, 27 September, and apologies had been tabled. Information had been received of a new councillor's training event to be held on Saturday, 28 October 2003 at Croscombe Village Hall, and highlighted that this was a very useful and that new councillors should be urged to attend.

**Resolve:** Proposed by unanimous vote that the matter is noted, deleted from the current Portfolio Report, and new members of the Council for this administration are again informed of the new councillor's training event to be held at Croscombe Village Hall on Saturday 28 October 2003 from 10.00am to 4.00pm and encouraged to attend this most beneficial training event. Booking forms were available from the Clerk.

### **Item 15 & 16 – Oil Paintings**

The Leader confirmed that the "Near Harrogate" painting would be going in the October auction of Lawrence's Fine Art, and that conflicting reports had been verbally received regarding the display conditions of the Frank Richards painting at Highcliffe Castle. One member raised concern at it being at very high level, almost on a very high ceiling of a room, with building works being carried out and concern as to the atmospheric conditions. Another councillor who had visited had confirmed that it was indeed displayed at a very high level, but that the rooms presently under redecoration appeared to be satisfactory.

**Resolve:** Proposed by unanimous vote that the matter is noted.

### **Item 18 – Clerk's Training**

The Leader again highlighted information received via email, and copies of marked papers from the Assessor, of the Clerk's Home Study course Working With Your Council, that he had indeed passed the course with very satisfactory markings and kind comments by the Assessor. The next stage was for the registration/payment of £55 fees and the Clerk to work towards collation of a portfolio of work to be submitted for assessment by the Assessment and Qualifications Alliance (AQA, similar to the NVQ) which would provide his qualifications for the Council to obtain Quality Council in this criteria.

**Resolve:** Proposed by unanimous vote that the Clerk be congratulated once again on passing his Working With Your Council Home Study course, and that the Council proceed with registration, payment of £55 fee and for the Clerk to work towards collation of a portfolio of works which on completion is to be submitted to the AQA for assessment and hopefully certification, as previously resolved earlier in this meeting.

### **Item 23 – Somerset County Council Annual Meeting with Parish Councils**

Members considered a member to attend this meeting and the matters upon the Agenda to be held at the Somerset County Cricket Ground in Taunton on Wednesday, 15 October 2003.

**Resolve:** Proposed by unanimous vote that the matter is noted and that no members were able to attend.

### **Item 24 – Towns Web Site**

Members were updated as to the progress of the town's web site, which was undertaken by Community Volunteers with input from Cllr Shearn. Mr Guy Braga, ARO MDC, along with the Clerk had invited Andrew Towner to submit a price to revamp the existing website and allow for administration update and use by both the ARO and the Town Council to communicate proactively with the community. Quotation had been received and a meeting had been arranged to discuss the contents on Wednesday, 8 October at 3.00pm in the Town Council offices.

**Resolve:** Proposed by unanimous vote that the matter is noted and that Cllr Bartlett, Cllr Shearn, along with the Clerk be in attendance at the meeting programmed for Wednesday 8 October to discuss the matter with Mr Guy Braga, MDC and Mr Andrew Towner existing web-master. The outcome would be reported back to full Council.

### **Item 26 – Rate Relief MDC**

The Clerk confirmed that application form, annual reports, charity commission returns and licence agreements had now been submitted to the District Council for consideration of discretionary rate relief for Collett Park depot and toilet block, which was due to expire in March 2004. Members were made aware that this was discretionary rate relief, and that hopefully some decision would be forthcoming from the District Council prior to finalisation of precept.

**Resolve:** Proposed by unanimous vote that the matter is noted.

### **Item 27 – Standards Committee**

The Standards Committee Determinations report had been received for a meeting to be held on 25 September 2003. Members were made aware of the Agenda and Determinations report.

**Resolve:** Proposed by unanimous vote that the matter is noted.

### 83. Finance

Cllr Marsh declared a personal and prejudicial interest in the matter of payment of Cheque No. 1698 to Mr Terry Marsh for maintenance of the Town Clock, and did not take any part in the matter to be considered.

#### a. Accounts for Payment by Cheque

**Resolve;** that payments made by Cheque for October 2003 as per Appendix "A" attached to these Minutes be approved.

#### b. Accounts previously paid by Direct Debit

**Resolve;** that payments made by Direct Debit as per Appendix "A" as attached to these Minutes be approved.

#### c. Confidential Salaries for Payment by Cheque

**Resolve;** that the Confidential Salary Payments for October 2003 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

#### d. Standing Order for Payment of Quarterly Lease Payments for 1 Park Road Offices to MDC

The Clerk requested Council's consideration for setting up a direct debit payment to the District Council quarterly in advance for the fully serviced lease costs of the Town Council offices at 1 Park Road, at a sum of £1,500 per quarter payable on the 1 November 2003 and quarterly thereafter with a final payment being made on 1 November 2006.

**Resolve;** Proposed by Cllr Champion, seconded by Cllr O'Connor, by unanimous vote that a direct debit order is instigated and signed in compliance with the Bank Mandate to provide a payment to the District Council for the lease of the Town Council offices at 1 Park Road, on a quarterly basis for the sum of £1,500. First payment to be made on 1 November 2003 and quarterly thereafter with a final payment on 1 November 2006.

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### 84. Agenda Matters for the Next Meeting

Cllr Champion requested that the matter regarding the A371 Highway be placed early in the next Agenda of the full Council.

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### 85. Confidential Session – The Chairman proposed that in view of the nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.

**Resolve;** by unanimous vote that in view of the nature of the business about to be transacted and in the public interest that the press and public be excluded and that they are instructed to withdraw. – All members of the public and press then withdrew from the room.

#### Best Value Review – Collett Park Ground Care Contract

Members considered in depth the confidential report of the Sub-Committee into the Best Value of the existing Ground Care Contract with Quadron Services Ltd. This included a baseline review, the results of a questionnaire provided to certain postal households within the Parish and also users of the Park, a review of the cost-effectiveness of the contract compared to other similar contracts which had all been concluded by the Review Group with options and recommendations provided for further consideration.

**Resolve:** Proposed by unanimous vote that the full recommendations of the Best Value Review Group are approved, and in principle the existing Ground Care contract with Quadron Services is provided with an initial 4 year extension from April 2004 to March 2008 with a further option for a 2+2 years which would provide a expiry date for the contract to March 2012, subject to increased performance in matters of concern within the next 3 months period as highlighted in the Review Report. This would provide break clauses for both parties in March 2008, March 2010 prior to the expiry date of March 2012. This contract would run in line with the contractor's current Ground Care contract with the District Council. The Clerk was to ascertain the exact dates of the District Council's Ground Care contract and that the Town Council's dates in principle should be amended if required to run in parallel with the District Council's contract.

The Directors of Quadron Services Ltd are to be informed of the Town Council's proposals in principle and are invited to provide a response in principle, and for a meeting to take place with the Directors as soon as convenient to start negotiations for further consideration by the Town Council.

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The Chairman thanked members for their attendance and closed the meeting at 10.20pm.

**Councillor C.F. Lockey**

**Signature** \_\_\_\_\_

**Chairman**

\_\_\_\_ / \_\_\_\_ / 2003

# A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1695	Royal British legion	6690	Grant - Remembrance Day Band	£ 200.00
1696	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 19.38
1697	Quadron Services	6065	Collett Park - Tree Survey	£ 775.50
1697	Quadron Services	6030	Collett Park - Supply of Red Oak Tree	£ 94.00
1697	Quadron Services	7080	Collett Park - Aviaries	£ 763.75
1697	Quadron Services	6085	Collett Park - Balance of Play Equipment	£ 11,523.81
1698	Mr Terry Marsh	6300	Town Clock Duties - 50 % annual fee	£ 149.98
1698	Mr Terry Marsh	6300	Town Clock Fault Rectification - Goodwill	£ 50.00
1699	Roger Gerrish	6160	Repair to Water Trough on WR Allotments	£ 52.87
1700	Inland Revenue	5000/20	Tax / NI Contributions - Month 6	£ 1,683.13
1703	Somerset County Council	6500	Garston St Additional Street Light	£ 352.50
1704	Duchy Of Cornwall	6120	Hitchen Lane - Land Rent - 6 months arrs	£ 44.06
1705	Moore Stephens Accountants	5040	External Auditor Fees 2002/03	£ 881.25
1706	Shepton Mallet Carnival	6650	Community Grant	£ 150.00
1707	Victim Support	6650	Community Grant	£ 100.00
1708	SEC Lighting	6300	Town Clock - Cheque 1690 cancelled	£ 135.13
1709	Mendip District Council	5100	Office Rent - April to Oct 2003	£ 3,500.00
1710	Travis Perkins	6030	Collett Park -Paint for Aviary Floor	£ 15.38
1711	Alan Connock	6030/80	Collett Park Aviary Extras + Seats in Play Area	£ 324.30
				<b>£ 20,815.04</b>
<b>Payments by Direct Debit</b>				
02-Sep	CGU Bonus	5200/6090	Insurance Premium	£ 297.49
1-Sep	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract - April	£ 2,254.57
03-Sep	Freeserve	5160	Internet Service Provision	£ 14.99
16-Sep	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 277.54
				<b>Sub Total £ 2,844.59</b>
				<b>Total = £ 23,659.63</b>

<b>CONFIDENTIAL PAYMENTS</b>				
1701	Graham H Brown	5000	Town Clerk - October Salary 2003	£ 1,092.33
1702	Jeanette Lintern	5000	Admin Assistant - October Salary 2003	£ 400.91
<b>Total</b>				<b>£ 1,493.24</b>
<b>Grand Total</b>				<b>£ 25,152.87</b>

**Councillor C.F.Lockey**  
Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Councillor J.D. Bartlett**  
Vice Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Minutes of the Meeting of the Shepton Mallet Town Council held on 4 November 2003, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present:** Chairman - Councillor Mrs J.D. Bartlett (Vice-Chairman of the Council)

Cllrs, Mr M.M. Cann (late 8.10pm), Mr R.R. Champion, Mr J.E. Gilham, Mr K.J. Hurrell, Mr C.C. Inchley, Mr N. Jeremiah, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor, Mr M. O'Connor and Mr N. F. Shearn.

MDC Cllr Stephen Robinson. 5 members of the public and 1 member of the press in attendance.  
Mr Mark Holden – Senior Youth Worker

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised.

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**86 Apologies for absence -** Cllr Mr T. Fone and Mr C.F. Lockey (still unwell but making a slow recovery).

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**87 Detached Youth Workers – Presentation by Mr Mark Holden** Briefing sheets were provided to all members. The scheme would be funded this financial year up until April 2004 from the Antisocial Behaviour Fund, who provided a budget of £5,000, which would be, shared 50% to Shepton Mallet and 50% to Street, and they would be working in partnership with various other agencies on the matter. The scheme would provide two youth workers, working remotely on the streets and gathering places of youths and individuals who would not normally attend Youth Centres or other venues. The target was the group of 13-19 year olds and they were hopeful to engage up to 30 in number and remain in contact to deal with disorder, antisocial behaviour, drugs, car offences and various other matters. They were looking to recruit youth workers at this point in time and hopefully have them on the road after the Christmas period. A budget had been set of some £3,000, which provided 75 hours' work in total.

A question and answer session then took place with members, which confirmed the following matters: -

- a) This particular project is not working directly with the schools, however other initiatives and projects were, and schools would be kept informed.
- b) Issued raised following engagement of the youths would hopefully be picked up and tackled by existing youth teams and the police and other partners, this would possibly show up evidence of the needs for young people which would possibly have to be reviewed at a later stage.
- c) Funding would be an issue after the year-end, where it was considered external funding would be required to continue with the project after April 2004.
- d) A previous initiative of much the same scope had been undertaken several years ago. Unfortunately there was no historical evidence available, along with no further evidence of its success, and it was thought that it was unable to continue due to funding/resource problems. One member considered that volunteers from the community, if trained, might assist with the resource issue, although a further member considered that age and appearance may well be a barrier when engaging with the current youth.

Cllr Mike O'Connor left the meeting at 7.26pm

The Chairman thanked Mark Holden for his presentation, and looked forward to information and reports as to their findings and wished him every success. Mark Holden then left the meeting.

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## **88. Public Forum**

### **Bus Services**

Mr Clive Pearson provided an update of his meeting of July held in Glastonbury, where the review was ongoing but the draft indications highlighted that Somerset County Council should invest more in public transport. The 669 Shepton Mallet to Street/Cheddar was to be advertised more widely in 2004, and the bus stop poles to the St Peters estate were still to be installed, however buses were currently stopping on request. The Service 161/162 Wells to Shepton Mallet would be reviewed as far as fare structure was concerned, at the next meeting

to be held in December 2003, and hopefully the outcome would be known and reported to the next meeting of Council. The service extension to the Ridgeway estate was still under review and First Bus may well make amendments early in 2004. Mr Pearson was still chasing the direct route Shepton Mallet to Bath which he wished to terminate directly at Royal United Hospital, however Bath and Northeast Somerset would not agree to across-the-border service. While the current situation was unsatisfactory it was still, however, under review. Regarding the current closure for road works of the A371 the service had been re-routed and it was a difficult time for the operator. Mr Pearson, however, would keep all matters under review and report back to Council as new information was forthcoming.

Mr Taffy Stride requested that re-routing of the Wells to Bristol services through Shepton Mallet to provide some service from Shepton Mallet directly to Bristol should also be reviewed.

### **Remembrance Parade**

Mr Clive Pearson reminded members of the parade, which was due to start mustering at 10.30am on Sunday, 9 November with the ceremony due to start at 10.45, with a service following in St Peters & St Pauls Church at 11.15. There would also be the gathering and two-minute silence to take place on Tuesday, 11 November outside the Bell Hotel in High Street, where the meeting would assemble at 10.50. Maroons would be fired at the start and end of the ceremony.

### **Town Centre Traffic Regulation Order**

Mr Tony Patten raised concern regarding the impact on business within the town centre, which may well have an adverse effect and drive people/customers away from the town centre. He was disappointed that free parking may not now come about, as shown in the Regeneration Portfolio Report, and proposed that the Council should review and look towards time restricted parking, and recommended a 30 minute waiting time scale.

### **Shepton Mallet in Bloom**

Mr Tony Patten highlighted the recent resignation of Mr Chris Challis as Chairman of the Shepton Mallet in Bloom Committee, after serving for many years, with the town receiving the silver prize over the last two years and coming second in Mendip overall this current year. He requested the Town Council thank Chris Challis for his involvement and hard work over a considerable period of time and urged for the Town Council to consider filling the post of Chairman to the Shepton Mallet in Bloom Committee.

### **Mendip District Council Finances**

Mr Taffy Stride raised concern as to the reduction of financial commitments to the town, as recently the £100,000 had been retracted for the toilet refurbishment and a further £60,000 appeared to have been retracted for town centre improvements, due to what was highlighted as "financial restraints". He enquired if this is the case why were they still carrying on provided business lunches on the rates. He was also concerned with mileage allowance being paid and considered that there should be a one-band rate of mileage allowance for all car users. He also raised concern as to the whereabouts of capital sums, given that MDC had sold off its housing stock for a total of £35,000,000. Out of that they repaid debts of £17,000,000 which left a surplus fund of some £18,000,000. He enquired where the money had gone to and who was reaping the rewards of both the interest of this capital, and also the interest saved on the debt which has been repaid. He understood that the money may well be used for affordable housing, when his understanding was that MDC had sold their housing stock and therefore should not be involved in housing, this should be left to the private sector. He was also concerned that it appeared that the Deputy Prime Minister John Prescott had recently provided £250,000,000 to the Southwest Housing Association for the provision of affordable homes. He stressed that the Town Council should be asking these pertinent questions to the District Council.

### **Town Centre Pigeons**

Mr Taffy Stride was pleased that the deterrant owl had not yet been purchased, and thought that the proposal by the pigeon fanciers to remove the pigeons would not work and that the pigeons would indeed return.

### **Collett Park**

Mr Taffy Stride raised concern at the projected estimated cost of tree works and also future projects.

### **New Pedestrian Crossing at the Park Doctors' Surgery**

Mr Taffy Stride highlighted that the Town Council had made a mistake, and indeed this crossing was not required as the existing one was quite sufficient. The surgery was now open, and he felt there was no apparent increase in use at all. The only use was provided by schoolchildren on their way to and from school from the Ridgeway Estate.

### **Dangerous Wall – Petticoat Lane**

Mr Taffy Stride informed that he had reported to the Clerk, who subsequently reported this to both Mendip District Council and County Highways, that a self-seeded tree had now outgrown its location and indeed the high stone wall was now leaning in a precarious and dangerous position, directly over a very narrow pedestrian footpath. Action should be taken immediately.

**Resolve;** that this matter be treated with some urgency and the Clerk informed once again Development Control at MDC, and also County Highways, and record the matter.

The Chairman thanked all members of the public for their contribution and concerns, which were noted.

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## **89. Minutes**

The Minutes of the Meeting of the Town Council held on the 7 October 2003 were considered for accuracy and content.

**Resolve:** approved by unanimous vote, that the Minutes of the Town Council Meeting held on 7 October 2003 be approved as a true record and signed by the Chairman.

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## **90. Matters Arising from the Minutes - No matters were raised**

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## **91. Planning Committee Minutes of the Meeting held on the 21 October 2003.**

The Chairman requested members to note the contents of the Minutes relating to the meetings held on 21 October 2003.

**Resolve;** by unanimous vote that the Minutes of the Planning Committee held on 21 October 2003 are noted.

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## **92. Chairman's Announcements**

Councillor Lockey - The Chairman reported that, whilst Cllr Colin Lockey remained ill, he was, however, on the road to recovery.

Remembrance Service – Sunday, 9 November 2003 – The Chairman with the Vice-Chairman's support would attend the event on behalf of the Council, details of which had already been highlighted within Public Forum by Mr Clive Pearson. It was hoped that they would be in attendance, both at the Parade and also at the March Past following the Church Service.

Christmas Fair - It was envisaged that this would take place in lieu of the previous Christmas extravaganzas and was scheduled for Saturday, 20 December in the town centre.

Meeting with District Councillors – The Chairman confirmed that a meeting had taken place with both the Clerk and District Councillors, which had proved very successful and requested members' consideration as to a proposal that these meetings continue and take place on a monthly basis.

**Resolve:** by unanimous vote that the meetings with District Ward Councillors were thought to be very advantageous and it was very important to ensure that there were strong communication links and meetings should take place on a regular basis, and it was requested that the Clerk produce notes from these meetings and distribute to all members.

Cllr Inchley recorded a thanks to the Town Council on behalf of his mother, Mrs Hazel Inchley, regarding best wishes and a get well card following her recent accident.

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### 93. District Councillors Update

Cllr Stephen Robinson reported that he had nothing in particular to update at this stage, and reported that his wife, Cllr Margaret Robinson, was presently taking part in the Local Transport Plan meeting with MDC, where it was hoped, following an exchange of information, he would be able to update at the next meeting. He confirmed the meeting taking place today at 10.00am in the Bell Hotel regarding the Town Centre Traffic Regulation Order (TRO) and confirmed that they had requested the Town Clerk, also in attendance at the meeting, to formulate, in the correct manner, a proposal as agreed by the seven traders at that meeting, to enable Cllr Stephen Robinson to go round all traders within the Town Centre, and also the general community using the retail area, to provide consultation and to ask for signatures in support of the proposals, which it was hoped to present to the Town Council for consideration at a future meeting. Cllr Stephen Robinson raised concern that he had previously reported that monies allocated in the administration of £100,000 for the refurbishment of the toilets, and also the £60,000 from the Transport Fund for possible LTP Scheme, now it would appear had been both withdrawn. Cllr Gilham also raised some concern and disappointment that, once again, Shepton Mallet had been left out. Cllr Inchley also raised concern that he had indeed emailed the Section 151 Officer, Mr Peter McKenzie, several weeks' ago requesting confirmation of budgets but had still not received any response, and he intended to be talking to the Council's Auditors regarding this matter. The Clerk was asked to read a letter received from District Cllr Harvey Siggs which confirmed that the previous allocation of £100,000 for refurbishment of toilets in Commercial Road had been withdrawn, which was a decision taken by their Portfolio and supported by Cabinet. However, Shepton Mallet would be included in the new toilet refurbishment proposals for the whole of the District. Cllr Stephen Robinson recorded that Shepton Mallet would not lose out in this matter and that was the end of the story, full stop.

The Chairman thanked Cllr Stephen Robinson for his update.

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### 94. Administration Portfolio Report - Dated 29 October 2003 (Copy attached to these minutes)

Cllr Jeremiah presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Administration Portfolio Report - Dated 29 October and attached to these Minutes are noted.

#### **Item 2(b) Special Expenses Rate – Relief for Collett Park**

The Portfolio Leader confirmed that, without prior knowledge from the District Council, the Special Expenses Rate regarding the Cemeteries would be levied at 100% against the Parish in Year 2004/05, which would effectively double what was levied in this current year. Several members raised concern as to the way forward regarding fairness, equality and relief on such matters as the Town Council currently funding maintenance to Collett Park, when similar services were not undertaken by other Parish Councils, and that the District Council's Auditors should be requested to look into the matter.

**Resolve:** by unanimous vote that the matter is noted with much disappointment, and that Cllr Jeremiah review the way forward in the matter.

#### **Item 5 Internal Audit**

The Portfolio Leader confirmed that the Internal Audit was carried out on 30 October and a letter had been received from Mr Brian White (Internal Auditor) along with a completed satisfactory internal audit report where no outstanding matters had been raised. It was hoped to arrange a meeting of Portfolio holders to review and discuss the matter in the near future.

**Resolve:** by unanimous vote that the Internal Audit carried out by Mr Brian White on Thursday, 30 October, and the subsequent submission of his letter and his satisfactory report of that date, is noted. No matters were raised and Cllr Jeremiah is to arrange a meeting of Portfolio holders to review and discuss the matter.

#### **Item 7 Risk Assessments**

These were still outstanding and it was now considered vital that they be completed at the earliest. Members were requested to review notes and information sheets that had been provided by the Clerk after obtaining same from SALC and SLCC, and he hoped that Portfolio holders would afford him some time to consider the matter following the Precept meeting where the relevant members would be in attendance, programmed for 25 November 2003. Members raised some concern as to the skills, experience and training levels required to undertake these risk assessments, however it was envisaged that once individual assessments had been undertaken by each Portfolio, these would then be reviewed for further consideration on the matter.

**Resolve:** by unanimous vote that the requirement and urgency to undertake risk assessments is noted, and that the relevant members would provide time to consider the matter further, following the Precept meeting programmed for 25 November 2003.

#### **Item 12 SALC Events**

The Portfolio Leader raised some concern that it appeared no new members attended the training forum previously advised by SALC for Saturday, 18 October 2003. It was considered imperative that new members should attend these training seminars.

**Resolve:** by unanimous vote that new members should be urged to attend such training seminars in the future, and that the Clerk attempt to obtain Powerpoint presentation or notes from this previous seminar and supply to new Councillors to enable self-study.

The Clerk confirmed the next meeting of SALC East area would take place at Glastonbury Town Hall on Monday, 1 December at 7.30pm, agenda and minutes were available from the Clerks Office.

**Resolve:** by unanimous vote that the matter be noted and be deleted from the current Portfolio Report.

#### **Item 13 Oil Painting – “Near Harrogate”**

Following the disappointing news that the October auction of Lawrences had passed and the painting had remained unsold, Cllr Jeremiah had indeed been in contact with them directly and a professional opinion was that the reserve price be reduced to £1,500. Members considered the option of placing the painting in further Auction Houses.

**Resolve:** by a vote of 12 For and 2 Against that the auction sale of the oil painting “Near Harrogate” remain with Lawrence’s for their next auction with the reduced reserve price of £1,500 and that if the painting remain unsold at their next auction, the Council review relocation to further auction houses.

#### **Item 18/19 LTN 24 and LTN 56 – Councillors Allowances and Complaints Procedure**

The Clerk informed members that he had recently received further update from SALC regarding both these matters, which required the urgent attention of both Portfolio and Council, and confirmed that the latest information received today would be sent to all members in the next postal run.

**Resolve:** that the matter is noted.

#### **Item 24 Exterior Funding Opportunities**

This matter had been requested on the Agenda by Cllr Champion, who considered that the Council should review and explore opportunities, which may provide exterior funding to a range of projects.

**Resolve:** by unanimous vote that the matter be noted and that the Administration Portfolio review the matter at their next meeting.

#### **Late Item - Office Opening Hours**

The Clerk confirmed that he was away on a non-Council training course next week, from 10 to 14 November. The office would only be manned by the Assistant from 9.30am to 2.30pm on Tuesday, Wednesday and Thursday. At all other times contact was to be made directly with the Vice-Chairman Cllr Bartlett, however the Clerk had arranged with MDC to obtain entry to the office in the evening between 6.00pm and 9.30pm where he would deal with any matters of urgency, and also that he would attend the Planning meeting programmed for Tuesday evening for the purpose of taking the Minutes.

**Resolve:** that the matter is noted.

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#### **95. Community & Leisure Portfolio Report - Dated 29 October 2003 (Copy attached to these minutes)**

Cllr Lovell presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Community & Leisure Portfolio Report - Dated 29 October 2003 as attached to these Minutes are noted.

### **Item 1 Detached Youth Teams**

**Resolve:** by unanimous vote, following the presentation received from Mark Holden earlier in the meeting, that the matter is noted. Mark Holden would give a progress report and his findings back to Council some time in the New Year, and the matter be deleted from the current Portfolio Report.

### **Item 3 Public Transport Services to Bath**

Mr Clive Pearson had updated Council earlier in the meeting, and also a response had been received from Somerset County Council on 20 October 2003, who informed they will attempt to accommodate the Town Council's wishes, and there may be potential for doing something in 2004 subject to budget.

**Resolve:** by unanimous vote that the matter be noted, and that additionally the requirement for a through route to Bristol as well as Bath is to be added to the request.

### **Item 5(1) Town Centre Traffic Regulation Order (TRO)**

Members raised much concern with Somerset County Council and their Highways Department in dealing with this matter, they were indeed the lead authority and had a duty to undertake full consultation, making the final decision and carrying out any implementation required after making that decision. It was understood that Somerset Highways may well have omitted to acknowledge each of the ten objections received, omitted to inform them of the hearing date and then omitted to inform them of the final decision of the County Council. The Clerk had brought this matter to their attention and Somerset Highways had sent a very short letter of apology for the omissions to each of the ten original objectors. A strong worded letter highlighting the deep concern of this Council is being sent directly to the Leader of County Council, and also the Transport & Environment Section as proposed.

The Clerk, following consultation with the Vice-Chairman, had attended a meeting called by traders, in the Bell Hotel, at 10am on Tuesday, 4 November. District Councillor Dick Skidmore and Stephen Robinson were in attendance, as was Guy Braga, Area Regeneration Officer for MDC, seven traders and Alan Williams from the local press media. The Clerk confirmed the contents of the meeting and that he had provided copies of Town Council's documentation relating to considerations, recommendations and resolves in the above matter over the last 32 month period, which included the two Town Centre meetings held in November 2001 and May 2002. He was also able to confirm that the matter and update was reported to the Council at each monthly open public meeting by way of the Community & Leisure Portfolio report. During the meeting it became evident that the traders had a misunderstanding and the Clerk verified the differential between Waiting Restrictions and a Restricted Parking Zone. Mr Guy Braga considered that new orders should be allowed to settle and, if appropriate, after careful consideration, amendments may be required. He also updated the traders in respect of the Town's markets, the MCTI and HERS bid. It was also confirmed to the traders that the Chamber of Commerce had agreed with the new TRO at all previous meetings, and the traders raised much concern that the Chamber of Commerce appeared a weak organisation and did not represent them. Several of the traders considered that the installation of bollards to High Street North were now working and had made a positive impact. The traders were also supportive of the Town Council's lobbying of MDC for them to provide additional disabled parking, a Shopmobility facility the same as the other towns, and also a free parking initiative. The Clerk reported that the majority of traders at the meeting were unaware of numerous other issues relating to the town centre, currently being lobbied to MDC and other authorities/organisations. During the meeting District Cllr Dick Skidmore received a telephone call from Jeff Bunting of Somerset Highways, who it was understood, had told Cllr Dick Skidmore that the Town Council had the power and the option to amend this new TRO which could be undertaken within a one-month period. At the conclusion of the meeting, the seven traders present had formulated a proposal for amending the new TRO, which the Clerk had been asked to pass on to Council as follows:-

- Firstly, remove any traffic movement restrictions.
- Apply No Waiting double yellow lines in front of the Victorian fountain, along by the Bell and Lloyds Bank, terminating at the existing bollard opposite the entrance to the HSBC Bank.
- Then to provide 20 or 30 minute waiting restriction parking bays to the High Street North area between Steve's Fish & Chip Shop and Barnes/Cheasleys, leaving open space at the end to ensure clear access for delivery vehicles through Great Ostry and into High Street North.
- There would be a need to tolerate by through traffic whenever the highway was blocked when delivery vehicles were loading/unloading.

It had been requested that the Council approve the Clerk to liaise with Somerset Highways on the legality of such approvals, and to obtain the correct wording of this proposal back to District Cllr Stephen Robinson who had volunteered to undertake consultation/petitions with all traders in the town centre, and further consultation with community users of the town centre.

On completion of this process, the traders would hopefully submit a clear, concise, viable, practical and fully supported proposal for Town Council's further consideration in the matter. The group had been informed by the Town Clerk that the Town Council had a duty to represent all sections of the community which numbered over 8,000 people, and not just the seven traders in attendance at the meeting. Members then debated the matter, several matters raised concern at the commercial viability of the town centre to traders now that the new TRO was in place and being enforced, whilst the majority of other members considered that the existing Order had been in force for some 11 years, albeit not regularly enforced. However, the Council should listen to views of the traders and the community; closely monitor the impact of the new TRO after a reasonable amount of time had elapsed. Members considered that they had undertaken in the correct manner, the wishes of the community following a lengthy process which included quality advice from Police, Traffic Wardens and Somerset Highways.

**Resolve:** that the matter is noted. All Members were now fully aware of the current situation regarding the new Traffic Regulation Order and the town centre traders. The Clerk is to liaise further with Somerset Highways regarding draft proposals from the traders at the meeting held on Tuesday, 4 November 2003 in the Bell Hotel, and on receipt of verified information from Somerset Highways, to pass this directly to District Cllr Stephen Robinson who is to undertake a comprehensive consultation and petition process with all traders and the community users of the town centre. The results of this process are to be reported back to the Town Council at a future meeting.

**Item 5(2) Extension of Market into High Street North**

The Clerk updated members with revised information received from Guy Braga of MDC in that it would not be permissible to provide empowerment for closure of the highway, or placing market stalls on the highway by way of road closure orders issued by MDC. The empowerment needed would have to be obtained by way of amendment to the existing Traffic Regulation Order. The matter is still being reviewed by Guy Braga of MDC.

**Resolve:** by unanimous vote that the matter is noted.

**Item 5(8) Repair of Paved Surface to Church Lane, off Regal Road**

Highways had confirmed that they would only be undertaking Health & Safety work to this area and also the paved area within the Market Place due to possible further damage by HGVs who use these areas. Cracked paving slabs, if not loose or representing a trip hazard, would remain and not be replaced.

**Resolve:** by unanimous vote that the matter be noted with much disappointment by the Council and to be deleted from the current Portfolio Report.

**Item 10 Special Expenses Rate (SER) – Cemeteries and Churchyards**

The Council had received information from MDC that the Special Expenses Rate (SER) would now be levied against each respective Parish at 100% in the next coming financial year period. This would effectively double previous charges of the SER, which, although previously not advised, had been only charged at 50%.

**Resolve:** that the matter is noted with much concern by the Council, but that the matter was still being progressed under the Partnership Agreement considerations with MDC currently held on the Administration Portfolio, and that the matter be deleted from the Community & Leisure Current Portfolio Report.

**Item 12 Closed Churchyard – St Peters & St Pauls**

MDC had informed that maintenance to trees within the churchyard was the duty and responsibility of the Parish Church council and not MDC.

**Resolve:** that the matter is noted and that the matter be deleted from the current Portfolio Report.

**Item 13(2) Community Grant – Shepton Mallet Fun Run**

Previously resolved on 2 September by the Council, approving a grant of up to £75 maximum. A current report with a financial breakdown of the event had now been received showing expenses as £68.12 for which a cheque had been raised and submitted in the current Payment Schedule.

**Resolve:** by unanimous vote that the payment of £68.12 is approved as revenue support against the expenses for the Shepton Mallet Fun Run 2003, and that the matter be deleted from the current Portfolio Report.

**Item 13(4) The Friends of Bath & District Samaritans – Community Grant**

Members were informed that an application form had now been received.

**Resolve:** that the matter is noted, and to be held for review by the Portfolio.

**Item 17 Town Events – Christmas Fair Saturday, 20 December 2003.**

**Resolve:** that the Events List Diary as listed in the Portfolio Report, to include the addition of the Christmas Fair to be held on Saturday, 20 December 2003 is noted

**Item 22 Sale of Car Parking Spaces by MDC**

Members were informed of a letter sent to the Leader of MDC, copied to Phil Grant and Ward Members, raising deep concern and protest to the selling-off of car parking spaces, especially with the pending Traffic Regulation Order instigation, and requesting further information as to policy, criteria, procedures and values to any such sales, and that to date the Clerk was still awaiting a formal response.

**Resolve:** by unanimous vote that the matter be noted and that the matter be reviewed on receipt of a formal response from MDC.

**Item 23 Community Speedwatch**

Cllr Bartlett declared a personal, non-prejudicial interest in the matter and did not speak or vote thereon.

A request had been received from Parish volunteers to this initiative for the Council to consider purchasing one hand-held speed device and four tabards at a value of £214.80, and to issue to volunteer groups as and when required for use within the Parish under the Community Speedwatch initiative. Ongoing funding may also be required to provide replacement batteries as required. Members raised some concern as to the liability for the safety and well-being of volunteers undertaking this initiative if the Town Council were to provide support by way of purchasing and issuing equipment. The Clerk confirmed that this initiative was instigated and run by the Police Authority. Risk assessments, locations of use and training had all been provided by the Police.

**Resolve:** by unanimous vote that one number hand-held speed device and four tabards are purchased at a price of £214.80 for the Town Council to hold as an asset and to issue to voluntary community Speedwatch personnel whenever required, for use within the Parish. This was subject to the Clerk obtaining confirmation that there will be no liability arising to the Town Council from the Police in this respect, and that the funds be made available from the current Community Grants budget.

**Item 24 A371 Highway**

Cllr Bartlett declared a personal, prejudicial interest in the matter but remained to Chair the meeting.

Cllr Champion prepared and read out to members a report as attached to these Minutes, regarding previous proposals for widening of the existing ridge road from the Dinder straights through to Cannards Grave. He raised concern that considerable work had been undertaken with these proposals, which were to be reviewed by a traffic modelling process during 2004 and during February 2005. In February 2005 all schemes will be reappraised and prioritised for one to be submitted to Government for future funding. Cllr Champion requested that the Town Council reaffirm their support for the upgrading and widening for the existing ridge road.

**Resolve;** Proposed by Cllr Gilham, seconded by Cllr Inchley, with a vote of 11 For and 1 Against, that the Town Council fully support Cllr Champion and his submitted report as attached to these Minutes, and that a letter is compiled for formally support the contents of Cllr Champion's submitted report, with copies being sent to Somerset County Council, County Highways at Glastonbury and also Glastonbury Town Council, and all other Parish Councils involved.

**Item 25 Old Wells Road Highway Safety Concerns**

Cllr Marsh declared a non-prejudicial interest in the matter and did not speak or vote thereon.

A copy of a letter and petition sent to Somerset County Council had been received from a resident of Old Wells Road, which was read by the Clerk to members, highlighting concerns as to increased traffic flow, increased traffic speed and five dangerous locations within the highway.

**Resolve;** by unanimous vote that the matter is noted, and that the Town Council agrees with and supports the concerns of the resident regarding increased traffic flow, increased traffic speeds and the five dangerous locations as highlighted in the copy of the letter and petition received from a resident of Old Wells Road. The

Community Speedwatch Group are requested to liaise with the Police with a view for them to attend this area, verify the traffic speeds and report their findings both to the Police and the Town Council.

#### **Item 26 Carnival – Coning off of Highways**

The Clerk confirmed that the Carnival Committee had verified the recent information received, in that if the Police undertook the complete task of coning off for the purpose of the carnival, then a charge would be levied of some £3,000. However, the Police would supply the cones for the operation to be carried out by others at no charge, although if any cones were lost or mislaid then a charge of £7.50 for each cone not returned would be levied. Members raised much concern for this apparent lack of support to both the community and its carnival by the Police.

**Resolve;** Proposed by Cllr Inchley, seconded by Cllr O'Connor that the Town Council write to Avon & Somerset Constabulary in full support of the Town's Carnival Committee, and considered that the Police actions are disgraceful and non-community spirited. The Police had undertaken this duty on behalf of the community as part of their community duty on all previous occasions, and they should be reminded that monies raised by the Carnival Committee are handed to, and support of, all local charities.

#### **Item 27 Shepton Mallet in Bloom**

Members received with much regret, information from the Shepton Mallet in Bloom Committee that their Chairman, Chris Challis, was retiring from chairmanship after many years of dedicated service and achievements. Within the same letter there was a request for a member of the Town Council to consider taking over the role of chairmanship. Members considered that many volunteer organisations were suffering from less and less membership, and that a plea should be made for people to come forward. However, it was up to the Committee to vote a Chairman from their membership, and in fact this may well be a matter for the Chamber of Commerce. The next meeting of the Shepton Mallet in Bloom Committee would take place on Tuesday, 18 November at 8.00pm in the Wine Vaults.

9.10pm Cllr Cann joined the meeting.

**Resolve;** Proposed by Cllr O'Connor T, seconded by Cllr Gilham, by unanimous vote, that a vote of thanks is recorded in recognition of the efforts of Chris Challis for his work over a considerable number of years, and for a job well done with many achievements for Shepton Mallet in Bloom, and that the Shepton Mallet in Bloom Committee be informed that the Town Council decline the offer to provide a Chairman for their Committee, and that this is indeed a Chamber of Commerce initiative, and that the Committee should vote its own Chairman from internal membership. The Town Council would support, as it has in the past, with provision of financial support by way of an annual grant, and that the matter be deleted from the current Portfolio report.

#### **Item 28 SCC Local Transport Plan Annual Progress Report 2003**

The report for 2003 had been received and two copies were available from the Clerk along with a feedback form if required.

**Resolve;** by unanimous vote that the matter is noted and deleted from the current Portfolio report.

#### **Item 29 Closure of Mother Goose Nursery**

Following receipt of information and a letter to the Council from Mrs Lorna Rowe that this facility has unofficial notice to close by 31 December 2003, and that staff redundancy notices to the same effect had been issued, Cllr Gilham had been in contact with the organiser Mrs Lorna Rowe and raised much concern that this facility, which presently had a membership of 50 children, may well close. Cllr Gilham, in consultation with Mrs Lorna Rowe, had made contact with Somerset County Council, the Leader of the Council, and the Adult Learning Member along with the Press following a meeting held last Thursday. It was hoped that this facility may continue. They were expecting a decision about merging the two playgroups on Friday, 7 November albeit under a different type management structure.

**Resolve;** by unanimous vote that the Town Council write to Mrs Lorna Rowe providing full support of the Town Council to keep this much valued facility available within the town.

#### **Item 30 Fire Brigade**

Members were informed of consultation documents received from Somerset Fire Brigade regarding draft plans for change, along with a request for the Fire Brigade to provide a presentation to Council regarding a separate issue headed "Community Safety Partnerships". A further request had been received from Somerset Fire Brigade to provide contact details for local groups/clubs and organisations within the Parish to assist the Fire Brigade with their home fire safety checks initiative. The Clerk, in his role as Station Commander at Shepton

Mallet Fire Station, also provided a personal update regarding the current changes within the Fire Brigade, all relating to retained service and the local station in Shepton Mallet, the summary of which was as follows:-

Pay Structure – Station Officer Brown raised concern that the new pay formula did not appear to encourage enhanced performance. It did not provide reward for commitment, experience, role or rank, and would not assist in recruitment of new retained members. Overall the new payment formula would appear to encourage personnel to sit back, stay in bed, do little and when they were out, to take as long as possible, to receive adequate financial reward.

Draft Proposals for Changes to Service Delivery – Station Officer Brown firstly agreed that the Brigade, as a whole, required a shake-up to bring it into the commercial world, although he had deep concerns regarding proposals, which would have an impact on the community of Shepton Mallet. Overall the Fire Brigade had, for some time, provided a safety net underneath the other emergency services to which, in his opinion, the Police had reduced performance and effectiveness, as could be said for the Ambulance Service, mainly due to lack of resources, especially in service delivery. It now appeared that the Fire Brigade was going much the same route. The Fire Brigade proposals were not to attend system alarm calls and much reduced attendance to smaller type fires, and in some cases such as a car leaking petrol, the Brigade may well not attend. The whole emphasis was now based on life risk rather than previous when it was property risks, therefore large buildings such as B & Q type stores may well receive a much-reduced attendance. In his opinion the Retained were currently providing excellent value financially, as they were only being paid when they were called into duty. In his opinion there was a definite degrading of the service, and as with the other emergency services, the taxpayer would still end up paying more and receiving less.

Members raised much support for the Retained Service, especially those delivering the service within Shepton Mallet over many, many years, and further considered that the majority of the inefficiencies on a national level were within the Metropolitan areas.

**Resolve;** Proposed by Cllr Gilham, seconded by Cllr Champion by a unanimous vote, that the Clerk/Station Officer Brown draw up notes on the points raised at this meeting and submit to Council for further observations, and with a view to support the Retained Service in Shepton Mallet, that the Council may then write to Somerset County Council and also contact Government from a national point of view.

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## 96. **Regeneration Portfolio Report - Dated 29 October 2003 (Copy attached to these minutes)**

Cllr Cann presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Regeneration Portfolio Report - Dated 29 October 2003 as attached to these Minutes are noted.

### **Item 1 Market and Coastal Towns Initiative (MCTI)**

The Portfolio leader confirmed, following several meetings, that matters were gaining pace and he hoped to provide a further report to Council in December.

**Resolve;** by unanimous vote that the matter is noted.

### **Item 3 Area Regeneration Officers Report**

The Area Regeneration Officers report from the District Council had been previously considered by Council at its 7 October meeting, with additional matters being documented within the current Regeneration Portfolio report. The Portfolio leader requested members to note these matters and that the item be deleted from the current Portfolio report.

**Resolve;** by unanimous vote that the matter be noted and deleted from the current Portfolio report.

### **Item 11 Town Market**

Members requested an update to this matter. The Clerk advised that the latest information from the Area Regeneration Officer was that, if the market was expanded into the highway, this would now require a new Traffic Regulation Order (TRO), which would need to be considered and submitted through Somerset Highways. It was hoped that some reorganisation of the existing market within its current area would take place in time for the Christmas period.

**Resolve;** by unanimous vote that the matter is noted.

### **Item 15 Doctors' Surgery – Pedestrian Crossing**

The Clerk confirmed that a letter had been to Somerset County Council requesting that a pelican type crossing be provided in lieu of the zebra type crossing which had been shown on the plans recently received. The pelican crossing would ensure that a traffic signal controlled crossing would provide a safer facility, and at the same time the Clerk, under previous instruction, had requested that a breakdown be provided of the project cost of £20,000 to the Council, prior to release of its partnership funding of £500.

**Resolve;** by unanimous vote that the matter is noted, and that a response is to be further considered when a breakdown of project costs are received from Somerset County Council.

Mr Alan Williams, the Media Officer from the Somerset Series of newspapers then left the meeting, which was his last meeting to be covered under his present employment, due to changing employment to become the News Editor at a Bath, based newspaper.

**Resolve;** by unanimous vote that Mr Alan Williams is thanked by the Council for his coverage of events and his assistance to the Council during his time at the Mid Somerset Series of newspapers.

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### **97. Collett Park Portfolio Report - Dated 29 October 2003 (Copy attached to these minutes)**

Cllr Shearn presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Collett Park Portfolio Report - Dated 29 October 2003 as attached to these Minutes are noted.

**Item 1 Members Declaration of Interest** - Members collectively make a declaration as to a Personal and Prejudicial Interest in the matter as each member of the Town Council is a Trustee but that dispensation has been afforded in the matter from the Standards Committee in July 2003 for the life of the current Council (until April 2007).

**Resolved;** that the matter be noted and the declarations duly recorded.

#### **Item 2(a) Collett Park Groundcare Contract**

Members were informed, following Council's previous resolve in the matter, to extend the contract in line with the MDC contract, which the Clerk was now able to verify exact timescales.

**Resolve;** by unanimous vote to ratify Council's previous resolve that the Collett Park Groundcare contract be extended a further four years + two years + two year period, to expire as of 31 March 2012, with contract reviews being undertaken in March 2004, March 2008 and March 2010, with a three month opt-out option by both parties at each review stage. This is subject to improvements being fulfilled prior to 31 March 2004 as listed in the Best Value Review Report and agreed with the contractor following a Contract Review meeting held on the 20 October 2003. Annual financial reviews would also take place and amendments agreed in line with Government published indices, the matter is also to be deleted from the current Portfolio report.

#### **Item 2(b) Collett Park Groundcare Contract – Formal Monthly Performance Report**

Members were informed of the first joint inspection which was undertaken on 28 October 2003 and that a formal monthly report had been completed with no major omissions reported. This matter would remain an ongoing item with the current Portfolio report, and subsequent completed monthly performance reports would be reported on each occasion to the next meeting of the Town Council

**Resolve;** by unanimous vote that the matter is noted.

#### **Item 3 Park Contractor's Report**

The latest report from the contractor had been received on 22 October and copied to all members, and that the three items of additional work outstanding, as documented within the Portfolio report, would be completed by the contractor by the end of November 2003.

**Resolve;** that the contractor's report received on 22 October 2003 (attached to these minutes) is noted, and the matter to be deleted from the current Portfolio report. The three items documented within the Portfolio report of 29 October 2003 have received a completion date by the contractor of the end of November 2003, and that this matter is noted.

**Item 4(a) Play Equipment**

The Clerk confirmed that MDC's partnership grant of £2,500 had been received, and that a letter of thanks had already been sent to Mr Stuart Cave of MDC on 22 October 2003.

**Resolve;** that the matter is noted, and to be deleted from the current Portfolio report.

**Item 4(b) Play Area Signage**

Final drafts had been recommended for approval by the Portfolio, and the contractor Quadron, had confirmed that they will supply and fix one to each play area adjacent to the entrance of each, to existing fencing, free of any charge as agreed within their Groundcare contract.

**Resolve;** by unanimous vote that the final drafts are approved, and that the contractor Quadron is requested to supply and fix one to each play area adjacent to the entrance, upon the existing fencing, free of any charge, as agreed within their current Groundcare contract.

**Item 5 Play Equipment – Annual Inspection Report**

Portfolio had now reviewed the annual report received from Wicksteeds Leisure and, given that signage was now to be supplied and fixed by Quadron, there was only one outstanding action deemed to be needed from Wicksteeds annual inspection report.

**Resolve;** That the renewal of the protected skirt on the Jolly Gerald seesaw unit, at a cost of £44.85 as quoted by Quadron Services is to proceed, and that the work be ordered without delay and that the matter be deleted from the current Portfolio report.

**Item 6 Less Abled Play Equipment**

Recommendation received from Portfolio was not to proceed with this initial proposal, which should be deleted from the current Portfolio report, but that the matter would be reviewed by Cllr Inchley for possible provision in the future, especially given possible mandatory provision under the Disabled Discrimination Act (DDA) which was due in 2004.

**Resolve;** by unanimous vote that the matter is noted, to be deleted from the current Portfolio report, and that Cllr Inchley is to continue to review the matter and report back to Portfolio if needed.

**Item 7 Somerset Aggregates Levy Grant Aid**

Cllr Inchley confirmed that he was currently working up a scheme to resurface footpaths in three areas of the Park, which is to be submitted with the application when all details are known, to the Aggregates Levy Fund, for consideration of support by way of a grant. Matters were in hand, however quotations would have to be obtained from suitable contractors before the application could be submitted.

**Resolve;** by unanimous vote that the matter is noted.

**Item 8(a) Improvement Projects for the Current Year**

Portfolio had submitted four projects to be completed in the current year, from the Outstanding Improvements Budget.

**Resolve;** by unanimous vote that the following four improvement projects are approved, along with their respective budgets, to be drawn from the current Collett Park Improvements Budget, as follows:-

Electric and Water to the Bandstand	£700
Tree Works already identified (first phase)	£4,500
Deeds and Legal Advice to boundary walls	£800
Completion of aviaries	£500

**Item 8(b) Improvement Projects Year 2004/2005**

The Portfolio leader informed members that Portfolio recommendations to the meeting of the Precept Working Party had identified two projects and associated budgets, which included tree works yet to be identified (second phase) £5,000 and re-roofing of the Depot within Collett Park with a budget of £6,000. The Portfolio leader also wished to include an additional £1,000 for general improvements within the same period.

**Resolve;** by unanimous vote that the matter is noted, and details are to be further considered by the Precept Working Party, programmed to meet on 25 November 2003. The matter of the Depot roof was, however, on the agenda to receive further consideration within Confidential Session of this meeting.

**Item 11(a) Tree Survey Works**

The Portfolio had now collated a first phase of high-level tree works as proposed within their project listing for Year 2004/05 and that they wished to tender the works with a budget of £4,500, which will include several trees to be felled including a sycamore by the rose garden, Old Shakey and also the large copper beech to Field Corner. The work involved 14 trees in total.

**Resolve;** by unanimous vote that the recommended list of first phase of tree works is tendered, and subject to compliance with the Council's financial regulations and prices coming back in within the budget of £4,500, that the lowest price tender is accepted, and that the works are ordered.

**Item 11(b) Tree Survey – Smaller Works**

A further list of smaller, low level works had been identified, which included felling of seven number trees and works in total to 45 number trees, for which a quotation had been received for £500.

**Resolve;** by unanimous vote that the works to 45 number trees requiring smaller, low level works, is approved for the sum of £500 as submitted by the existing Park Contractor Quadron Services, and that this work is deemed to be additional work ordered under their existing contract.

**Item 12 Boundary Stone Wall and Deeds**

Following Council's previous resolve in the matter, a meeting had been held with Martin Chaffey of Dyne Drewett Solicitors to quantify the scope and associated costs in drawing up deeds, documentation and land registry fees to legally document the current area of Collett Park, and the Town Council Depot adjoining the Park, and at the same time to provide consideration and documentation of ownership and liabilities of all current boundaries with adjoining properties and land. An estimate had now been received from Dyne Drewett Solicitors for solicitor's fees of £400 with up to a further £400 required for legal and land registry costs. The recommendation received from Portfolio was to proceed with monies being provided from the Current Improvements Budget.

**Resolve;** by unanimous vote that the matter is noted, and that Dyne Drewett Solicitors is ordered to proceed with collation of deeds, documents and all required registration fees in the current area of Collett Park, and the adjoining Council Depot, and at the same time to verify ownership and liabilities of all boundaries with adjoining property and landowners to Collett Park, for the estimated sum of £800 in total.

**Item 17 Park Road Depot – Vacation by previous Contractor, Mr Fred Davis**

Following a letter of request by the current Contractor, Quadron Services, for the previous Contractor Mr Fred Davis to vacate the Town Council side of the Depot, by the 1 December 2003, a copy of a reply letter had been received from Quadron Services.

**Resolve;** Following Portfolio's consideration in the matter, and a recommendation submitted, that a response letter is sent to Mr Fred Davis confirming that the Town Council has written documentation of ownership, and that the Town Council reaffirm the requirement as previously requested by Quadron Services Ltd for the area of the Town Council Depot to be vacated by Mr Fred Davis by 1 December 2003, and that if there is a failure to comply with this request, then written evidence must be produced to the Town Council prior to the due date of 1 December 2003.

**Item 18 Mrs Mary Reeves**

Members considered with much sadness that Mrs Mary Reeves was still unwell, and is currently still in hospital.

**Resolve;** by unanimous vote that members record their best wishes and a speedy recovery to Mrs Mary Reeves and that the Vice-Chairman Cllr Bartlett, obtain a "Get Well" card and suitable bouquet of flowers and present them on behalf of the Council to Mrs Reeves.

**98. Footpaths Portfolio Report - Dated 29 October 2003 (Copy attached to these minutes)**

Cllr Manvill presented the report, which has been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Footpaths Portfolio Report - Dated 29 October 2003 as attached to these Minutes are noted.

**Item 4 Footpath – Field Inn – SMTC 1**

Sheila Petherbridge of MDC has confirmed agreement with Mr Vagg to supply and fix one 5 foot gate and that this work would be done within the next week or so. However permission was not obtained to change the existing surface finish, which would now remain as existing.

**Resolve;** by unanimous vote that the matter is noted and deleted from the current Portfolio report.

**Item 5 Use of Footpath 21/65 – Martins Lane by Motorcyclists**

One member confirmed that it appeared that motorbikes were once again using Martins Lane and that information relating to contact details of the persons concerned was available.

**Resolve;** by unanimous vote that the matter is noted and that the Portfolio leader would investigate the matter.

**Item 11 General Matters Raised by the Portfolio**

Six additional matters were raised at the previous meeting of the Footpaths Portfolio held on 14 October 2003, all of which were recorded within Item 11 of the Portfolio report attached to these Minutes.

**Resolve;** by unanimous vote that all the matters raised under Item 11 of the Footpaths Portfolio report, as attached to these Minutes, and the matter is to be deleted from the current Portfolio report.

**Item 12 Footpaths Maintenance Payment**

Members were asked to consider approval of an invoice submitted from the current contractor, Mr Adrian Crozier, for the sum of £160, the final instalment of the annual contract sum and also additional works ordered.

**Resolve;** by unanimous vote that the payment for £160 to Mr Adrian Crozier for footpath maintenance is approved and that the matter be deleted from the current Portfolio report.

**Item 13 Landscape Competition**

The Portfolio leader confirmed that a competition was to be run for the under 11's to design and draw up a 25 metre open space area to be landscaped. Quadron Services the Groundcare contractor for both the Town and Mendip District Council, was to sponsor the competition, the winner of which the contractor would sponsor to undertake the construction, planting and maintenance for the first 12 months of such an area within the Parish. It was also on offer within the sponsorship proposal that a new area could be selected, and the competition run again on an annual basis.

**Resolve;** by unanimous vote that the proposal, sponsorship and competition is most welcome and that the matter be noted and deleted from the current Portfolio report.

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**99. Properties Portfolio Report - Dated 29 October 2003 (Copy attached to these minutes)**

Cllr Gilham presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Properties Portfolio Report - Dated 29 October attached to these Minutes are noted.

**Item (1) Harvest Festival**

Following enquiries by both site representatives, there was deemed insufficient support to this proposal by the allotment holders.

**Resolve:** that the matter is noted with some disappointment and that the matter be deleted from the current Portfolio Report.

#### **Item 1(d) Bonfire Complaints and Policy**

Recommendations received from Portfolio that the existing policy of not allowing bonfires is to continue, and should be enforced and that all tenants are reminded of this policy, and also its enforcement when the renewal letters are sent out in January 2004.

**Resolve:** that the matter is noted. The existing policy of not allowing bonfires is to continue, along with its enforcement, and tenants are to be reminded of this matter when the renewal letters are sent out in early January 2004. The matter to be deleted from the current Portfolio Report.

#### **Item 2(b) Whitstone Road Water Trough**

Following recent vandalism which resulted in water loss, the Clerk had obtained a quotation from Alan Connock to provide strengthening and a clasp to the cover of the trough to enable it to be locked and secure, for a price of £25. The Portfolio Leader, in consultation with the Clerk, had authorised the work to save any further misuse or vandalism.

**Resolve:** that the matter is noted, and retrospect approval is given for the ordering of works to make secure the water trough housing cover by Mr Alan Connock, as per his quotation for £25.

#### **Item (2) Removal of Self-seeded Tree – Whitstone Road Allotment**

Following a request from a tenant of Plot W06 for removal of the self-seeded tree damaging part of her plot, the Portfolio Leader had visited the site and recommended the removal of a self-seeded sycamore tree, confirming that it was indeed overshadowing a plot and recommending that it be felled. The Clerk had obtained a quotation for the sum of £30.

**Resolve:** that the quotation from Mr Adrian Crozier for the sum of £30, for the felling of a self-seeded sycamore tree within the boundary of the Whitstone Road allotments adjacent to Plot W06 is approved. The tree to be felled below ground level and removed.

#### **Item 2(d) Theft of Produce from Whitstone Road Allotments**

Members were disappointed to be informed of an incident whereby several rows of potato produce had been uplifted and taken from a plot at Whitstone Road. The Clerk confirmed the matter had been reported and recorded appropriately.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

#### **Item 3 Allotment Tenancy Renewals**

Within the Portfolio Report members were reminded of the revised tenancy renewal date of 1 February 2004, and that if monies were not received in full by 1 March 2004 then tenancies would be automatically terminated without any further notice. They were also provided with a summary of points to be raised with tenants within the same correspondence to be sent out in mid-January 2004.

**Resolve:** by unanimous vote that the tenancy renewal request, due as of 1 February 2004, with its procedures and summary of points to be highlighted within the same correspondence to be sent out in mid-January 2004, as set out in the Portfolio Report (copy attached to these Minutes) is approved and noted.

#### **Item 5 Improvement Projects**

Members were requested to note proposals for improvement projects which the Clerk had been tasked to work up specifications and obtain quotations relating to marking of plot numbers to existing posts, and renewal of a small section of boundary fencing to the Whitstone Road site, and at the Hitchen Lane site to review levelling of waste ground to gain vehicular access for the purpose of delivering manure etc to the Hitchen Lane site.

**Resolve:** by unanimous vote that the improvement projects as listed in the Portfolio Report for both the Whitstone Road and Hitchen Lane sites is noted, and that the matter is to be further considered when details and quotations have been received.

#### **Item 7 Deeds and Ownership – Whitstone Road Site and Access Driveway**

Portfolio recommendations to Council are to proceed in a confidential manner, using the services of legal advice from Dyne Drewett solicitors with a view to prove and document the Town Council's ownership of this allotment site and land, driveway and access/right of ways.

**Resolve:** by unanimous vote that the matter is note, and that the Town Council proceed in the matter of confirming legal ownership and supporting deeds to Whitstone Road allotments, land, driveway and right of way. To proceed in a confidential manner using the services of legal advice from Dyne Drewett solicitors.

#### **Item 10     Town Flag Replacement**

Members considered recommendations from Portfolio to provide a replacement town flag at the price of £280 and also to approve policy and calendar of dates for flags to be flown from Townsend flagpole, as previously supplied to each member and attached to these Minutes.

**Resolve:** Proposed by Cllr Gilham, seconded by Cllr Champion, by a vote of 8 For, for the replacement town flag to be purchased from Zephyr Flags at a cost of £280 and that the policy and calendar of dates for flags to be flown from Townsend roundabout flagpole as attached to these Minutes, are approved.

#### **Item 12     Cleaning of the Cenotaph**

The Clerk apologised to Council for his omission to agenda this matter to the previous Properties Portfolio meeting held on 21 October 2003, due to an administrative error. The Clerk confirmed the calendar of events. The requirement for low-level cleaning was bought forward following an inspect of the Cenotaph on 22 September, post that date discussions had been undertaken with the Chairman, the Portfolio Leader and the Clerk, and quotations had been obtained. Following consultations with the Royal British Legion, and due to the impending date of Remembrance Day, the work had been ordered and successfully completed. The work had involved the lower 12-foot section of the Cenotaph, which had been cleaned with low-pressure water jetting only, and the surrounding paved area had been cleaned with detergent and high-pressure jetting. It was considered that any requirement for cleaning of stonework in the future should involve specialist advice as to the systems and procedures to be employed when cleaning the Doulling stonework. The Clerk requested Council to consider approval in retrospect and an invoice was yet to be received from the contractor.

**Resolve:** by unanimous vote that the matter is noted, approval is given in retrospect for the cleaning of the lower section of the Cenotaph in preparation for Remembrance Day, with the work being carried out by Quadron Services Ltd for the sum of £40.42 is approved, and that specialist advice is to be obtained as to the cleaning of Doulling stonework on the Cenotaph prior to any further or future cleaning taking place. The matter to be deleted from the current Portfolio Report.

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### **100. Finance**

#### **Accounts for Payment by Cheque**

**Resolve;** that payments made by Cheque for November 2003 as per Appendix "A" attached to these Minutes be approved.

##### **a. Accounts previously paid by Direct Debit**

**Resolve;** that payments made by Direct Debit as per Appendix "A" as attached to these Minutes be approved.

##### **b. Confidential Salaries for Payment by Cheque**

**Resolve;** that the Confidential Salary Payments for November 2003 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

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### **101. Confidential Session** – The Chairman proposed that in view of the nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.

**Resolve;** by unanimous vote that in view of the nature of the business about to be transacted and in the public interest that the press and public be excluded and that they are instructed to withdraw. – All members of the public and press then withdrew from the room.

#### **a) Public Toilets**

Members were updated following confidential consultations with the District Council regarding public toilet facilities within the town.

**Resolve;** Proposed by Cllr Lovell, seconded by Cllr Champion by unanimous vote that Mendip District Council be advised to enable their further considerations in the matter, that if the Town Council were to take over the public toilets on the exterior of the Amulet building, then they would not require the maintenance of same to be included within any proposed new contract to be tendered by the District Council.

**b) Swimming Pool**

Members had been previously updated with the confidential report provided by the District Council with regard to options available for refurbishment/upgrade of the existing facility/site and also for a new build site as per previous proposals relating to the Leisure Centre at Charlton Road. The confidential information was provided to update members and no formal consideration was required at this present time.

**Resolve;** Proposed by Cllr Inchley, by unanimous vote that the matter is noted and that the Town Council await policy considerations from Mendip District Council, which will hopefully be resolved at a meeting of the MDC Cabinet, programmed for 10 November 2003.

**c) Christmas Illuminations 2003**

The Clerk updated members following a partnership meeting with the Chamber of Commerce, the specification and contract had now been tendered, with nine contractors invited to tender, and three tenders being received, at a value of £3,070, £3,212 and £5,715. The meeting had been undertaken on 31/10 with the Chamber of Commerce to open and review all the submitted tenders, with recommendations that the tender be awarded to the lowest price tender, with a pre-contracts meeting programmed for 10am on Wednesday, 5 November. The switch-on date had been programmed for 3pm on Saturday, 22 November 2003 and it was hoped that a small ceremony or service would be arranged. The Clerk confirmed that MDC would provide a budget sum of £2,500 towards this year's scheme, which would be paid directly to the Chamber of Commerce, and that the partnership wished to go ahead with the infrastructure for a future centre tree.

**Resolve;** by unanimous vote that the matter is noted. That the tender is awarded to MLAN Electrical Contractors for the sum of £3,070 to be funded from partnership funds held between the Town Council, Mendip District Council and the Chamber of Commerce. It was also noted that Mendip District Council would provide a budget of £2,500 towards this year's Christmas scheme, and that a switch-on ceremony was to be arranged for Saturday, 22 November at 3pm. The Clerk was to liaise with Reverend Liz Smith to provide a short service, and Cllr Gilham and Cllr Lovell were to investigate proposals to provide a small contingency to provide a short musical performance.

**d) Town Signs**

The Clerk confirmed, following previous resolves by the Town Council, and working in partnership with Mr Guy Braga of MDC, that the proposals for five large and two small (seven total) town signs, as per previous proposals, had been tendered, and that the funding was currently between £500 and £1,500 short. Mendip District Council had a current budget of £3,000 available which had to be used in this current financial year, and Somerset Highways had verbally indicated their partnership agreement to undertake removal of existing signs, supply and fixing seven pairs of new posts, and fixing of the new signs to their posts free of charge.

**Resolve;** Proposed by Cllr Champion, seconded by Cllr Gilham, by unanimous vote that the Town Council provide the shortfall requirement to the budget to provide seven new town name signs for the sum of £500 minimum up to a maximum of £1,500 from the current Town Centre Improvements budget. The Clerk is to work with Mr Guy Braga of Mendip District Council to verify the preferred tender, provide a draft of the signs for final approval by the Town Council, and also to confirm the exact shortfall requirement to be paid by the Town Council from the current Town Centre Improvements budget.

**e) Park Road Depot Roof**

The Clerk confirmed working with the Portfolio Leader and following review by several contractors, that the buildings would need total re-roofing to stop the current water ingress problems. Following collation of a specification, nine contractors had been invited to tender, and five tenders received for the sums of £3,550, £5,890, £7,200, £8,985 and £9,100. The Portfolio Leader and the Clerk had reviewed each of the tenders in detail and it was recommended that the tender for the sum of £5,890 be accepted.

**Resolve;** Proposed by Cllr Champion, with a vote of 7 For, 1 Against and 3 Abstentions, that the tender of £5,890 submitted by Lanmart, Shaftsbury is accepted, and that the work be put in hand as soon as practical, with the monies being drawn from Council's existing Reserve Funds.

**102. Agenda Matters for the Next Meeting**

No matters were raised

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The Chairman thanked members for their attendance and closed the meeting at 10.15 pm.

**Councillor C.F. Lockey**

**Signature** \_\_\_\_\_

**Chairman**

\_\_\_\_\_/\_\_\_\_\_/2003

# A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1650	Cllr Lovell	5600	Reimbursement for Twinning Present	£ 29.84
1651	H W Signs	6070	Collett Festival Banner Signwriting	£ 76.38
1652	Mid Somerset Agricultural Soc	6650	Grant	£ 200.00
1653	Mendip Care and Repair	6650	Grant	£ 200.00
1654	Cllr Lockey Tourist Information & Heritage Centre	5550	50% Chairman's Allowance	£ 497.00
1655	Centre	6660	Annual Support Grant	£ 1,100.00
1656	Citizens Advice Bureau	6670	Annual Support Grant	£ 3,100.00
1657	Mendip Community Transport	6680	Annual Support Grant	£ 500.00
1658	S/M County Infants School	6900	Sect 137 - School Crossing Patrol	£ 621.00
1659	Investec Bank Uk	7020	Capital Investment - Swimming Pool	£ 5,000.00
1660	The Toner Factory	5300	Consumables / Cartridges for printers	£ 237.28
1661	Capita Business Services	5320/5300	Photocopies and Postage -April/May	£ 82.40
1662	Cleanaway Limited	6020	Collett Park Waste Disposal	£ 19.38
1668	Western Newspapers Ltd	6070	Collett Festival Advert	£ 87.42
1669	C H Penns	6160	Allotment Cups - Engraving	£ 20.50
1670	The Consortium	5300	Stationery / Printing	£ 139.36
1671	Mr David Selway	6500	Repayment - Dummy Owl Town Centre	£ 13.22
1672	SLCC - membership	5400	New Subscription until Dec 2004	£ 54.00
1673	Mendip District Council	6480	CCTV Contribution	£ 2,750.00
1674	Investec Bank Uk	4450	Sale of Painting into S/Pool reserve account	£ 2,790.00
1675	C H Penns	5600	Chairman's Chain - Engraving	£ 9.00
				<b>£ 17,526.78</b>
<b>Payments by Direct Debit</b>				
03-Jun	CGU Bonus	5200/6090	Insurance Premium	£ 297.49
30-May	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract - April	£ 2,254.57
09-Jun	Freeserve	5160	Internet Service Provision	£ 9.99
16-Jun	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 277.54
				<b>Sub Total</b>
				<b>£ 2,839.59</b>
<b>Total =</b>				<b>£ 20,366.37</b>

<b>CONFIDENTIAL PAYMENTS</b>				
1663	Graham H Brown	5000	Town Clerk - July Salary 2003	
1664	Jeanette Lintern	5000	Admin Assistant - July Salary 2003	
1665	Graham H Brown	5000	Town Clerk - August Salary 2003	
				<b>Total</b>
				<b>Grand Total</b>

**Councillor C.F.Lockey**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Chairman**

**Councillor J.D. Bartlett**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Vice Chairman**



# Minutes of the Meeting of the Shepton Mallet Town Council held on 2 December 2003, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present:** Chairman - Councillor Mr C.F. Lockey

Cllrs Mrs J.D. Bartlett, Mr M.M. Cann, Mr R.R. Champion, Mr T. Fone, Mr J.E. Gilham, Mr K.J. Hurrell, Mr C.C. Inchley, Mrs S.J. Lintern, Mr M. Lovell, Mrs J.M. Marsh, Mr T.S. O'Connor and Mr N. F. Shearn.

MDC Cllrs Stephen Robinson and Dick Skidmore, Area Regeneration Officer Guy Braga, 14 members of the public and 1 member of the press in attendance.

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised. The Chairman thanked all persons present for the Get Well card received which was certainly a help and a spur in his recovery.

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**103. Apologies for absence –** Cllrs N. Jeremiah, Manvill and O'Connor M.

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## **104. Public Forum**

### **Bus Services**

Mr Clive Pearson updated Council with problems relating to the Community Hospital Bus Service, where the operator was using larger buses, however there was a site meeting arranged for Wednesday 3 December with Mr John Perrett and a representative from First Bus and other interested parties. At the same time they will also discuss other matters relating to Shepton Mallet Public Transport, and Mr Pearson would hopefully report to Council at the January meeting.

### **Town Centre Traffic Order**

Mr Taffy Stride considered that the overall opinion of the community using the town centre was that this was indeed the best thing since sliced bread. Although he noted traders' concerns he raised opinion that traders did not have the goods in stock which the customer wished to purchase, and their thoughts should be towards satisfying their customers. In his opinion the existing Regulation Order should stay for at least six months prior to any review.

### **Precept 2004**

Mr Taffy Stride was pleased that the Council was proposing a 6% reduction in the Parish Rate, however he considered it could be cut even further especially with expenditure within Collett Park. He also raised concern as to the £12,000 allocated under the heading Community Projects, which were yet to be nominated. He felt it should be clearly stated what these monies were for. Mr David Selway considered that the Council could be more prudent and that the Parish Rate could be reduced even further. He raised concern as to the fund available for general grants and he would wish to see this sum cut from £4,000 to £2,000. He also raised concern to the continued proposal to fund 50% of the school crossing patrol by way of a Section 137 payment of over £600 and considered that the community was indeed being taxed twice for this facility and that the Town Council should withdraw its funding. He also raised concern as to the £12,000 held under Community Projects and, like Mr Stride, wished to know what it was to be allocated for prior to being included within the Precept.

### **Zebra Crossing – Cannards Grave – Regeneration Portfolio Item 15**

Mr Taffy Stride considered that some 50% of the cost which equated to approximately £10,000 would be spent on consultancy fees relating to this crossing. In his opinion there was no practical need for this crossing as the existing was adequate and there had been no increase in use since the opening of the new Doctors' Surgery.

### **Mendip District Council – Sale of Housing Stock**

Mr Taffy Stride highlighted at earlier meetings his concern as to where the £18 million had gone or had been allocated to following the sale of MDC's housing stock. At present he had still not received any answer to his request which he urged the Council to look into.

## **Dangerous Wall at Petticoat Lane**

Mr Taffy Stride raised concern reporting the situation of a dangerous wall adjacent to this well-used footpath, which appeared from information received to be bounced about from one authority to another with very little action. He urged that the Council do something about the matter with a great urgency before some incident occurs in this area.

## **Councillors and The Clerk**

Mr David Selway raised much thanks to both Councillors and the Clerk for their work throughout the year and wished them all a very happy Christmas and New Year.

The Chairman thanked all members of the public for their concerns, which were noted.

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## **105. Town Centre Traffic Regulation Order (TRO)**

Cllr Bartlett and Cllr Inchley both declared a personal, non-prejudicial interest in the matter and both remained in the meeting throughout the debate but did both leave the meeting when the matter of disabled access and the final vote occurred.

Cllr Mark Cann provided an appraisal of a SWOT document provided by the Clerk dated 28 November 2003 and as attached to these Minutes, providing a key point summary and strengths, weaknesses, opportunities and threats of the current TRO and also any proposals appertaining to same. Points highlighted by Cllr Cann included the current position, in the past the area has been used as an all day car park, not necessarily by shoppers, pop-and-shop may well be a fallacy, we should be looking for the best possible combination to provide greater footfall in this retail area. We should also make provision for extension of the market on a Friday into the highway and therefore changes or improvements may well be required to the current TRO. It was considered that the District Councillors should come up with their part of the equation in that they should instigate Shopmobility, provide additional disabled parking facilities and that they should review the requirement for free parking within the town, along with the requirement for an unloading zone for delivery vehicles. In the long term rear access of High Street North should be reviewed for delivery vehicles.

Cllr O'Connor proposed and Cllr Inchley seconded that Standing Orders be suspended to allow for further input from District members.

**Resolved:** by unanimous vote that Standing Orders is suspended.

Mr Guy Braga, Area Regeneration Officer for the District Council, provided a summary in response from Mendip District Council to the Shepton Mallet SWOT document relating to the TRO. This followed a meeting of the Portfolio Holder District Councillor Dennis Buffrey, Chris Arscott and District Ward Councillors, the outcome of which supported the temporary suspension of the existing TRO whilst a fixed six-month trial period is carried out and monitored on alternative traffic regulation measures as proposed were implemented, trialed and monitored. He considered that the town centre needs some form of traffic regulation order and would wish to provide further, wider consultation, possibly via the MCTI consultation due to go out in February/March 2004. These proposals were as per Appendix 1 of the SWOT appraisal document from the Town Council dated 28 November 2003. District Cllr Stephen Robinson considered his full support for the six month trial and urged that without the traders there was not a town. Members highlighted that the Town Council had responded to public pressure and following incidents of public safety to pedestrians in the area concerned, which had resulted in several injuries and incidents over a period of time, and also that the Town Council had to take full consideration of the whole community of over 8,000 people. It was considered that Mendip District Council should put their whole weight behind any proposals and that they had the power to provide all the add-ons, which included free parking, Shopmobility, disabled parking and the possibility of rear access which the Town Council had been lobbying for for many years.

**Resolve:** Proposed by Cllr O'Connor, seconded by Cllr Champion that Standing Orders be now reinstigated and that the Council revert to Closed Session which was approved by a unanimous vote.

District Cllr Stephen Robinson and eight members of the public (traders) then left the meeting. Members undertook considerable debate in the matter including highlighting of the following points:-

Going back was not an option, we should be sticking to what was intended in the first place whereby we listened to the people of the town who had been speaking for the longest and the loudest on the matter, traffic and pedestrians do not mix, lack of consultation was a nonsense, existing car parks should be fully utilised, instigation of the Local Transport Plan scheme in early 2004 will involve limited green time for the traffic signals and therefore traffic could well back up within the area concerned by the TRO.

The District Council had been lobbied for many years by the Town Council and they should come up with provisions and timetable to provide Shopmobility, additional disabled parking, free parking which would be required with the current or any other revised TRO, and that they should look in the long term for rear access for deliveries to both sides of the High Street, the antics and the abuse afforded to the Town Council offices and the Clerk was of great concern and the Clerk thanked for continuing to carry out his duties, the current TRO had indeed been MDC policy since 1992, MDC had now raised car parking charges once again, as from October 2003. MDC should come up with the provision as required and that the Town Council may well consider it again on receipt of those provisions. Disabled parking within the area of the TRO should be considered. If the TRO was instigated for road safety reasons then should the Town Council rescind the Order and an accident occur then the Town Council may be liable under litigation for removal of such road safety measures.

Cllr Dick Skidmore interrupted proceedings and stated that any change to the TRO needed a proposal from the Town Council and not from Mendip District Council. Members responded in that Somerset County Council was indeed the authority on the matter along with the District Council, and that the Town Council is treated as a consultee only.

Cllr Bartlett and Cllr Inchley then left the room.

Proposed by Cllr Cann, seconded by Cllr Champion that a resolution should go from the Town Council to both the Somerset County Council and Mendip District Council that the Town Council want to see the existing Traffic Regulation Order maintained and until such time as we see a number of measures put in place, that the Town Council could see no need to proceed with any further experiment. The Town Council wished to see, and receive formal commitment from Mendip District Council, of matters that they are in a position to fulfil and that is to offer free parking within the town, to provide additional disabled parking bays, to provide a Shopmobility scheme, an unloading zone and to investigate in the long term provision of rear access servicing and deliveries to both Little Ostry and Regal Road areas.

**Resolve:** by a vote of 9 For with no other votes being tabled, that a resolution should go from the Town Council to both the Somerset County Council and Mendip District Council that the Town Council want to see the existing Traffic Regulation Order maintained and until such time as we see a number of measures put in place, that the Town Council see no further need to proceed with any further experiment. The Town Council wished to see, and receive formal commitment from Mendip District Council, of matters that they are in a position to fulfil and that is to offer free parking within the town, to provide additional disabled parking bays, to provide a Shopmobility scheme, an unloading zone and to investigate in the long term provision of rear access servicing and deliveries to both Little Ostry and Regal Road areas.

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#### 106. Precept 2004/2005

Cllr Inchley considered that the Town Council should look within its precept at what it wished to achieve, which he considered should be the effective management of the Town Council, cleaner, safer streets with improved quality of life for the community, improving communications, working better with young people, continuation of CCTV monitoring, investment in the town centre, assisting pensioners with their tax credit uptake and looking at leisure within the town. The Council had made some good progress in many matters which included Quality Council Status, Collett Park, the allotments and footpaths. Members then considered the draft Budget Precept for 2004 as supplied in spreadsheet format with the Agenda for the meeting, and as recommended from the Precept Working Group following a meeting held on 25 November 2003.

Cllr Marsh proposed that the Council should consider restoration of the victorian fountain back to its original condition of which details were available and Cllr Gilham proposed that a budget of £200 be allowed within the Precept for investigative work to be carried out on this project.

Cllr Inchley proposed that the Swimming Pool fund should be renamed Swimming Pool/Recreation fund and Cllr Lovell provided an appraisal of the Precept Working Party's consideration regarding general grants and also community projects. The Precept Working Party had allowed a budget sum of £12,000 for community projects which were not yet listed or identified but that which could be worked up and fully appraised at a later stage with approval of Council on an individual basis. Draft headings had been put forward by several members which included £2,000 for Internet/website, £4,500 for youth projects, £4,000 for pension/tax credit uptake and a further £1,500 for capital projects for Shepton Mallet in Bloom, which equated to the £12,000 total included within the Precept budget heading of Community Projects. Members debated the provision of a breakdown heading for the Community Projects budget of the £12,000 following the original proposals and taking account of matters raised in Public Forum.

Proposed by Cllr Cann and seconded by Cllr Gilham that the sum of £12,000 held under the draft heading of Community Projects should be earmarked for the following four projects:- 1) Development of town website £2,000, 2) Youth Projects £4,500 3) Improved uptake of the Pension/Tax Credit £4,000 4) Capital projects relating to Shepton Mallet in Bloom £1,500.

All these four matters were the priorities for allocation of the £12,000 all of which would need to be examined and reviewed when individual proposals were considered by Council and that there remained the possibility, if not approved, that funds could be reallocated.

**Resolve:** by a vote of 8 For and 3 Against Proposed by Cllr Cann and seconded by Cllr Gilham that the sum of £12,000 held under the draft heading of Community Projects should be earmarked for the following four projects:- 1) Development of town website £2,000, 2) Youth Projects £4,500 3) Improved uptake of the Pension/Tax Credit £4,000 4) Capital projects relating to Shepton Mallet in Bloom £1,500. All these four matters were the priorities for allocation of the £12,000 all of which would need to be examined and reviewed when individual proposals were considered by Council and that there remained the possibility, if not approved, that funds could be reallocated.

Proposed by Cllr Lovell and seconded by Cllr O'Connor T, that the draft Precept for Year 2004/05 with a total budget sum of £131,924 be approved with amendment of £200 being withdrawn from Contingencies and provided to budget heading 6400 Victorian Fountain Maintenance, this in turn will then reduce the Contingencies budget to £4,800. The total Precept requirement from the District Council is to be £119,452 which provides an estimated Council Tax Band D parish rate of £40.38.

**Resolve:** by a vote of 9 For and 2 Against that that the draft Precept for Year 2004/05 with a total budget sum of £131,924 be approved with amendment of £200 being withdrawn from Contingencies and provided to budget heading 6400 Victorian Fountain Maintenance, this in turn will then reduce the Contingencies budget to £4,800. The total Precept requirement from the District Council is to be £119,452 which provides an estimated Council Tax Band D parish rate of £40.38. (Precept List attached to these Minutes).

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## 107. Minutes

The Minutes of the Meeting of the Town Council held on the 11 November 2003 were considered for accuracy and content. One amendment was proposed to Page 1 under Bus Services, the Service 669 ran from Shepton Mallet to Street/Cheddar in lieu of Shepton Mallet to Chippenham.

**Resolve:** Approved with the above amendment to Page 1 by unanimous vote, that the Minutes of the Town Council Meeting held on 11 November 2003 be approved as a true record and signed by the Chairman.

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## 108. Matters Arising from the Minutes - No matters were raised.

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## 109. Planning Committee Minutes of the Meeting held on the 2003.

The Chairman requested members to note the contents of the Minutes relating to the meeting held on 11 November 2003.

**Resolve:** by a unanimous vote that the Minutes of the Planning Committee held on 11 November 2003 are noted.

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## 110. Chairman's Announcements

### Community Support Officers

The Chairman and Vice-Chairman reported on their attendance at Wells Police Station on 26 November 2003 where they were introduced to the new Community Support Officers which were to total six in number. They were due to go operational on 15 December 2003 and it was envisaged that they would only make a slight difference due to the fact that the six Officers had to work in three shifts with only two Community Support Officers being available within the Wells District at any one time.

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## 111. District Councillors' Update

As all District Ward Councillor members had left the meeting prior to this point no matters were raised.

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## 112. Community & Leisure Portfolio Report - Dated 26 November 2003 (Copy attached to these minutes)

Cllr Lovell presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Community & Leisure Portfolio Report - Dated 26 November 2003 as attached to these Minutes are noted.

### **Item 1a Police Crime Report**

Latest report for September received on 17 November 2003.

**Resolve:** by unanimous vote that the matter is noted.

### **Item 2 Police Meetings with Sergeant Downing**

Latest update received by email on 7 November 2003, distributed to all members and Cllr Bartlett was attempting to rearrange a meeting with Sergeant Downing.

**Resolve:** by unanimous vote that the matter is noted.

### **Item 5 Town Centre TRO**

The Portfolio leader confirmed that this matter had been dealt with earlier and that the Portfolio should now be updated with the latest resolve of Council.

**Resolve:** by unanimous vote that the matter is noted.

### **Item 8 LTP Schemes**

This has now been transferred to the Regeneration Portfolio.

**Resolve:** by unanimous vote that the matter is noted and to be deleted from the current Portfolio Report.

### **Item 12 Swimming Pool**

This matter was to be dealt with later in the meeting under Confidential Session.

**Resolve:** by unanimous vote that the matter is noted.

### **Item 14 MDC Closed Cemeteries and Churchyards**

This matter has now been transferred to the Administration Portfolio due to its implications on the Partnership Agreement between the two Councils.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

### **Item 16(1) Community Grant - Ridgeway Parent & Toddler Group**

Portfolio recommended on 18 November no further action in the matter and for it to be deleted from the current Portfolio Report.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

### **Item 16(3) Community Grants – Friends of Bath & District Samaritans**

Portfolio recommended on 18 November to provide support by way of a grant of £200.

**Resolve:** Proposed by Cllr Gilham, seconded by Cllr O'Connor T, by a vote of 9 For with 1 Abstention to approve a grant of £200.

### **Item 16(5) Community Grant – Dorset Air Ambulance**

The Portfolio report confirmed that a meeting had been undertaken with the Clerk to discuss the application and that an application form had now been received for further consideration.

**Resolve:** by unanimous vote that the progress is noted.

**Item 16(7) Community Grant – Wells & District Opportunity Playgroup**

Following previous resolve by Council further information had been received from the applicant and the Portfolio Holder considered that a grant of £500 should be recommended.

**Resolve:** Proposed by Cllr Gilham, seconded by Cllr Champion by unanimous vote that support by way of a one-off grant of £500 is provided to the Wells & District Opportunity Playgroup.

**Item 19 Twinning Association – Request for Official Reception**

A request had been received on the 20/11 from the Twinning Association for the Council to provide an official reception for a group of 10-15 French partners, probably on the evening of the 29 April 2004.

**Resolve:** Proposed by Cllr Gilham, seconded by Cllr O'Connor T, by unanimous vote that the Council is to confirm to the Twinning Association that it will provide funding for an official reception for a group of 10-15 French partners on the evening of 29 April 2004, with the date yet to be confirmed by the Twinning Association.

**Item 20 Town Events**

List of events within the Portfolio report requested to be noted, along with an additional event to be held by the Town Concert Band along with others on 13 December 2003 in Whitstone School Hall to start at 7.30pm. Admission was free and all members were invited.

**Resolve:** That the Town Events listed within the Portfolio Report and the additional event stipulated by the Portfolio Leader relating to the Town Concert is noted.

**Item 29 Shepton Mallet in Bloom**

Portfolio recommended on the 18/11 that the matter is to be noted and deleted from the current Portfolio Report.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 32 Additional Street Light – Great Gardens**

Cllr Shearn confirmed on 21 November 2003 the requirement for either repositioning of an existing light to a higher location or an additional light and column, or perhaps one light to be positioned on the boundary walls of Her Majesty's Prison, to cover a currently unlit area within Great Gardens.

**Resolve:** Proposed by Cllr Inchley that the Clerk obtain a survey and quotation from Somerset County Council to upgrade the lighting in the area of Great Gardens. On receipt of the quotation to be further considered.

**Late Item - Removal of low-usage BT Payphones**

The Clerk confirmed response from BT Payphones following lobbying by the Town Council that the current payphone kiosks to Cornwall Road and the Crowne Trading Estate. Although these kiosks were considered by BT as very low-usage they would, for the present, remain until reviewed again some time in the future.

**Resolve:** by unanimous vote that the matter is noted.

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**113. Regeneration Portfolio Report - Dated 26 November 2003 (Copy attached to these minutes)**

Cllr Cann presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Regeneration Portfolio Report - Dated 26 November 2003 as attached to these Minutes are noted. There were no other matters to be considered.

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**114. Properties Portfolio Report - Dated 26 November 2003 (Copy attached to these minutes)**

Cllr Gilham presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Properties Portfolio Report - Dated 26 November 2003 attached to these Minutes are noted.

**Item 1b Re-Let of Split Plot H22B at Hitchen Lane**

Work previously ordered by Council on 7 October had now been completed and the Clerk had re-let the plot from the current waiting list.

**Resolve:** by unanimous vote that the matter is noted and to be deleted from the current Portfolio Report.

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**115. Collett Park Portfolio Report - Dated 26 November 2003 (Copy attached to these minutes)**

Cllr Shearn presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Collett Park Portfolio Report - Dated 26 November 2003 as attached to these Minutes are noted.

**Item 1 Members Declaration of Interest** - Members collectively make a declaration as to a Personal and Prejudicial Interest in the matter as each member of the Town Council is a Trustee but that dispensation has been afforded in the matter from the Standards Committee in July 2003 for the life of the current Council (until April 2007).

**Resolved;** that the matter be noted and that the declarations are duly recorded.

**Item 2 Collett Park Contract Performance**

The Clerk confirmed that formal agreement for extension of the contract had been received from Quadron Services Ltd on 1 December 2003. The monthly performance inspection had been carried out relating to the month of November with a satisfactory report and no omissions apart from the additional outstanding work as listed in Item 3 of the Portfolio Report relating to the drainage of the Park Road entrance, paving to the entrance of the Junior Play Area and two seat bases also to be fixed in the Junior Play Area which due to inclement weather in November., had been extended for completion by the end of December 2003.

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**116. Footpaths Portfolio Report - Dated 26 November 2003 (Copy attached to these minutes)**

The Chairman presented the report, which has been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Footpaths Portfolio Report - Dated 26 November 2003 as attached to these Minutes are noted. There were no other matters to be considered.

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**117. Administration Portfolio Report - Dated 26 November 2003 (Copy attached to these minutes)**

Cllr Lovell presented the report, which had been previously supplied with the agenda and members noted the contents.

**Resolve:** that the Administration Portfolio Report - Dated 26 November as attached to these Minutes are noted.

**Item 6 Audit Regime Timescale**

The Clerk had confirmed to Portfolio that the new restricted timescale for submission of Final Accounts and Audit had been complied with in the current year, although he understood that many other Councils were unable to comply, and Portfolio recommended that the matter be noted and deleted from the current Portfolio Report, leaving other Councils to raise any practical problems which they may have encountered.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 7 Risk Assessments**

Following a meeting of Portfolio Leaders on 25 November 2003 to appraise the requirement and also review the risk assessment data forms, the Clerk had sent out a memorandum and a quantity of forms to each Portfolio Leader to undertake a small number of risk assessments within their own Portfolio as a pilot scheme. A further meeting has been arranged for 6.15pm on Tuesday, 16 December at the Council offices to review the pilot scheme and thereafter further risk assessment forms were to be issued with an outline programme for all risk assessments to be completed by the end of January 2004, to be reviewed by the Clerk during February with final consideration and, hopefully, approval by Council to be undertaken at the March 2004 meeting.

It was reaffirmed that the comprehensive review of insurance risks and cover had been carried out earlier with the Insurance Broker, who had confirmed verbally that all was in order, but that the Clerk was still awaiting confirmation of the review to enable provision of documented evidence to the external auditor. Specific risks relating to the razor wire on Collett Park Depot Roof, and also the lake within the Park, had been sent under separate cover along with digital images to the Insurance Broker to obtain written confirmation from the Insurance provider.

**Resolve:** by unanimous vote that the matter is noted.

**Item 9 Members' Indemnities Consultation Paper**

The date for response to the Consultation Paper had now expired and Portfolio recommended that the matter be deleted from the current Report.

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 10 Christmas Cards**

Portfolio had requested the Clerk to proceed, as last year, with the purchase of standard cards to the current database of contacts plus sending of cards on a response basis when received from others. The Clerk confirmed that 60 cards had been purchased and self-printed and would be sent out shortly. The Portfolio Leader is to consider bespoke printed cards and verification of the database for sending out of cards early in the New Year.

**Resolve:** by unanimous vote that the matter is noted.

**Item 11 SALC Events**

**Resolve:** by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

**Item 16 Membership of Somerset Playing Fields Association**

Portfolio recommended Council to support and accept membership of Somerset Playing Fields Association at a minimum cost of £10 per annum.

**Resolve:** Proposed by Cllr Inchley, seconded by Cllr Lockey, to approve the annual membership of Somerset Playing Fields Association at a cost of £10 per annum, and that the matter be deleted from the current Portfolio Report.

**Item 17 Councillors' Allowances – LTN24**

Portfolio had considered information received from SALC regarding the Legal Topic Note 24 (LTN24) which relates to Councillors' allowances, in that the current system of providing travel allowance outside the Parish boundary was to be withdrawn by 31 December 2003. Portfolio recommended that Council adopt the following policy:-

1. Mileage allowance of 40p per mile is to be provided to all members when using their own motor vehicle when undertaking approved business on behalf of the Council, outside the Parish boundary only.
2. Annual Chairman's allowance for undertaking all duties on behalf of the Council is made at a rate to be agreed within the Annual Precept as approved by Council.
3. Whenever the Chairman is incapacitated for a period of at least one month then the Vice-Chairman will be entitled to the additional, same amount as the Chairman when undertaking the same duties on a pro-rata basis. No deduction will be made from the Chairman's annual allowances in these instances.

Members considered that these proposals were adequate and that these may well need ratification of the Remuneration Panel at the District Council.

**Resolve:** Proposed by Cllr Champion, seconded by Cllr Hurrell, resolved by unanimous vote that the Council adopt the following policy relating to Councillors' allowances:-

1. Mileage allowance of 40p per mile is to be provided to all members when using their own motor vehicle when undertaking approved business on behalf of the Council, outside the Parish boundary only.
2. Annual Chairman's allowance for undertaking all duties on behalf of the Council is made at a rate to be agreed within the Annual Precept as approved by Council.

3. Whenever the Chairman is incapacitated for a period of at least one month then the Vice-Chairman will be entitled to the additional, same amount as the Chairman when undertaking the same duties on a pro-rata basis. No deduction will be made from the Chairman's annual allowances in these instances.

This policy is also to be submitted to the Remuneration Panel at Mendip District Council for their approval, and this policy is to come into force as from 1 January 2004. The matter is now to be deleted from the current Portfolio Report.

#### **Item 18 Code of Practice for Handling Complaints (LTN56)**

Portfolio considered details received from SALC regarding Legal Topic Note 56 (LTN56) and recommended that Council formally adopt the LTN56 Code of Practice with the following additions to formulation of meetings called to handle any such complaints received against the Council.

1. Membership is to be one from each political group plus two independents.
2. The Chairman of the Council will chair the meeting and the Clerk will set out the Council's legal position.
3. One member of the meeting will be charged to act for the Clerk as secretariat to any meetings.

**Resolve:** Proposed by Cllr Inchley, seconded by Cllr O'Connor T, by unanimous vote that the Legal Topic Note 56 Code of Practice for handling complaints is adopted and approved with immediate effect, with the following additions to any meetings called to handle complaints against the Council:-

1. Membership is to be one from each political group plus two independents.
2. The Chairman of the Council will chair the meeting and the Clerk will set out the Council's legal position.
3. One member of the meeting will be charged to act for the Clerk as secretariat to any meetings.

The matter is now to be deleted from the current Portfolio Report.

#### **Item 19 Town's Website/Broadband Connection**

Portfolio considered the existing town website at a meeting held on 18 November and agreed to wait for a presentation from Andrew Towner prior to proceeding with the matter. The Portfolio also recommended that the Town Council office internet connection is updated to broadband with immediate effect at a cost of £29.99 per month in lieu of the existing service and whenever this second BT line is no longer required then it is to be removed making further savings towards the cost of the broadband facility.

**Resolve:** Proposed by Cllr Inchley, seconded by Cllr O'Connor T, that the Town Council office internet connection is updated to broadband with immediate effect at a total cost of £29.99 per month in lieu of the existing service and, as soon as practical whenever the second BT line into the Town Council offices is no longer required this is to be removed.

#### **Item 20 Charity Commission Annual Return**

The Clerk confirmed that he was still collating additional Councillors' personal information which was required by the Charity Commission on their updated annual return form and Portfolio had recommended that the Clerk complete the current return providing the new information regarding the licence agreement on behalf of Shepton Mallet Recreational Ground Trust which would now show a nil financial income or expenditure.

**Resolve:** by unanimous vote that the matter is noted and to be deleted from the current Portfolio report.

#### **Item 22 Annual Membership of the Royal Bath & West Society**

Following changes in the membership criteria which had been considered by Portfolio on 18 November 2003, it was recommended to Council that the annual membership is approved in support of the Royal Bath & West Society at a cost of £80 per annum.

**Resolve:** Proposed by Cllr O'Connor T, seconded by Cllr Gilham by unanimous vote that the Council support the Royal Bath & West Society by renewing the annual membership at a cost of £80, and that the matter be deleted from the current Portfolio report.

**Item 25     Access to Work Aids**

The additional requirement for an Across-the-Counter loop hearing aid system had been identified which would provide a business benefit to the Council and was likely to be required in any event for the Council to comply with the Disabled Discrimination Act in 2004. Main funding would be provided by Central Support via Job Centre Plus Access to Work, and Portfolio had recommended that the Town Council provide a contribution cost of £50 towards the total cost of the installed equipment.

**Resolve:** by unanimous vote that an Across-the-Counter loop hearing system be ordered, and the Council approve a contribution payment of £50 towards the total cost of the installed equipment quoted at £242.91. The matter is to be deleted from the current Portfolio.

**Item 26     Local Education Authority Representative of Governors**

Somerset County Council Education Development Service had provided application forms and information for forwarding of nominations prior to the 1 March 2004 as has been required due a large number of Governors from various schools reaching the end of their term of office on 31 August 2004. The Clerk was unsure as to the situation regarding Governors being either self-appointed or appointed on behalf of the Town Council in respect of this requirement, and requested each existing Governor to check with their own schools as to termination of their existing term of office and if they were required to be re-nominated, and which documents which were to be completed which, were currently available from the Town Council offices.

**Resolve:** by unanimous vote that the matter is noted and individual members who provide services as Governors are to liaise directly with their own schools.

**Item 27     Mendip Strategic Partnership**

Members were requested to note the next meeting of the Voluntary Sector Representatives which was to take place in MDC Chamber Friday 12 December 2003.

**Resolve:** by unanimous vote that the matter is noted and to be deleted from the current Portfolio report. The Clerk is also to contact the Mendip Strategic Partnership and make enquiries as to when the next elections of the representatives is to take place.

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**118. Finance**

**Accounts for Payment by Cheque**

The Clerk requested inclusion of two late payments. The first Cheque No. 1738 payable to MLAN Electrical Contractors for an interim payment for the current Christmas Lighting contract for a sum of £2,000, and Cheque No. 1739 payable to Mr Adrian Crozier for clearance of allotments and felling of a tree at Whitstone Road allotments for a sum of £90.

**Resolve;** Proposed by Cllr Gilham, seconded by Cllr Inchley by unanimous vote that payments made by Cheque for December 2003, including the two late payments above, as per Appendix "A" attached to these Minutes be approved.

**a. Accounts previously paid by Direct Debit**

**Resolve;** that payments made by Direct Debit as per Appendix "A" as attached to these Minutes be approved.

**b. Confidential Salaries for Payment by Cheque**

**Resolve;** that the Confidential Salary Payments for December 2003 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

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**119. Confidential Session**

The Chairman proposed that in view of the nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.

**Resolve;** by unanimous vote that in view of the nature of the business about to be transacted and in the public interest that the press and public be excluded and that they are instructed to withdraw. – All members of the public and press then withdrew from the room.

**18.1 Swimming Pool Considerations**

A confidential report was discussed which was received from Saunders Architects via Mendip District Council with various options for further consideration. Guidance was requested to be given to the representatives of the Town Council on the Working Group which was due to meet on the 16 December which would be the final meeting with the architects where fully costed options would be discussed. From that meeting it was hoped that the Working Party would provide recommendations to both the Town and District Councils for further consideration. It was hoped that the programme would be to come before the Town Council at its January 2004 meeting prior to being submitted to MDC's Cabinet meeting due to meet in mid-January 2004. Members considered that any other option other than an indoor facility may well require a referendum with the community prior to the Council undertaking a resolve in the matter.

**Resolve:** by unanimous vote that the matter is noted and that the Town Council representatives to the Swimming Pool Working Party were given the lead that Option 2 was the preferred option, with Option 1b as a fall-back. The results of the Working Party recommendations would be further considered by the Town Council at its meeting in January 2004.

**18.2 Collett Park Phase 1 Tender (Priority 0) Tree Works**

The Clerk confirmed that seven tenders had been invited and four tenders had been submitted providing tender sums of £3,590, £3,874, £5,540 and £7,200. The Portfolio Leader in consultation with the Clerk had reviewed the tender submissions and recommended that the two lowest priced tenders receive further consideration. Members considered the merits of both lowest priced tenders.

**Resolve:** Proposed by Cllr Inchley, seconded by Cllr Champion that the contract for urgent Priority 0 Tree Works to Collett Park is accepted for the sum of £3,874 as submitted by Bruton Tree Care Limited and that works are placed in hand as soon as practical.

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**120. Agenda Matters for the Next Meeting**

No matters were raised

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The Chairman thanked members for their attendance and closed the meeting at 9.30pm.

**Councillor C.F. Lockey**

**Signature** \_\_\_\_\_

**Chairman**

\_\_\_\_\_/\_\_\_\_\_/2004

# A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1728	Capita Business Services	5300/5320	Postage & Photocopy charges	£ 110.50
1730	Cooper & Tanner	5060	Valuation of 2 areas of land	£ 146.88
1731	Bingo Office Supplies	5300	Printer Toner and Fax Inkjets	£ 104.22
1732	The Toner Factory Ltd	5300	Printer Inkjets	£ 30.51
1735	Inland Revenue	5000/5020	PAYE / Tax / Ni month 6 - 9	£ 1,683.71
1736	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 19.38
1737	Cheque Cancelled MLAN Electrical	n/a		£ -
1738	Contractors	6600	Christmas Lights - Interim Payment	£ 2,000.00
1739	Adrian Crozier	6160	Allotments - Extra maintenance	£ 90.00
				<b>£ 4,185.20</b>
<b>Payments by Direct Debit</b>				
3/11/03	Mendip District Council	5100	Quarterly rent offices	£ 1,500.00
4/11/03	CGU Bonus	5200/6090	Insurance Premium	£ 297.49
17/11/03	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 277.54
<b>Sub Total</b>				<b>£ 575.03</b>
<b>Total =</b>				<b>£ 4,760.23</b>

## CONFIDENTIAL PAYMENTS

1733	Graham H Brown	5000	Town Clerk - December Salary 2003	£ 1,092.33
1734	Jeanette Lintern	5000	Admin Assistant - December Salary 2003	£ 400.91
<b>Total</b>				<b>£ 1,493.24</b>
<b>Grand Total</b>				<b>£ 6,253.47</b>

**Councillor C.F.Lockey**  
Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Councillor J.D. Bartlett**  
Vice Chairman

Signature \_\_\_\_\_

Date \_\_\_\_\_