



Minutes of the Meeting of the Shepton Mallet Town Council held on 6 January 2004, in the Amulet, Shepton Mallet.

Present: Chairman - Councillor Mr C.F. Lockey

Cllrs Mrs J.D. Bartlett, Mr M.M. Cann, Mr T. Fone, Mr J.E. Gilham, Mr C.C. Inchley, Mr N. Jeremiah, Mr M. Lovell, Mrs L. Manvill, Mrs J.M. Marsh (7.10pm), Mr T.S. O'Connor and Mr N. F. Shearn.

3 members of the public and no members of the press were in attendance.

The Chairman opened the meeting, welcoming members and the general public. He apologised as to the change in venue, which was beyond the Town Council's control. He hoped that this would be a one-off situation and he would be discussing the matter directly with the District Council following this meeting.

121. Apologies for absence – Cllrs Mr R. Champion, Mr K. Hurrell, Mrs S Lintern and O'Connor M.

122. Public Forum

New Year Wishes

Mr Clive Pearson and Mr Taffy Stride wished all the members of the Council a belated Happy New Year.

Bus Services

Mr Clive Pearson informed Council that the December meeting had not taken place and had now been postponed until January, and hopefully would have a further update in time for the February meeting of the Council. Also, from this time, First Bus would no longer be entering the Community Hospital grounds until development works were completed to the OR International new-build development. Mr Taffy Stride raised concerns as to the recent increase in bus fares with a return fare cost to Wells now being £3.15. He also understood that a First Bus survey was undertaken at Wells Bus Station on 22 December 2003, the outcome of which may mean that some services may be withdrawn after the review planned for March 2004. Mr Clive Pearson reassured Council that all buses which currently operate through Shepton would run as normal and that the only service which may be cut is the 776 summer service which related to 2 number buses. The current fare structure was currently under review and would take place during the meeting to be held in January which, as previously indicated, he would report back to Council hopefully at the February meeting.

Regeneration of the Town

Mr Clive Pearson raised some concern as to if the Town Council was receiving positive support from the District Council with regard to this priority. Further concern was raised as to the commercial viability of Boots the Chemist within the town centre, given the news that Mendip District Council were in discussion with Tesco's with regard to taking over the Griggs site. Tesco's retailers were known to be very aggressive in their pricing structure and currently Boots retailers were reviewing all of their stores in the UK. There had been little progress with the regeneration of the town's market and there were currently 17 empty shops within the town centre. He urged to Town Council to ensure that the District Council take these matters into consideration.

Town Centre Traffic Regulation Order (TRO)

Mr Taffy Stride considered that the TRO was not being enforced satisfactorily. The new Community Officers, although unable to enforce the restrictions themselves, could ensure that when they see offences being perpetrated they contact the police via their mobile communications and request their direct attendance. He was also somewhat confused that the traffic warden appeared to be patrolling the top of town and not the market place area, for some unknown reason. The Chairman agreed with Mr Stride's view and would take the matter up directly.

CCTV

Mr Taffy Stride requested confirmation that the new CCTV system was indeed fully operational. Previous information received was that it was not, however information received from the Clerk had confirmed that certain cameras were working and indeed the police were taking action from recordings achieved.

Doctor's Surgery Zebra Crossing

Mr Taffy Stride urged the Council to make a U-turn on their previous decision. The zebra crossing was not necessary and not required. The Chairman, however, confirmed that the crossing was indeed a County Highways requirement and this was not a Town Council matter.

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

123. Minutes

The Minutes of the Meeting of the Town Council held on the 2 December 2003 were considered for accuracy and content.

Resolve: Approved by unanimous vote, that the Minutes of the Town Council Meeting held on 2 December 2003 be approved as a true record and signed by the Chairman.

124. Matters Arising from the Minutes - No matters were raised.

125. Planning Committee Minutes of the Meetings held on the 16 and 23 December 2003.

The Chairman requested members to note the contents of the Minutes relating to the meetings held on 16 and 23 December 2003.

Resolve: by a unanimous vote that the Minutes of the Planning Committee meetings held on 16 and 23 December 2003 are noted.

126. Chairman's Announcements

Working with Your Council – Certificate of Achievement for the Clerk

The Chairman presented a Certificate of Achievement from the University of Gloucester on behalf of the Society of Local Council Clerks to the Clerk for achievement of this qualification. The Clerk was the 10th student to receive this award which would assist the Council in attaining Quality Status. One further qualification (AQA Certification) was currently being worked on by the Clerk which would take an estimated six months to complete. On completion there remained two criteria needed to be fulfilled by the Council to attain Quality Status which related to provision of a quarterly newsletter and publication of an annual report.

Young Somerset Roadrunners – Whitstone School

This scheme is operated by a registered charity which invites a maximum of 8 pupils from schools across Somerset to take part. The scheme operates after school hours and teaches the skills necessary to drive safely, culminating in a Theory Test, and was developed in response to the number of young drivers involved in road accidents. Unfortunately, Somerset was recorded as having the second highest level of young drivers killed on the road.

H.M. Prison Service – Carol Service

The Chairman and his wife attended the carol service on 17 December 2003, and had a thoroughly enjoyable evening. The Chairman wishes to record his thanks to the Acting Governor Suzy "Diamond" White, staff and prisoners for being made to feel "really at home"!

Parish Forum

The Chairman requested members to note that the next Parish Council Forum will now be held on Monday 19 January 2003. One item on the Agenda for this meeting relates to the District Council's Partnership Agreement with Town Councils.

127. District Councillors' Update

There were no District Councillors in attendance and no matters were raised.

128. Shepton Mallet Swimming Pool

Members questioned the requirement for the matter to be discussed within Confidential Session, following which the Clerk confirmed that there appeared no legal or contractual reason for this requirement. However, following discussions with the Chairman and Vice-Chairman it was considered appropriate and good practice at this stage where negotiations were ongoing with the District Council, and that information received and to be considered by the Town Council would not be available to members of the District Council until a meeting to be held in February. Members then debated the matter.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, with a vote of 9 For, 1 Against and 2 Abstentions that the matter be brought forward on the Agenda and discussed in open session of the Council.

Cllr Lovell provided a written report and supporting information (attached to these Minutes) which was collated following the December meeting of Council, where five options were considered and where the Working Party were recommended to consider two of the five options, being Options 1b and 2, at the meeting to be held on 16 December 2003, the outcome of which appeared preference for Option 1b, the Outdoor Lido facility. Members then debated MDC's existing policy and the different options available and it was considered that the town should receive its just and fair share of leisure facilities within the district, and that if Shepton lost this facility it would be lost for good. Several members considered that monies had been taken from the community over a long period of time to provide an indoor pool facility and that, if an Outdoor Lido was to be progressed, then there would be a need for a referendum to the community on the matter. Members considered the likely partnership and support available from the District Council, the leisure management company Avalon Leisure and other external parties. Avalon Leisure expressed their opinion that the Outdoor Lido option was a positive one. A further proposal received from Dennis Buffrey of the District Council which was also considered, with a proposed transfer of Shepton Mallet swimming pool to the Shepton Mallet Town Council from Mendip District Council for a nominal sum to be agreed. In general terms there would be a requirement for an agreement to be drawn up to cover the transfer of the site and conditions relating to any potential future disposal of the site following its transfer.

Resolve: Proposed by Cllr Cann, seconded by Cllr O'Connor, by unanimous vote, that the proposal that the District Council transfers the swimming pool to Shepton Mallet Town Council is not accepted and that the District Council is formally advised of this resolve.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Lockey, with a vote of 11 For and 1 Against, that Shepton Mallet Town Council agrees to make a major capital contribution towards the development of an outdoor Lido (Option 1b of Saunders Architects report) using the existing outdoor swimming pool on Shaftgate Avenue, subject to satisfactory negotiated partnership funding with other organisations. This offer is made in expectation that Mendip District Council will include the new amenity as part of its contract with Avalon Leisure Ltd and will continue to provide 100% revenue funding which is not expected to exceed the current levels required for Shepton Mallet swimming pool.

Cllr Gilham then left the meeting.

129. **Community & Leisure Portfolio Report - Dated 30 December 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 30 December 2003 as attached to these Minutes are noted.

Item 2a Community Grants – Shambles Carnival Club

The Clerk confirmed that a meeting had taken place with Sheila Petherbridge, the new Secretary of the Club, and an application form would be received shortly.

Resolve: by unanimous vote that the matter is noted and that the application be further considered when the form and supporting details are received.

Item 2c Community Grants – Dorset Air Ambulance

The Clerk confirmed that a very positive meeting had taken place with a representative of this service, which did serve the community.

Resolve: proposed by Cllr Bartlett, seconded by Cllr Cann, by unanimous vote that a grant of £500 is awarded.

Item 4 Town Events

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).

Members noted the Cross Country run to take place in Collett Park on 3 February 2004, the planned Misburg Twinning visit on 30 April to 3 May 2004 and the Clerk confirmed late information that the Chamber of Commerce are to hold a meeting to take place on 22 January 2004 at 7.00pm in the Amulet with one item on the Agenda indicating Town Centre proposals.

Resolve: by unanimous vote that the matter is noted.

Item 7 Christmas Lighting

The Clerk confirmed that the scheme had run successfully and that the fittings were being taken down today (January 7).

Resolve: by unanimous vote that the matter is noted and the Clerk thanked for his input and management of this year's display.

Item 9 Meetings with the Police

Members noted the recent meetings undertaken by the Chairman and Vice-Chairman with local police officers, and also a copy of an email forwarded by the Clerk relating to a successful arrest to an incident at the top of the town centre which was recorded by the new CCTV system.

Resolve: by unanimous vote that the matter is noted.

Item 17 Youth Service Newsletter

A quarterly newsletter received from Mark Holden containing information on projects and activities taking place across the district had been distributed to all members on 16 December.

Resolve: by unanimous vote that the matter is noted and deleted from the current report.

Item 6 Town Boundary Signs

The Clerk confirmed written confirmation from Somerset Highways that they would partnership the project by removal of old signs and posts, supply and fixing of seven pairs of new posts and fixing seven number signs to be supplied by others. The Clerk also informed that, working with Guy Braga of Mendip District Council, tenders had been received and following extensive discussions a preferred tender had provided designs, which received consideration from members. The final draft was approved by members (attached to these Minutes) following which the Clerk would liaise further with agreement for the District Council prior to an order being placed. The District Council had an available budget of £3,000 and the Town Council had already resolved to partnership-fund any shortfall requirement, which was estimated to be between £500 and no more than a maximum of £1,500.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lockey with a vote of 11 For and 1 Against that the design (as attached to these Minutes) is approved by the Town Council, and that the Clerk is to liaise and seek final amendments / approval from the District Council following which the order is to be placed, and that the Town Council reaffirm its previous resolve to partnership-fund any budget shortfall from the District Council, estimated to be of a value of between £500 and no more than a maximum of £1,500.

Item 18 Town Centre Traffic

Following Council's previous resolve to seek a formal response from the District Council on the matter, a letter of support had been received from the Chamber of Commerce indicating that the Chamber had campaigned long and hard in the late 80's for that which the Town Council now seeks, and that they noted the matter and were awaiting a formal, positive response from the District Council. It was hoped that this would be forthcoming so that the Town could receive all that it justly deserves and look forward to greater prosperity. The Clerk also read a letter received from the retiring Chief Executive, confirming a conversation with the Clerk, that the Area Regeneration Officer Mr Guy Braga has been requested to collate a response. The Chief Executive of the District Council had also copied the letter to Phil Grant, the Car Parks Manager, and also to Keith Bush who was responsible for initiating the Shopmobility scheme.

Resolve: by unanimous vote that the matter is noted and that the Council look forward to a formal, positive response from the District Council as previously requested.

Item 19 Commercial Road/Charlton Weight Restriction

The Council was requested to note that the police had dealt with two incidents in November and to date no other breaches had been recorded.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 26 Public Transport Service – Shepton Mallet to Bath

The Portfolio report and newsletter provided information on a new Park and Ride Service, Number 42, from Odd Down to the Royal United Hospital, Bath.

Resolve: by unanimous vote that the matter is noted. The information relating to the Park and Ride scheme is to be deleted from the current Portfolio report but the matter of a service between Shepton Mallet and Bath remains on the Portfolio report.

Item 28 Coning off of Highway for Carnivals

The lengthy response letter received from Inspector Styles, Operational Support at Yeovil Police Station, had been received and provided to all members which, although sympathetic, remained uncommittal as to any possible change. The Clerk confirmed that he had been contacted by Glastonbury Town Council who were of the same consideration as this Council and, following their request, he had sent a copy of this Council's original letter to the police and also a copy of Inspector Styles' response letter.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 29 Closure of Mother Goose Nursery

Cllr Gilham, who had been dealing with the matter, had previously left the meeting but the Clerk confirmed information that the matter had been successfully concluded with the setting up of a voluntary management committee to run the Nursery and Pre-school facility, which would continue to operate. A request for a press release had been received earlier and this had been dealt with.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

130. Regeneration Portfolio Report - Dated 30 December 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 30 December 2003 as attached to these Minutes is noted.

Item 4 Area Regeneration Officer's Report

A comprehensive and detailed report had been received by Portfolio on 16 December and copied to all members of the Council, and due to the Christmas period there had been no further update.

Resolve: by unanimous vote that the matter is noted.

Item 5 Market and Coastal Towns Initiative (MCTi)

Following the latest update and report the next meeting would take place on Monday, 12 January, the outcome of which would be reported to the February meeting of Council

Resolve: by unanimous vote that the matter is noted and further update is to be provided at the February meeting of Council.

Item 6 Heritage Economic and Regeneration Scheme (HERS)

Following the latest update and report the next meeting would take place on Monday, 12 January, the outcome of which would be reported to the February meeting of Council

Resolve: by unanimous vote that the matter is noted and further update is to be provided at the February meeting of Council.

Item 10 **CCTV Users Group**

Information received on 17 December that the scheme was now up and running. All cameras were now being monitored and a £6,000 annual funding from all stakeholders had been budgeted within the Council's Precept for 2004/2005. Members raised concern that no formal agreement as to stakeholders' funding levels had yet been agreed and that there was a need for a Manager to be appointed.

Resolve: by unanimous vote that the matter is noted and that Councillor Shearn will take the matter forward regarding the stakeholders' funding agreement to the next meeting of the Users Group, hopefully to be held in January and would report back to the next meeting of Council.

Item 11 **Skateboard Park**

Confirmation had been received at the Portfolio meeting of 16 December stating that the construction work would now take place during 2004 when inclement weather allows.

Resolve: by unanimous vote that the matter is noted and that the item remains on the Portfolio until the construction is complete and the facility open.

Item 18 **Town Market**

Members considered that the whole matter should be reviewed by MDC and they endorsed Portfolio's recommendation that a further formal request is submitted to MDC informing that the Town Council is not happy with the current situation and to enquire their intentions. MIL, the management company, have exclusive rights to the market and must deliver. At the same time the Chamber of Commerce should be consulted to provide their considerations and support for the Town Council's resolve that the market should be regenerated and expanded. Members considered that there were many regeneration priorities for the town, which should also be the priority of the District Council and it would be invaluable to arrange a meeting with the new Chief Executive of the District Council, or his early attendance at a future Town Council meeting, to discuss the regeneration issues affecting the town. It was considered advantageous to emphasise to the Chief Executive the Town Council's priorities, which are the same priorities as the District Council's, and to appraise these matters first hand.

Resolve: by unanimous vote that the Chamber of Commerce is consulted and requested to provide support for the Town Council's resolve to regenerate and expand the town's market and that Councillor Shearn is to raise this matter at the next Chamber of Commerce meeting programmed for 22 January 2004.

Resolve: by unanimous vote that a formal request is submitted to Jenny Kingston of Mendip District Council informing of the Town Council's unrest and displeasure with the current situation and to enquire as to Mendip District Council's action plan on how to deliver change and also that a letter is sent to Mr David Thomson, the new Chief Executive of Mendip District Council, firstly welcoming him to the area and Council, secondly to re-emphasise points made as to the priority, regeneration and partnership working which was originally set following the elections in May 2003, and to provide an invitation to attend a future, but not too distant, meeting of the Town Council.

Item 19 **Public Toilets**

Some of the members wished clarification to the Portfolio report in that, if the Town Council did not take over the current toilets within the Amulet, then, following the refurbishment of the Commercial Road toilets by the District Council, these facilities would close. This was confirmed as being the correct interpretation of the contents to the Portfolio report.

Resolve: by unanimous vote that the matter is noted.

131. Properties Portfolio Report - Dated 30 December 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 Properties Portfolio Report - Dated 30 December 2003 attached to these Minutes is noted.

Item 4b Whitstone Road Allotments – Water Trough

The Clerk informed members of an incident over the Christmas period where water supply pipes to one of the troughs had either been vandalised or received frost damage, causing a large water leak over an unknown period. The leak had been contained as soon as known. A claim may be instigated against any future meter reading and members were asked to consider urgent action to provide both mechanical guarding and also insulation to the above-ground exposed pipework, at an estimated costs of up to £100 to include both troughs on this site.

Resolve: by unanimous vote that the Clerk in liaison with the Portfolio leader undertake these works as soon as possible to save any further incident or leakage.

Item 4c Whitstone Road Allotments - Removal of self-seeded Tree

The Clerk reported that the work was now complete and payment had been made to the contractor.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 6 Best Kept Allotment Award

The Clerk confirmed that Councillor Hurrell had advised that Mr Reg Harvey would be willing to act as an independent judge for future awards and will pass his contact details directly to the Clerk when known.

Resolve: by unanimous vote that the matter is noted.

Item 9 The Shambles – Missing Tiles

The Clerk confirmed five number tiles were missing. Prices were still being obtained from contractors, with estimated costs at around £50.

Resolve: by unanimous vote that the Clerk in liaison with the Portfolio leader arrange for the works to be carried out as soon as possible within a maximum budget of £50.

Late Item Whitstone Road Allotment Driveway Complaint

The Clerk read out an email received today (6 January) from a resident of Whitstone Road alleging that surface water was pooling from the car park gravelled area on the allotment site on to both the access driveway and part of their property. It was requested that the water be diverted away. The second part of their complaint related to the maintenance to the access driveway, with damage to the surface through potholes and cracking of the hard surface. The complainant indicated that his deeds show that he had unrestricted access on foot and by motor vehicle along the access road but that its maintenance was the responsibility of the Town Council. Members considered the matter and it was not clear in any legal format as to the ownership or maintenance to the access driveway.

Resolve: by unanimous vote that the complaint is formally acknowledged and the resident advised that the Town Council is investigating the matter.

132. Collett Park Portfolio Report - Dated 30 December 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 30 December 2003 as attached to these Minutes is 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).

Item 2 Collett Park Groundcare Contract

The Portfolio leader confirmed that the performance inspection for December had been completed and matters were satisfactory apart from some delay on additional work being carried out, which was now in progress.

Resolve: by unanimous vote that the matter is noted.

Item 4 Collett Park Play Equipment Signage

The Portfolio leader confirmed that signs had now been supplied and fitted satisfactorily, free of charge by the contractor to both the senior and junior play areas.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 5 Current Improvement Projects/Aviaries

The budget of £500 remaining for completion of aviaries would not be totally required, however the Portfolio leader had identified availability of roofing sheets to provide protection for the livestock within the aviary and also to alleviate the leaf-fall into the aviaries. Three sheets were required at a cost of £50 per sheet, totalling £150, and he wished consideration to proceed with the works as soon as possible.

Resolve: by unanimous vote that the Portfolio leader, in consultation with the Clerk, arrange for the supply of Polycarbonate roofing sheets and fixing of same to the aviaries within the existing budget allowed for completion of the aviaries.

Item 7 Tree Works

Works order had now been placed and it was expected for the work to start in mid-January. A press release had been provided by the Clerk to inform the community of the works within the park.

Resolve: by unanimous vote that the matter is noted.

Item 12 Park Road Depot

It was now confirmed that Mr Fred Davis had fully vacated the Town Council's side of the Depot in Park Road.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 14 Mrs Mary Reeves

It was confirmed that Councillor Bartlett had provided a visit, a get-well card and a suitable bouquet of flowers and had received reimbursement for same.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 15 Waste Collection Price Increase

The Clerk reported an increase from the waste collection contractor for the park, which would provide an annual increase estimated at £52.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

133. Footpaths Portfolio Report - Dated 30 December 2003 (Copy attached to these minutes)

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

Resolve: that the Footpaths Portfolio Report - Dated 30 December 2003 as attached to these Minutes are noted. There were no other matters to be considered.

134. Administration Portfolio Report - Dated 30 December 2003 (Copy attached to these minutes)

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

Resolve: that the Administration Portfolio Report - Dated 30 December 2003 as attached to these Minutes is noted.

Item 1 Precept 2004

Following approval by Council on 2 December of the total budget of £131,924, the Precept requirement from the District Council of £119,452 had been submitted by the Clerk and also a copy of the Precept budgets for 2004/2005 was handed to each member at the meeting.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 4 Asset Register

The Clerk reported that the Asset Register had now been updated following relocation of the Council and a satisfactory audit had been carried out

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 5 Risk Assessments

The Portfolio leader confirmed that the meeting programmed for late December had been cancelled. Risk assessments were required to be carried out during the month of January 2004 and it was intended that a further meeting would be programmed.

Resolve: by unanimous vote that the matter is noted and that Cllr Jeremiah is to arrange for a meeting to take place to ensure that risk assessments are completed by the end of January 2004.

Item 8 Inland Revenue Payroll Online

A report was submitted by the Clerk dated 15 December 2003 (attached to these Minutes) with consideration for the electronic filing of PAYE online, which could receive rebates directly from the Inland Revenue over the next five years, totalling £825.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Cann, by unanimous vote, that Option C within the Clerk's report of 15 December 2003 (attached to these Minutes) is accepted, and that the Council undertake electronic payroll and filing with www.netpaydue.com at a cost of £4.50 per calendar month, taking advantage of the first three months' free trial and to comply with online PAYE filing as required by the Inland Revenue to achieve direct rebates over the next five year period totalling £825. The matter to be deleted from the current Portfolio report.

Item 9 Access to Work Aids

The Clerk confirmed the total cost of the installed equipment was £242.91 with the Council's contribution at £50. Work was ordered and programmed for 13 January 2004.

Resolve: by unanimous vote that the matter is noted.

Item 13 Vice Chairman – Payment

Cllr Bartlett declared a personal and prejudicial interest in the matter and left the meeting.

Members discussed retrospective payment following policy agreed at Council meeting of 2 December 2003 under Minute 117, Item 17, paragraph 3, which was due to come into force as from 1 January 2004. The Vice-Chairman had deputised during the Chairman's absence through illness for a period of three months and the pro-rata rate under this new policy would be £250. Members considered that the policy should not be adopted in retrospect and that payment should be approved by way of an ex-gratis one-off payment.

Resolve: by a vote of 10 For and 1 Against that a one-off ex-gratis payment of £250 is made to the Vice-Chairman Cllr Bartlett for carrying out duties during the Chairman's absence through illness for a period of 3 months. The matter is to be deleted from the current Portfolio report.

Cllr Bartlett then re-joined the meeting.

Item 14 Fire Brigade – Thank You Letter

Letter received from the Chief Officer Clive Kemp thanking the Council for their support in their release of the Clerk for fire and rescue duties within the community.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 15 Charity Commission Annual Return

The Clerk confirmed that both Annual Returns and Trustee Details relating to the Recreational Ground Trust and the War Memorial Trust had been submitted to the Charity Commission on 16 December 2003.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 21 “Your Mendip” Publication

The Clerk and Portfolio leader raised concern as to the lack of communication from the District Council regarding a newsletter publication required for print in early January 2004. It appeared that this was the first information received and other Councils such as Wells had already completed their draft, a copy of which had been provided to all members. The Clerk had completed a first draft of information to be included in the newsletter which required reduction by one third in the number of words within the newsletter. The Portfolio leader in liaison with the Clerk had now re-drafted the newsletter, which required submission as a matter of urgency.

Resolve: by unanimous vote that the final draft, in principle, is accepted. The Clerk is to email copies to all members for any final amendments and completion of the final draft is to be submitted by the Clerk as required by the District Council and the publishers of “Your Mendip”. The matter to be deleted from the current Portfolio report.

Item 22 Parish Forum

The next meeting would take place on Monday 19 January 2004 at 7.00pm in the District Council Chamber. The Clerk did emphasise one matter on the Agenda relating to the District Council’s partnership with town councils and therefore it would be advantageous if the Town Council was represented at this meeting. Also, the January issue of the Parish Information Bulletin had been distributed to all members.

Resolve: by unanimous vote that the matter is noted. Members were encouraged to attend the Parish Forum, if at all possible. The matter to be deleted from the current Portfolio report.

135. Finance

Accounts for Payment by Cheque

Resolve; by unanimous vote that payments made by Cheque for January 2003/4 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 January 2004 as per Appendix “A” (Confidential Section) attached to these Minutes be approved.

136. 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.

Staff Appraisals

Councillor Jeremiah updated members on recent staff appraisal of Mrs Jeanette Lintern, Clerk’s Assistant, the outcome of which had been summarised in a letter handed to Mrs Lintern and copied to the Clerk dated 4 December 2003, which received consideration by members.

Resolve: by unanimous vote that the matter is noted and that the Portfolio leader in consultation with the Clerk and to monitor progress over the next period.

137. Agenda Matters for the Next Meeting

No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 9.20pm.

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
1740	Somerset Playing Fields Ass	5400	Annual Subscription	£ 10.00
1741	Cleanaway Limited	6020	Collett Park Waste Disposal	£ 19.38
1742	Mr Graham Brown - Clerk	5300	Repayment for photographs paid by Cr Card	£ 88.50
1745	Royal Bath & West Society	5400	Annual Subscription	£ 80.00
1746	MLAN Electrical Contractors	6600	Christmas Lighting Contract	£ 2,547.25
1747	Friends of the Samaritans Wells / District Oppor'	6650	Grant - Revenue Support	£ 200.00
1748	Playgoup	6650	Grant - Revenue Support	£ 500.00
1749	Capita Business Services	5300/20	Postage and Printing	£ 66.16
1750	Great Ostry Picture Framing	5300	Annual Group Photo Framing	£ 29.50
1751	Cllr Judy Bartlett	5600	Vice Chairmans Allowance - Standin	£ 250.00
				£ 3,790.79
Payments by Direct Debit				
1/12/03	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Nov	£ 2,254.57
2/12/03	CGU Bonus	5200/6090	Insurance Premium	£ 297.49
3/12/03	Freeserve	5160	Internet Service Provision	£ 14.99
16/12/03	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 277.54
Sub Total				£ 590.02
Total =				£ 4,380.81

CONFIDENTIAL PAYMENTS

1743	Graham H Brown	5000	Town Clerk - January Salary 2004	£ 1,112.20
1744	Jeanette Lintern	5000	Admin Assistant - January Salary 2004	£ 400.91
Total				£ 1,513.11
Grand Total				£ 5,893.92

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 February 2004, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.F. Lockey

Cllrs Mrs J.D. Bartlett, Mr R. Champion, Mr T. Fone, Mr J.E. Gilham, Mr K. Hurrell, Mr C.C. Inchley, Mrs S. Lintern, Mr M. Lovell (7.08pm), Mrs L. Manvill, Mrs J.M. Marsh (7.05pm), Mr T.S. O'Connor and Mr N. F. Shearn.

9 members of the public, two members of the Federation of Small Businesses and no members of the press were 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.

138. Apologies for absence – Cllrs Mr M. Cann, Mr N. Jeremiah and O'Connor M.

139. Public Forum

Town Centre Trading

Mr David Parry, Chairman of the Federation of Small Businesses, addressed Council. He emphasised that he lived close to Shepton Mallet, liked Shepton Mallet and undertook retail shopping within the town. He was saddened by the quantity of empty, boarded-up shops within the town centre and highlighted that, since May 2003, having discussed the matter with several traders, their turnover takings were down on previous periods. Strong opinion was that the current Traffic Regulation Order had a direct impact on this. He emphasised that the town could not afford for any shops to close and highlighted that some traders were near the brink financially, which was very coincidental with the current Traffic Regulation Order. He emphasised the requirement for short-term car parking within the town centre.

Bus Services

Mr Clive Pearson reported that meetings had taken place in the latter part of January, with more programmed in February, and currently he was unable to comment further albeit that he proposed a further joint meeting with both First Bus and Taunton management. Hopefully they would discuss a proposed shuttle service for the new Treatment Centre at the Community Hospital and he would envisage reporting back more fully to Council at the next meeting of Council in March.

Mr Taffy Stride thanked Clive Pearson for all his work undertaken regarding the bus service, but raised much concern, as he still understood that both the County and District Councils were withdrawing funding. In his opinion, when the service was gone it was gone and we should do the utmost to keep existing services. He also emphasised that new facilities were proposed for Shepton, which included the Community Hospital, the moving of the Police CID and the proposed relocation of the Magistrates' Courts, all of which would require public transport for both employees and users of the facilities, and therefore it was imperative that public transport services should be upheld.

Collett Park Festival 2004

Mr Clive Pearson proposed that the theme for the Festival could run in parallel with the 60th anniversary of D Day. He understood that the Bath & West Showground was running an event on the 8th and 9th June 2004 and suggested that perhaps the theme of Collett Festival would run much in the same context, turning the clock back to the Year 1944 and involving all community groups and schools. He hoped that the Council might take the suggestion on board.

CCTV

Mr Stride raised much concern as to if "value for money" was being achieved in return for the town's financial contribution towards the project. He requested that Council look into the matter.

The Chairman thanked all members of the public for their concerns, which were noted. Informed Mr David Parry of the Federation of Small Businesses that the matter of the TRO was not on the current agenda to be discussed, and further advised that he could leave the meeting if he so wished.

Both members of the Federation of Small Businesses and approximately 5 members of the public known to be town centre traders then left the meeting.

140. Minutes

The Minutes of the Meeting of the Town Council held on the 6 January 2004 were considered for accuracy and content.

Resolve: Approved by unanimous vote, that the Minutes of the Town Council Meeting held on 6 January 2004 be approved as a true record and signed by the Chairman.

141. Matters Arising from the Minutes

Cllr Inchley requested to raise the matter of the town centre traders/TRO, given the previous presentation in Public Forum, however the Chairman confirmed that the matter was not open to discussion under the six-month Resolve Rule and that we are still awaiting response from the District Council on the matter.

Resolve: that the matter is noted and moved to Next Business.

142. Planning Committee Minutes of the Meetings held on the 13 and 27 January 2004.

The Chairman requested members to note the contents of the Minutes relating to the meetings held on 13 and 27 January 2004.

Resolve: by a unanimous vote that the Minutes of the Planning Committee meetings held on 13 and 27 January 2004 are noted.

143. Chairman's Announcements

Late Cllr Bob Kerslake's Ceremonial Seat

The Chairman thanked members for their attendance at the ceremony on Saturday, 24 January 2004. He expressed the gratitude of the family, and also passed on thanks to Cllr Shearn and Bartlett and the other volunteers who assisted with provision of the refreshments.

MDC Ward Members Partnership Meeting

The Chairman confirmed attendance with District Ward Members along with Cllrs Bartlett and Gilham. Future meetings would now take place on a monthly basis, programmed for the third Thursday in each month, and to be held at Cllr Treby's office (Tenon Group). This date would allow for a report to be collated and provided to members with the Agenda for each following full Council meeting. The following matters were summarised:-

a) **District Councillors' Update slot on Town Council's Agenda**

This would be retained for the present and provide for any other District Members to address Council, failing this the report would be tabled from the monthly partnership meeting.

b) **Griggs/Huntsman Development**

A Planning Brief would be forthcoming from Tesco's, possibly in mid-February.

c) **Refurbishment of Swimming Pool**

District Councillors were in full agreement with the proposals for an Outdoor Lido and would be supporting the matter, although information just received indicated that the matter was being deferred by the District Council from the next Cabinet meeting and would await further clarification from the District Council's Capital Projects Portfolio, which would hopefully be provided in the next couple of weeks.

d) Proposed Magistrates' Court

All members of the meeting were in support for the proposal of new Courts and also in full support for the proposed site in Commercial Road. It was understood that the existing facilities in Wells and Frome would close.

The Properties Portfolio Leader requested Terms of Reference to this matter, which was within his Portfolio scope, and he considered that the Council should grasp the opportunity of working in partnership with the Magistrates' Court in providing a dual purpose building which could provide Town Council's future requirements. He considered that a Working Group should be set up consisting of the Portfolio Leader, the Clerk and any other interested members, and arrangements made for a meeting with the Magistrates' Court Chief Executive / Clerk for initial contact and discussions on what could happen on this site,. At the same time to discuss the matter further with the District Council as they may wish to undertake a partnership role as they had in the past.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote that a Working Group is set up consisting of the Portfolio Leader, the Clerk and any other interested members, and arrangements made for a meeting with the Magistrates' Court Chief Executive / Clerk for initial contact and discussions on what could happen on this site, and at the same time discuss the matter further with the District Council as they may wish to undertake a partnership role. Outcome of these meetings are to be reported back to Council when available.

e) Market Regeneration

It was confirmed that an upgrade would shortly take place which included a continental style market, with additional five stallholders and also a free bus service to bring shoppers in from the surrounding villages/ hinterlands that would possibly be joint-funded by MIL (Market managers), MDC and possibly a top-up from the Town Council. Cllr Inchley then raised much concern as to the draft MDC budget proposals where there appeared no capital sums or allowance within their budget for regeneration projects within Shepton in the current year. Members generally debated and raised much concern regarding the MDC budgets, where it would appear that projected increase in income would incur increased charges relating to market rents, car parking charges etc.

The situation with the market was now deemed desperate and had been in decline for some considerable time. Members raised much concern and frustration as to the lack of progress to regeneration of the markets and that nothing had happened, despite promises from the MIL management and the District Council. Members considered that, if MDC had not achieved in the short term, then the Town Council must make it their number one priority. The market was considered to be in a desperate state and the town could well lose its market completely.

Resolve: by unanimous vote that the matter is noted. The matter of market regeneration and the Town Councils concerns are to be raised at the next meeting with District Ward Members, and that the matter is closely monitored for significant improvements within the next two month period.

f) Proposed Increase in Car Parking and Season Ticket Charges by the District Council

One member raised this matter which had been discussed at the meeting with District Ward Members and requested that the Town Council make its concerns heard to the District Council prior to their consideration of budget proposal.

Resolve: Proposed by Cllr Gilham, by unanimous vote, that the District Council is advised of the deep concern of the Town Council within MDC's draft budget proposals which seeks to increase car parking charges by some 10% and season tickets by an estimated 30% and that we consider this to be totally unacceptable and that the District Council should be seeking a much lower percentage increase in these charges.

144. District Councillors' Update

There were no District Councillors in attendance and the Chairman had previously provided a short summary of the meeting held with Ward Members. In future this slot was to remain on the Agenda where reports from monthly partnership meetings with District Ward Members would be considered and allow provision for any further update or District Members to directly address Council.

Resolve: by unanimous vote that the matter is noted.

145. Properties Portfolio Report - Dated 28 January 2004 (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 28 January 2004 attached to these Minutes is noted.

Item 1b Rent Levels for Quarter Sized / split Allotment Plots

The Clerk advised of the requirement by some existing and some new tenants to reduce their plot size by effectively cutting a half-plot in two and wished guidance as to levels of rent that should be adopted. Currently, full plots (above 1100 sqft) were charged at £16 and half plots (below 1100 sqft) were charged at £9. Several tenants had requested reduction of rent when reducing the area of their plot. The result of reduction of size would implicate more tenants and therefore additional administration work and it was estimated that the current 59 tenants could well increase to the 80 mark.

Resolve: proposed by Cllr O'Connor, seconded by Cllr Hurrell that the existing rent levels remain and any reduction in plot size below the 1100 sq ft area band would all be charged at the half plot rate of £9 per annum, irrespective of area. The matter is to be deleted from the current Portfolio Report.

Item 1c Standard Reminder Letters

Members considered three draft standard reminder letters to be sent as required to current allotment tenants (attached to these Minutes – Gentle, Strong, Final).

Resolve: by unanimous vote that the three standard reminder letters, as attached to these Minutes, consisting of Gentle, Strong and Final reminders, are approved. The matter to be deleted from the current Portfolio Report.

Item 8 Town Flag

Confirm that a replacement town flag had now been received, payment applied to the current scheduled list, and that the item had been added to the current Asset Register.

Resolve: by unanimous vote that the matter is noted and that the payment of £346.63 to Zephyr Flags and Banners is approved. The matter is to be deleted from the current Portfolio Report.

Item 11 Lease – 1 Park Road

The Clerk raised concern as to the unacceptability of the temporary disabled access ramp provided by the District Council for the main entrance door, and also that the concrete step had now been removed. This posed an unacceptable risk to able-bodied users, including those with young children and pushchairs, as well as the manual handling risk to the Clerk or his Assistant when setting out the ramp, which also required the door to be held open for the period that the ramp was in situ.

Resolve: by unanimous vote that the matter is noted and that a meeting is arranged with the District Council and their Disability Officer to discuss the matter at their earliest convenience.

Item 12 Civic Centre/Future Council Offices

This matter had already been discussed earlier in the meeting under Chairman's Announcements and resolved. (Please refer to Minute 143 Item d).

143. Community & Leisure Portfolio Report - Dated 28 January 2004 (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 28 January 2004 as attached to these Minutes are noted.

Item 2a Shambles Carnival Club – Community Grant

The Portfolio Leader confirmed that full information had been received and recommended that the Council provide the previously earmarked grant of £250.

Resolve: Proposed by Cllr Champion, seconded by Cllr Shearn, by unanimous vote that a Community Grant of £250 is awarded to the Shambles Carnival Club and that the matter be deleted from the current Portfolio Report.

Item 2d **Shepton Mallet Stroke Club – Community Grant**

Cllr Bartlett declared a personal, non-prejudicial interest in the matter and remained at the meeting, and Cllr Inchley declared a personal, prejudicial interest in the matter and left the meeting.

The Clerk confirmed that the Council had previously resolved a grant of £100 and were waiting for the new Club to open up relevant bank accounts. One member confirmed that the Club had now been set up, operating from the EMI building in Wells, without charge of rent.

Resolve: Proposed by Cllr Champion, seconded by Cllr Gilham, by a unanimous vote that a Community Grant of £100 is awarded to the Shepton Mallet Stroke Club. The matter is to be deleted from the current Portfolio Report.

Cllr Inchley then rejoined the meeting.

Item 5 **Swimming Pool**

Several members raised concern as to confirmation of policy from the District Council which stated, “should any major plant failure occur with the existing facility, then the facility would close”. Members considered that this was totally unacceptable and that proposals should be set to contact outside bodies such as the Ombudsman regarding this matter.

Resolve: by unanimous vote that the matter is noted.

Item 17 **Town Centre Traffic**

The Clerk confirmed that no response had been received to date from the District Council, however the ex-Chief Executive Mr Graham Jeffs had noted the formal request from the Town Council and that the matter had been passed to Mr Guy Braga, Area Regeneration Officer for Shepton, to deal with. Members raised much concern as to the priorities, budgets and direction of the District Council. It would appear, from draft Budget proposals received, that they estimated to double the income from car parking. The interpretation of which was that there was a very unlikely chance of any additional free parking, and probably the reverse, where car parking charges may well be increased. Several members considered that the Town Council should reaffirm their priorities for the town with the District Council to ensure that matters were going in the right direction along with further proposals to provide District Ward Members with briefing notes on a regular basis to pursue on behalf of the Town Council. Other members considered that the Town Council should be lobbying at a higher level, for example with the Chief Executive of Mendip District Council.

Resolve: by unanimous vote that the matter is noted. The Chairman is to raise the matter at a meeting arranged with the Chief Executive of MDC on the 19 February 2004.

Item 22b **Townsend Roundabout – Raising of Kerbs**

This work was now completed, although members sought clarification as to why the proposal for railings had not been undertaken, to which the Clerk confirmed that this had been shelved for the current period due to the pending re-development of the Griggs site and entrances.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 26 **New Affordable Homes – Rule Exception Site**

Explanation letter and guidance notes had been received from the District Council, which appeared to affect the hinterlands and not the parish of Shepton Mallet. Documents were available from the Clerk’s Office.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

144. Regeneration Portfolio Report - Dated 28 January 2004 (Copy attached to these minutes)

Due to the absence of Cllr Cann the report, which had been previously supplied with the agenda, was presented by Cllr Lovell and members noted the contents.

Resolve: that the Regeneration Portfolio Report - Dated 28 January 2004 as attached to these Minutes is noted.

Item 1 Additional Street Light – Garston Street

The Clerk received confirmation that this work had now been completed and the light was in working order, and requested a member to carry out a site inspection to confirm same.

Resolve: by unanimous vote that the matter is noted. Cllr Inchley would undertake a site inspection and that the matter be deleted from the current Portfolio report.

Item 2 Additional Street Light – Great Gardens

After considerable delay Somerset County Council had now confirmed that this was adopted highway. A location plan had been marked up for their attention and a survey and quotation was now in progress.

Resolve: by unanimous vote that the matter is noted.

Item 4 MDC Partnership Working

A meeting had been arranged with the new Chief Executive of the District Council, Mr David Thomson, for the Chairman, Vice-Chairman and Clerk to attend on Thursday, 19 February 2004. Mr Thomson also agreed to attend a future meeting of the Town Council, possibly in May or June 2004. The Clerk confirmed a telephone conversation with Mr Malcolm Williams, General Manager, who has now undertaken responsibility for the Shepton Mallet and Wells Area Boards, and he would be overseeing the partnership working between MDC and Wells City / Shepton Mallet Town Councils. A meeting would be arranged with the respective Clerks in the near future to consider the way forward.

Resolve: by unanimous vote that the matter is noted.

Item 6 Market and Coastal Towns Initiative (MCTI)

Cllr Champion provided an update. The Community Consultation event would take place within the Amulet on Friday, 19 March 2004 from 10.00am to 4.00pm, and on Saturday, 20 March 2004 from 9.30am to 1.00pm. The Consultants EKOS would be running the event, which would include seven different zones to be visited by members of the community. One member requested confirmation of funding arrangements and a further member requested a list of members of the Shepton 21 Group. Cllr Champion confirmed that current funding was to be undertaken by SWERDA and also the District Council, utilising the Tesco 106 Fund. A list of members present at the latest Shepton 21 Group meeting was also provided.

Resolve: by unanimous vote that the matter is noted.

Item 7 Heritage Economic Regeneration Scheme (HERS) – Shepton Mallet

No further information or update was available.

Resolve: by unanimous vote that the matter is noted.

Item 8(1) LTP Scheme – Paul Street

The work was now programmed to start on 22 March 2004, a copy of the plans are available from the Clerk's Office.

Resolve: by unanimous vote that the matter is noted.

Item 8(2) LTP Scheme – High Street South

Further information received indicated that the scheme would be worked up and consulted on throughout 2004 and, subject to the HERS bid and partnership funding, work may well proceed in March 2005, which would allow the cost to be spread over the two financial years of 2005/06.

Resolve: by unanimous vote that the matter is noted.

Item 14 Griggs Site Re-development

Verbal information received from the District Council indicated that Tesco's had now secured the Griggs site and that a planning brief, which would include retail impact and traffic studies, may well be received in late February 2004.

Resolve: by unanimous vote that the matter is noted.

Item 15 Huntsman Site Re-development

MDC have confirmed that both the Griggs and Huntsman sites would be treated as one, as far as planning framework and brief was concerned. Information received that Tesco's were discussing the matter directly with the new owners and, like the Griggs site, a planning brief to include retail impact and traffic studies, may well be received in late February 2004.

Resolve: by unanimous vote that the matter is noted.

Item 19 Town Market

The matter had been discussed earlier in the meeting under Chairman's Announcements; please refer to Minute 143 (e). Members once again confirmed concern as to any re-launch, given that the current management company, Markets Initiative Limited (MIL), had previously made commitments of this nature, which had not come to fruition. Cllr Inchley once again highlighted that the matter was most urgent and should be monitored closely within the next two-month period.

Resolve: by unanimous vote that the matter is noted, closely monitored and reviewed at the April meeting of Council.

145. Collett Park Portfolio Report - Dated 28 January 2004 (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 28 January 2004 as attached to these Minutes is 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 2b Contractor's Quarterly Performance Report

A draft report (attached to these Minutes) had been provided by the Contractor, which would be submitted on a quarterly basis to each Collett Park Portfolio meeting, which would indicate the contractors own interpretation of performance and variance under each heading.

Resolve: by unanimous vote that the matter is noted.

Item 2 Collett Park Contract Indexation

Claim for Contract Indexation relating to the period April 2003 to March 2004 had been received from the contractor at a rate of 2.65%, equating to £50.85 per month. An invoice had been received and included within the current Payment Schedule for the 12 month period, valued at £716.99, which included VAT. One member considered that the total sum should be re-negotiated with the contractor due to the late submission of the request (at Year End), whilst others considered the contractors satisfactory performance and that some works had been undertaken throughout this period at nil cost. The Clerk confirmed that a further indexation would also be due and required negotiation as from 1 April 2004.

Resolve: Proposed by Cllr Marsh, seconded by Cllr Champion, by a vote of 11 For and 1 Against, that the Contract Indexation of 2.65%, at a value of £50.85 per month from April 2003 to March 2004 is approved and included within the current Payment Schedule for £716.99 and that the matter be deleted from the current Portfolio Report.

Item 3 Collett Park Incident Report

The Clerk had now collated a spreadsheet (attached to these Minutes) which would be updated by the contractor on an as-required basis, which would be reported to Council at the next meeting following any update. This would assist in future management of all incidents within the park.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 3b Lake Clearance

Volunteers, which included the Drifters Model Boat Club and the Scouts, on Sunday, 1 February 2004, had cleared the lake and a good job was done by all.

Resolved: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote that a thank you letter is sent to the organisations concerned, including the Drifters Model Boat Club, recognising their efforts and for a job well done.

Item 3d/e Completed Works

The paving slabs to the new entrance for the Junior Play Area and provision and fixing of two seat bases and seats within the same area were now fully completed.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 5 Improvement Projects/Future

The Portfolio Leader confirmed that he was undertaking consultation with prospective users of a kick wall, which had been considered by Portfolio, which recommended the matter to be progressed as a priority future project.

Resolve: by unanimous vote that the matter is noted.

Item 7 Tree Preservation Order (TPO)

MDC confirmed that only two trees, numbered 67 and 68, within Collett Park have TPOs against them. Tree works were still in progress within the park and one of the contractors had now gone off-site due to the current weather conditions, with a revised completion date of 19 February 2004 agreed.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio report.

Item 9 Memorial Seat – Late Cllr Bob Kerlake

This had been announced earlier within the meeting. The Portfolio Leader reported that the ceremony went well. There was a considerable amount of refreshments left over for doggy bags and he thanked those that attended the event and the helpers that assisted with the refreshments. The Clerk confirmed that a late invoice had been received for the cost of the refreshments, which required repayment directly to Cllr Shearn for the sum of £20 as previously resolved by Council.

Resolve: by a unanimous vote that the matter is noted, and that the payment of £20 for reimbursement of expenses for refreshments to Cllr Shearn is approved. The matter is to be deleted from the current Portfolio Report.

Item Collett Festival 2004

The Portfolio Leader confirmed that a complaint had been received regarding alleged sub-letting of catering franchise/plots for the 2003 festival, with an alleged offer that the same may well happen to this years' event.

Resolve: by unanimous vote that the matter is noted and that the booking and agreement forms were to be updated to ensure that they stipulated that bookings and plots were non-transferable and that the complaintee who had attended the 2003 festival should be invited to book a plot directly with the Town Council for the 2004 event, and that the previous franchise booking be removed from the current database.

Item 11 Collett Festival 2006 – 100 Year Anniversary

Cllr Champion had provided a report to members (attached to these Minutes). He confirmed that he wished to see the whole town involved, which included groups such as The Lions and Rotary, local churches and schools. He also wished to see the previous Jubilee Committee invited to join in the Working Group. Other members raised concern at this proposal. Members then discussed scope of the event, provision of new metal gates to the Charlton Road entrance to celebrate the 100 Year Anniversary, and that royalty or a major dignitary should be invited to open the event. Members considered the outline of funding for the event and differing ways of marking the event.

Resolved: Proposed by Cllr Lockey, seconded by Cllr Marsh that the Town Council wholeheartedly support Cllr Champion in taking the matter forward and that availability of royalty (Prince Charles) or Mr John Collett from Australia is sought at the earliest. Also that Cllr Champion, in consultation with the Clerk, continues to progress the matter.

Item 13a Depot Roof

A pre-contracts meeting had been undertaken with the re-roofing contractor. The colour of the roof sheeting had now been agreed as terracotta and the work was programmed to start on 1 March 2004.

Resolve: by unanimous vote that the matter is noted.

Item 14 Damage to Wooden Entrance Gates

The entrance gates had now been replaced, although application of one further coat of preservative was still outstanding. Following consultation with the Insurance Brokers regarding an assessment of the low-claims rebate an insurance claim had been instigated to the value of £390, which would be repaid directly to the Council less the excess of £250. The Clerk advised that the expenditure sum of £250, non-reclaimable from the insurers, should be provided from the contingency budget.

Resolve: by unanimous vote that the matter is noted and that the sum of £250 shortfall in the insurance claim is approved from the current contingency budget, and that the matter is to be deleted from the current Portfolio Report.

146. Footpaths Portfolio Report - Dated 28 January 2004 (Copy attached to these minutes)

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

Resolve: that the Footpaths Portfolio Report - Dated 28 January 2004 as attached to these Minutes are noted. There were no other matters to be considered.

147. Administration Portfolio Report - Dated 28 January 2004 (Copy attached to these minutes)

Due to the absence of Cllr Jeremiah the Chairman presented the report, which has been previously supplied with the agenda, and members noted the contents.

Resolve: that the Administration Portfolio Report - Dated 28 January 2004 as attached to these Minutes is noted.

Item 2 Internal Audit

The Clerk confirmed that additional internal audit undertakings were required within the current year. The independent internal auditor, Mr Brian White, had undertaken an audit in October 2003 and was due to return for a second visit when the year end accounts were in draft format some time in April 2004. However, there were an amount of low-risk matters, which still required audit. Two options were considered by Portfolio in that additional work could be ordered with Mr Brian White, or Administration Portfolio members could carry out the work, although deemed not to be independent, the matters to be audited were assessed as very low-risk and indeed Portfolio members could undertake them. Year-end was fast approaching and this required urgent attention.

Resolve: by unanimous vote that Cllr Bartlett, Cllr Champion and Cllr Lovell (as back-up) would undertake a further internal audit at a date to be agreed with the Clerk. (date now agreed Thursday, 12 February 2004 at 2.00pm).

Item 3 Risk Assessments

There had been some slippage in the programme for undertaking risk assessments. Urgent action was required now if they were to be completed by the financial year-end. To date the Clerk had only received 8 assessments from Properties Portfolio and a further 7 assessments from the Administration Portfolio. The Clerk requested assessment sheets to be completed as soon as practical and handed back in for further consideration well before the end of February 2004. The Clerk requested that Portfolio Leaders arrange contact or appointment with himself to discuss this matter. Following comprehensive review of insurances and associated risks with the brokers, correspondence had now been received from the insurers regarding identified risks as follows:-

- **Razor wire on the Depot at Collett Park** – Acceptable subject to the Policy Holder acting in accordance with the law in having taken Police advice.

- **The Lake at Collett Park** – Acceptable but would appreciate contact details for them to arrange a liability survey which the Clerk confirmed was in progress.
- **Fidelity Guarantee** - Limit increased from £80,000 to £90,000 agreed at nil additional premium.
- **Christmas Decorations** – Insurers records have been noted accordingly to include this matter. The Clerk confirmed that, although the Council had not formally undertaken to insure the Christmas decorations, as a safeguard and with no additional cost in premium, the matter had been included within the existing Policy.

Resolve: That risk assessments are completed as a matter of urgency and, if practical, prior to the end of February 2004, and that Portfolio Leaders contact the Clerk to discuss this matter.

Resolve: A response from the insurers regarding identified risks is noted. The majority of the razor wire on the Collett Depot would come down when re-roofing takes place on 1 March 2004, and advice should be sought from the Police on the remainder of the razor wire and prior to any further razor wire being relocated upon the new roof.

Item 8 Sale of Oil Painting (Near Harrogate)

Confirmation had been received from the auctioneers Lawrence's, that the painting had been sold for the reserve price of £1,500 less the auction commission fees. Monies were due to be released in mid-February 2004 and the Clerk requested confirmation that the capital realised is allocated to the Civic Centre Fund as per previous assets sold.

Resolved: Proposed by Cllr Champion, seconded by Cllr Shearn, by unanimous vote that the sale of the painting is noted and when monies are received and, capital arisings are to be deposited within reserves held under the budget Civic Centre Fund.

Item 10a Town Web Site

Several members considered that a small Working Group should be instigated to take this matter forward, while others considered that the existing Group, which only included one member of the Council, operating the existing site on a volunteer basis may well progress the matter. Members considered that the Portfolio Leader, Cllr Jeremiah, although absent, should also be included.

Resolve: That a Group to include Cllr Jeremiah, Cllr Shearn, The Clerk, Guy Braga of MDC and the existing Webmaster Andrew Towner meet to discuss the matter further.

Item 10b Internet Broadband

The Clerk informed Council that difficulties had been encountered when undertaking instigation of Broadband connection to the Internet in that the existing provider, and others contacted, required monthly payment by a personal or company credit card, a facility which the Town Council did not have. Along with this a non-standard connection was required with differing equipment due to networking of more than one computer to the connection. Working in conjunction with IT advice from Mr Steve Sage, the Clerk had located a provider (Plusnet) who were able to supply the router equipment and filters for the telephones and provide monthly subscription payments by direct debit. This had been instigated although there was an up-front payment for the initial goods, connection and the first months' payment, the on-going monthly subscription would be at a cost of £29.99 plus VAT as Council had previously agreed. Connection was expected by 6 February and BT had already been requested to remove the second landline (347127) on 6 February 2004, which would be surplus to requirements once Broadband connection was achieved.

Resolve: by unanimous vote that the matter is noted. The additional up-front expenditure is approved for Plusnet to provide Broadband Internet connection and for the ongoing monthly subscription of £29.99 plus VAT to be paid by Direct Debit. The matter is to be deleted from the current Portfolio Report.

Item 11 MDC Partnership Agreement

The Clerk confirmed a telephone conversation with Mr Malcolm Williams, General Manager at MDC, that the practical aspects of the partnership agreement between the Town and District Council would now become his responsibility after taking over from Derek Hooper's work previously. He confirmed that he was now the Manager in charge of Wells and Shepton Mallet Area Boards and that a meeting would be arranged with the respective Clerks in the near future.

Resolve: by unanimous vote that the matter is noted.

Item 15 Scheduled Meetings for Year 2004/2005

A draft schedule had been provided by the Clerk (attached to these Minutes) with proposals for all Council meetings, including Committees, Portfolios and Working Parties, from May 2004 onwards. He also highlighted that a meeting of Council had been included for 3 August 2003 in lieu of the normal recess period, past history had highlighted that there was a requirement for this meeting. Enough members should be available to make the meeting quorum and this would certainly assist administration, resolving of planning applications and approving payments, which occurred during the recess period. This draft, once approved by the Town Council, would require approval and any final amendment to ensure that meetings and venues were available within the District Council's programme.

Resolve: by unanimous vote that the meeting schedule for 2004/05, as attached to these Minutes, is approved subject to any final amendment or approval by the District Council who would assess the availability of meeting venues and ensure any clash of meetings did not occur. The matter to be noted and deleted from the current Portfolio Report.

Item 19 MDC Budget Proposals

Draft budgets obtained from the District Council had been provided to all members, having previously been reviewed by the District Council's Cabinet and Scrutiny Boards. They were now under consultation to be considered by the Area Boards in mid-February before going to MDC Cabinet for final approval on 27 February. Members raised much concern as to the expenditure from the District Council on the Amulet and the lack of information regarding capital sums to be allocated for regeneration projects within Shepton Mallet.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

LATE ITEM - Parish Councillors' Allowances

The Clerk confirmed verbal information received from the District Council regarding a decision by their Panel in recommending maximum payment levels to Parish Councillors/Chairman. Although this Council had already resolved not to make annual allowances to members, the Panel had recommended, if required, a maximum payment (to this size Council) the sum of £100 per individual member and a Chairman's allowance of £3,100. Both these sums were considered maximum and, at this stage, for members' information only.

Resolve: by unanimous vote that the matter is noted.

148. Finance

Accounts for Payment by Cheque

Resolve; by unanimous vote that payments made by Cheque for February 2004 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 February 2004 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

149. Agenda Matters for the Next Meeting

No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 8.40pm.

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
1753	Dorset & Somerset Air Ambul	6650	Grant - Revenue support	£ 500.00
1754	Capita Business Services Ltd	5300	Post and Printing - Dec 03	£ 65.10
1757	Quadron Services Limited	6000/6005	Collett Park Contract - Annual Increase 03	£ 716.99
1758	Zephyr Flags & Banners	6500	Replacement Town Flag	£ 346.63
1759	The Consortium	5300	Office Stationery	£ 73.45
				£ 1,702.17
Payments by Direct Debit				
30/12/03	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Nov	£ 2,254.57
7/1/04	Freeserve	5160	Internet Service Provision	£ 14.99
20/1/04	BT	5160	Office Tel/Fax/Data Lines + Calls	£ 177.93
7/1/04	CGU Bonus	5200/6090	Insurance Premium	£ 297.49
16/1/04	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 277.54
Sub Total				£ 575.03
Total =				£ 2,277.20

CONFIDENTIAL PAYMENTS

1755	Graham H Brown	5000	Town Clerk - February Salary 2004	£ 1,092.94
1756	Jeanette Lintern	5000	Admin Assistant - February Salary 2004	£ 401.02
Total				£ 1,493.96
Grand Total				£ 3,771.16



Minutes of the Meeting of the Shepton Mallet Town Council held on 2 March 2004, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.F. Lockey

Cllrs Mrs J.D. Bartlett, Mr M Cann (7.05pm) Mr R. Champion, Mr T. Fone, Mr J.E. Gilham, Mr K. Hurrell, Mr C.C. Inchley, Mr N Jeremiah, Mr M. Lovell, Mrs J.M. Marsh, Mr T.S. O'Connor and Mr N. F. Shearn.

4 members of the public and no members of the press were 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.

150. Apologies for absence – Cllrs Manvill and O'Connor M, Guy Braga (MDC Reg. Officer), District Ward Members Treby and Robinson (both at an MDC meeting)

151. Public Forum

Bus Services

Mr Clive Pearson raised concern that MDC and SCC proposed further cuts in Bus Service subsidies, which were higher than first anticipated by First Bus. A meeting had taken place, at Taunton, regarding fare structures and other matters. A meeting of all parties, as requested by Mr Pearson, had not yet been arranged due to his correspondence going astray. He was hoping to get some definite from the meeting, especially with reference to the shuttle bus service to the proposed International Treatment Centre, and he understood that the proposed direct route from Shepton Mallet to Bath RUH Hospital may well proceed and it was hoped to report more accurately to the April meeting of Council.

Mr Taffy Stride also raised concerns as to the drastic cuts in bus services subsidies by both District and County Councils. He envisaged that all the shaded services (subsidised) within the current timetable, would be withdrawn.

Commercial Road Toilets

Mr Taffy Stride raised much concern as to a waste of public money in that the District Council currently had builders in the block carrying out complete decoration and part-refurbishment works, when the block was due for demolition, he understood, in July 2004 to be replaced by a new facility.

The Amulet

Mr Taffy Stride informed members that he understood that no further bookings were being taken for the Amulet for any date following the 31 March 2004.

Adoption of Station Road

Mr Taffy Stride informed members that part of the old Griggs entrance site had now been tidied up by Tesco's and enquired any further progress with Somerset Highways regarding the adoption of the highway and footpath.

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

152. Minutes

The Minutes of the Meeting of the Town Council held on the 3 February 2004 were considered for accuracy and content.

Resolve: Approved by unanimous vote, that the Minutes of the Town Council Meeting held on 3 February 2004 be approved as a true record and signed by the Chairman.

153. Matters Arising from the Minutes

Resolve; no matters were raised and the meeting moved to Next Business.

154. Planning Committee Minutes of the Meetings held on the 17 February 2004.

The Chairman requested members to note the contents of the Minutes relating to the meeting held on 17 February 2004.

Resolve: by a unanimous vote that the Minutes of the Planning Committee meeting held on 17 February 2004 are noted.

MDC Proposed Budget Cuts to Biodiversity Service and Wildlife Officer Post

Cllr Champion had attended the meeting of the District Council and relayed the concerns of the Town Council at their proposal. The net results of which would be a saving of only £14,000 per annum. Several members considered that the proposal was deplorable and a disgusting state of affairs, with what appeared to be cut after cut of services.

Resolve; Proposed by Cllr Lovell and seconded by Cllr Inchley to obtain assurance from the District Council that their statutory duty regarding the Biodiversity and Wildlife service would still be fulfilled in a cost effective manner and also to enquire how they would fulfil this statutory duty. At the same time the matter should be taken up with the Office of the Deputy Prime Minister (ODPM) to inform of the District Council's proposals, state the concerns of the Town Council and to enquire the statutory duty criteria.

155. Chairman's Announcements

The Chairman welcomed Jeanette Lintern (Clerks Assistant) to the meeting, which was endorsed by members.

Shepton Mallet Theatre Group (Aladdin Pantomime)

The Chairman reported the success, and offered his congratulations to the amateur group for the pantomime held in the Amulet, which was a most brilliant and professional production.

Partnership with MDC

The Chairman reported on a partnership meeting with District Ward Members held on the morning of 19 February and also a meeting with the District Council's Chief Executive David Thomson, which was attended by himself, the Vice-Chair and the Clerk, pm on the same date. At this meeting the Town Council was requested to re-affirm its short and medium term priorities for the town to the District Council. A draft copy of which had been collated and supplied with the Agenda for members' consideration.

Resolve: Proposed by Cllr Inchley, seconded by Cllr O'Connor T, that the Town Council reaffirm their following priorities for the Town to the District Council in both the short and medium term as follows:-

<u>Short Term;</u>	Market Regeneration	<u>Medium Term;</u>	MCTI / HERS / External Funding
1 year	Griggs / Huntsman re-development	2-4 years	Town Centre Regeneration
	Refurbishment Swimming Pool		Magistrates Courts / Town Hall
	LTP Scheme – Paul Street		LTP Scheme – High Street (South)
	MDC Partnership / Parity Funding		Ridge Road Widening – Traffic Alleviation

156. **District Councillors' Update**

No District Ward Councillors were in attendance, however a report was tabled, supplied with the Agenda and attached to these Minutes, of a meeting with District Ward members on 19 February 2004, points of which were included within the Portfolio reports for discussion later in the meeting.

Resolve: by unanimous vote that the matter is noted.

157. Community & Leisure Portfolio Report - Dated 25 February 2004 (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 25 February 2004 as attached to these Minutes are noted.

Community Projects

Item 1 Community Initiative

Recommendation from Portfolio on 24 February 2004 was to remove the Community Initiative as there had been no uptake from applications and that the matter be noted and deleted from the current Portfolio Report.

Resolve: by unanimous vote that the matter is noted, the Community Initiative withdrawn, and the matter deleted from the current Portfolio Report.

Item 2 Community Grants

From the Portfolio meeting of 24 February, a recommendation was tabled that Grant Applications are not applied to the current Portfolio Report until the Clerk and Portfolio Leader were in receipt of fully-completed application forms. If resolved this would imply that Items b, c and e within the current Report would, therefore, be deleted until application forms had been received. One member proposed that the application form should be fully evaluated by the Portfolio Leader prior to being applied to the Portfolio Report.

Resolve: by unanimous vote that the policy is adopted, that Grant Applications would not be applied to the current Portfolio Report until grant application forms and fully supporting documents had been received and evaluated and that Items 2b, 2c and 2e within the current Portfolio Report are deleted.

Item 7 Christmas Lighting

Following consultation with the Chamber of Commerce, Portfolio recommended that the Town Council respond informing that it considers all monies raised for the Christmas Lighting scheme should be used for that sole purpose and not for funding other events such as Town Centre-type Extravaganzas. One member proposed that this should apply to all contributed funds and just not in respect of the Town Council's partnership funding.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Jeremiah, by a unanimous vote that the Chamber of Commerce is informed that the Town Council consider that all funds raised, irrespective of from what source, for the Christmas Lighting scheme should be utilised solely for that purpose and not for funding other events, such as Town Centre-type Extravaganzas, etc.

Item 8 Police Crime Report

Arrest Report for December 2003 and January 2004 had been received.

Resolve: by unanimous vote that the matter is noted.

Item 9 Meetings with Police

Both the Chairman and the Vice-Chairman had attended meetings with Sergeant Downing on Wednesday, 11 February and updated Portfolio on 24 February 2004 confirming the current situation with Traffic Wardens and Community Support Officers, and that the CCTV system was working well in assistance to prevention of crime disorder. The Chairman informed that the upgraded authority provided to the Community Support Officers was now being used to good effect.

Resolve: by unanimous vote that the matter is noted.

Item 10 Community Speedwatch

Cllr Bartlett declared a personal and non-prejudicial interest in the matter and remained in the meeting.

The Portfolio report confirmed that the equipment had now arrived and was in practical use. The Clerk confirmed that a nil liability confirmation had now been received from Inspector Dean.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 12 **Whitstone Community Technical College – Rear Entrance Gate**

Cllr Inchley declared a personal and non-prejudicial interest in the matter, being a Governor of the school, and remained at the meeting.

The rear entrance gate has now been closed so far this term. Portfolio recommended that the Council write to the Headmaster Steve Chaudoir requesting that the trial is fully monitored and that a report is submitted to the Town Council following the end of the current school term when the results of the trial should be reviewed.

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, by a vote of 11 For and 2 Abstentions, that the Town Council write to Steve Chaudoir, Headmaster of Whitstone Community Technical College, requesting that the current trial regarding the rear entrance gate closure to be fully monitored and that a report is submitted to the Town Council for review following the end of the trial period which was to run until the end of the current school term.

Item 13 **Stopping Up Request to The Batch**

Several members who were not members of the Portfolio which had previously considered the matter, raised concern as to the apparent abandonment of open amenity space by the County Council, though they agreed that the area had been open to some abuse.

Resolve: Proposed by Cllr Champion, seconded by Cllr O'Connor T that the recommendations of the Portfolio are accepted in that the Town Council fully support both Somerset County Council and Mendip District Council in the agreement to stop up this area, subject to conditions, as proposed by the District Council, in that:-

1. The three existing trees are retained and maintained by the new owner/occupier;
2. Only one car parking space is allowed for the owner/occupier;
3. That the area is walled off with a low natural stone wall and open railings to the same pattern as the existing garden wall of the owner/occupier;
4. That the area enclosed within the Stopping-up Order will now be used as the open garden of the owner/occupier and conditions should be set to ensure that no development of this area will be allowed in the future from its existing use as private gardens;
5. That, included in this Stopping-up Order, is the provision for the construction of pedestrian pavement, along with adoption of same for ongoing maintenance by County Highways, from the pavement in Peter's Street, around the Stopping-up area, including previous Stopping-up area, to join up with existing pavement in The Batch.

Item 14 **Twinning Association – Civic Reception**

The Portfolio recommended to Council that the Council should organise and control the event, including costs, and that Cllr Bartlett work with the Clerk to organise the event. Cllr Bartlett confirmed that prices for catering had been received. Matters such as venue and bar services were still being reviewed. Current information was that the Amulet was already booked by others for the date of the Reception, however the MDC Chamber was available.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Champion that the Town Council accept the recommendations of Portfolio and organise and control the event for the Civic Reception with our French partners, programmed for the evening of Friday, 30 April 2004, and that Cllr Bartlett, along with the Clerk, undertake the organisation of the event.

Item 17 **Town Centre Traffic**

Prior to the New Year matters had been handed down from the previous Chief Executive of Mendip District Council, to Mr Guy Braga, who was currently reviewing the matter.

Resolve: by unanimous vote that the matter is noted.

Item 21 **A371 Highway/Ridge Road Widening**

Response had been received from Mr Jeremy Callard, Freight Quality Partnership at the County Council, confirming that the road review process would include by-passes for Shepton Mallet and Croscombe in their consideration in the next few months. The Clerk had sent a copy of this same copy to the A371 Action Group for their information.

Resolve: by unanimous vote that the matter is noted.

158. Regeneration Portfolio Report - Dated 25 February 2004 (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 25 February 2004 as attached to these Minutes is noted.

Resolve: by unanimous vote that the matter is noted.

Item 3 MDC Partnership Working

Members were informed earlier, at a previous meeting with the Chief Executive of the District Council, on matters of priority and concerns by the Town Council which, had been discussed in a frank manner. The Clerk confirmed that a further meeting of the 5 Towns and the District Council, regarding Partnership matters, had now been confirmed for 22 March 2004 at 9.30am in the Indictment Room of Wells Town Hall.

Resolve: by unanimous vote that the matter is noted.

Item 5 Market and Coastal Towns Initiative

The Portfolio Leader reported that he was unable to get to the last meetings of the MCTI, however, posters were available and information relating to the Public Consultation event programmed for the 19/20 March. The local media and papers would also be involved and this was a very important opportunity for the whole community to have their say, and hopefully a launch point for the future.

Resolve: by unanimous vote that the matter is noted.

Item 6 HERS Schemes for Shepton Mallet

No further update was available following a meeting of stakeholders in January 2004, although it was understood that Guy Braga was still working on the current bid.

Resolve: by unanimous vote that the matter is noted.

Item 10 CCTV Users Group

One member raised much concern that there appeared no formal legal/contract agreements, and that business plans were some six months' behind schedule, with key dates not being met. He considered that this situation required sorting, prior to release of any further funding by the Town Council. Cllr Shearn represented the Town Council on the User Group and confirmed that there was a business plan and constitution. Currently they had not received any successful applicant for a Manager and that the job description had now been split into two, comprising of Administration and Practical Management of volunteers. He also confirmed to a member's question that Street Town Council was not actively or financially involved in the scheme. Members were informed that this had been discussed in some depth at Portfolio level and thanks were expressed to both Cllrs Champion and Shearn for their involvement and representation of the Town Council on the CCTV Users Group, and that hopefully these matters could be addressed with a frank discussion and agreement reached at the next meeting of the CCTV Users Group.

Resolve: by unanimous vote that the matter is noted and that Cllrs Champion and Shearn raise the concerns under frank discussions at the next meeting of the CCTV Users Group and report the outcome to the following meeting of the Town Council.

Item 15 1 Hour Free Parking Facilities

Some of the members raised much concern at the proposed increase of car parking charges within the Town, and also that no response to date had been received from the District Council with regard to the Town Council's request for limited 1 hour free parking within the short-term section of Great Ostry car park.

Resolve: by unanimous vote that the matter is noted and that the District Council is chased for a formal response to the previous request by the Town Council for additional provision of 1 hour free parking facility within the existing short-term section of Great Ostry car park, with a view to regeneration of the lower part of the Town Centre.

Item 18 Town Market

Following the update within the Portfolio Report, the Clerk confirmed that a meeting had been arranged with Market managers MIL's Director, MDC Officers, MDC Ward Members along with the Chairman, Vice-Chairman and Clerk of the Town Council to take place on Wednesday, 3 March 2004 at 2.00pm. Members considered that the matter of the regeneration of the market was very serious and that this should be relayed to the District Council and MIL management at the meeting.

Resolve: by unanimous vote that the matter is noted.

Item 19 Public Toilets – Commercial Road

Following the matter being raised earlier in Public Forum at the meeting, the Clerk confirmed that he had been in touch with Mr Stuart Finney of the District Council, who confirmed that an order had been raised last year, following complaints, for the re-decoration and maintenance to broken tiles etc of the current toilet block in Commercial Road. He had hoped the work would be carried out prior to the end of 2003, however the work had just commenced and was aimed at tidying up the facility until the new contractor was in place, which was due to start in July 2004. He confirmed that following this date a new build facility would be provided with the current block being demolished and that Shepton Mallet would be the first to receive the new build toilet facilities.

Resolve: by unanimous vote that the matter is noted.

159. Properties Portfolio Report - Dated 25 February 2004 (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 25 February 2004 attached to these Minutes is noted.

Item 2b Allotment Plot Maintenance

Confirmation received from MDC that the boundary of Allyn Saxon Drive was now within their maintenance schedule and they were also reviewing the boundary with Millennium Way, with a view to MDC possibly undertaking strimming work three times a year.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 3a/b Hitchen Lane Allotments

The Portfolio Leader confirmed that leaves for composting were still available and tenants were using as required, but a quantity was still to be cleared and, following a meeting of Portfolio on 17 February, there was no support for any amendments or change from the tenants' representatives or members to the current "No Bonfire" policy

Resolve: by unanimous vote that the matter is noted and that Item 3a and 3b be deleted from the current Portfolio Report.

Item 5 Whitstone Road Site Ownership/Maintenance to Driveway

The matter had been chased up several times and a detailed response had been received late today from the Solicitors, Dyne Drewett. The Clerk requested that the Portfolio Leader make contact with him to consider the detailed response received from the Solicitor.

Resolve: by unanimous vote that the matter is noted and that the Portfolio Leader liaise with the Clerk to consider the latest detailed report received from the Council's Solicitors.

Item 10 Public Access – 1 Park Road Offices

The Clerk confirmed that a meeting had been arranged to review the access facilities to the Town Council offices on Wednesday 24 March at 2.00pm, which would be attended by Sue Harrison, Keith Bush and the Health & Safety Officer all from the District Council.

Resolve: by unanimous vote that the matter is noted and that the Portfolio Leader would attend the meeting along with the Clerk, and report the outcome to the next meeting of Council.

Item 11 Civic Centre/Future Council Offices

Members considered that there was some doubt as to if the Magistrates' Courts were coming to Shepton Mallet, however the matter should still be progressed and that a meeting is still to be arranged with Avon & Somerset Magistrates' Courts and MDC's Chief Executive, to progress the matter further.

Resolve: by unanimous vote that the matter is noted and that a meeting is arranged with both Avon & Somerset Magistrates' Courts and MDC's Chief Executive at their convenience.

Item 12 In Bloom Competitions

Members were in support of the recommendation of Portfolio that the Council request the Shepton and Mendip in Bloom Committees should attempt to include a category for allotments within future competitions.

Resolve: by unanimous vote that the Town Council write requesting both Shepton Mallet and Mendip in Bloom to include a category or section within their relevant and future competitions to include allotments.

160. Collett Park Portfolio Report - Dated 25 February 2004 (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 25 February 2004 as attached to these Minutes is 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 Groundcare Contract

The Portfolio Leader confirmed that the performance report for February had now been completed, with two omissions; firstly the renewal of woodchip to bedding areas which had initially be delayed to run in parallel with the tree felling programme, although some woodchip had been re-laid in different areas, the completion still remained outstanding. He understood operatives had been working on this matter today. The second matter related to provision of planting schemes and quotation prices from the contractor over a period of several months. The contractor had been informed of the unacceptable delay with a deadline set for the end of March for full compliance to both these matters. Members considered procedures within the existing contract for issuing of default notices and financial penalties and the instigation of them should the contractor not comply with the end of March deadline.

Resolve: by unanimous vote that the matter is noted.

Item 3b Park Contractor's Report

The Portfolio Leader confirmed that the drainage to the tarmac surface area within the Park Road vehicular entrance had now been completed.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 7 Deeds for Collett Park and Boundaries

The Portfolio Report recorded Dyne Drewett Solicitors being chased by the Clerk on numerous occasions with little response, however, following an email and hard copy sent to the Solicitor on 1 March, a detailed 3 page letter had been received late pm today, and the Clerk requested that the Portfolio Leader arrange to review the contents of the letter tomorrow.

Resolve: by unanimous vote that the matter is noted and the Portfolio Leader review the written response from Dyne Drewett Solicitors tomorrow with the Clerk.

Item 8 Collett Festival 2004

The Portfolio Leader confirmed that matters were in hand. The database of contacts had now been finalised, with a revised Invitation letter, booking form and Information Sheet having now been provided. Invitations were now being sent out for this year's event. The Clerk thanked Cllr Shearn for his input and help on collation and sending out of the invitations, which was a considerable workload.

Resolve: by unanimous vote that the matter is noted.

Item 9 Collett Festival 2006

Enquiries had been sent to John Collett in New South Wales and Buckingham Palace regarding opening of the event. A response had been received from Buckingham Palace suggesting that a possible moving of the date to a weekday would be advantageous, however further enquiries should be made in December 2005. A Grant Application had also been submitted to Somerset County Council towards renewal of Charlton Road entrance gates.

Resolve: by unanimous vote that the matter is noted.

Item 11 Park Road Depot Re-roofing

The Portfolio Leader informed members of problems/delays with the preferred contractor for the works, initially resulting from delay of materials. The date for commencement of works had been 1 March, however the latest revised date was now the first week in May 2004. Although there was much concern as to the different delays put forward by the contractor, it was considered advantageous at this stage to continue with this contractor due to their improved specification and considerable price differential within the tender itself.

Resolve: Proposed by Cllr O'Connor T, seconded by Cllr Champion, by unanimous vote that the delays by the contractor are noted with the new start date of the first week in May 2004 being accepted.

Item 13 Donation of Planted Trees

Two recent planting ceremonies had now been completed. The media/press were hopefully going to run an article on the matter and hopefully correct the adverse press article regarding the recent felling of trees within Collett Park.

Resolve: by unanimous vote that the matter is noted.

161. Footpaths Portfolio Report - Dated 25 February 2004 (Copy attached to these minutes)

In the absence of the Portfolio leader 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 25 February 2004 as attached to these Minutes are noted. There were no further matters to be considered.

162. Administration Portfolio Report - Dated 25 February 2004 (Copy attached to these minutes)

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

Resolve: that the Administration Portfolio Report - Dated 25 February 2004 as attached to these Minutes is noted.

Item 1 Financial Budgets

The Clerk presented with the Agenda for the meeting a spreadsheet which documented the latest budget income and expenditure as of 28 February 2004, along with current balances held in the bank accounts;

Current account	(-£364.10)
Business Reserve Account	£70,451.76
Investment Reserves (without current interest yet to be awarded)	£450,256.08

Resolve: by unanimous vote that the matter is noted and the budget sheet for expenditure as of 28 February 2004 is attached to these Minutes.

Item 3a Risk Assessments

Some progress had been made with Risk Assessments. Thirty of which had now been undertaken and reviewed, a summary of which was presented to each member (attached to these Minutes). Both the Portfolio Leader and the Clerk would continue to collate and review the assessments and he hoped to discuss the matter directly with each Portfolio holder in the near future, with a view to providing a final list for consideration to all members some time in mid-March 2004 for final submission, consideration and resolve by Council at the April 2004 meeting.

Resolve: by unanimous vote that the matter is noted and that the Risk Assessments will hopefully be complete and submitted to Council for consideration at the April 2004 meeting.

Item 3b Risk Assessments

The Clerk confirmed, following the acceptance of specific risks in Collett Park of the lake and razor wire on the depot, a liability survey would now be undertaken by the insurers and an appointment had been booked for Friday, 19 March 2004 at 10.00am.

Resolve: by unanimous vote that the matter is noted and that Cllr Shearn and the Clerk would attend the meeting of liability with the Insurers on Friday, 19 March 2004 at 10.00am.

Item 8 Oil Painting "Near Harrogate"

The Portfolio Leader confirmed that the sale had now been completed. Funds had been received and deposited in the Civic Centre Investment Fund and that the matter should be noted and deleted.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 11 Town's Website/Broadband Connection

The Portfolio Leader again confirmed the meeting with Tom Billing, Cllr of Glastonbury, regarding their website and presentation, and the Working Party, as resolved by Council on 3 February 2004, had yet to meet. Cllr Shearn continued to liaise with Andrew Towner, the existing webmaster, and requested guidance from members as to what they would wish the website to do, what sections should be included and who should be involved in the project. Updating and sustainability were also issues which needed consideration. Cllr Inchley considered that the Glastonbury website was nearest to what was wanted in Shepton Mallet. It was community based and appeared the best tool to be used as a base starting point. He had reviewed the new front page undertaken by Andrew Towner but considered that the Council should go down the Glastonbury model route, and proposed that the Working Party meet to consider that proposal. Cllr Shearn considered that perhaps the two models could be combined.

Resolve: by unanimous vote that the matter is noted and that the Working Party should continue to review the matter as previously resolved by Council on 3 February 2004.

The Clerk confirmed that the Broadband connection to the office had now been completed and the second BT line had now been removed, however there were still minor problems with this system. The installation had not been as clear as originally envisaged. The current office network requirement and settings were much more involved than a stand-alone individual user. The services of Mr Steve Sage, Computer Technician, had been used and he was due to call again to clear up the outstanding minor faults. Cllr Shearn indicated that BT were now providing a reduced cost Broadband connection for £19.99 per month. The Clerk confirmed that he was aware of this matter, however it did not cover business users such as the Town Council.

Resolve: by unanimous vote that the matter is noted.

Item 12 Town and District Council's Partnership Agreements

The Clerk confirmed that a further partnership meeting with the District Council had now been programmed for Monday 22 March 2004 at 9.30am in the Indictment Room of Wells Town Hall.

Resolve: by unanimous vote that the next partnership meeting with the District Council, for Monday 22 March 2004 at 9.30am in Wells Town Hall, is noted, and that the Chairman, the Clerk and possibly the Administration Portfolio Leader attend.

Special Expenses Rate, Parity funding from the District Council

The Portfolio Leader confirmed that he had sent an email to Mr Peter Lacey of SALC highlighting the lack of parity or funding and services between the Town and District Council in relation to Collett Park Recreational Ground. In essence, the community of Shepton Mallet was being rated twice; once by the Town Council for Collett Park

Recreational Ground, and again for other recreational ground facilities in other towns and cities within the district. This also related to other facilities and amenities such as the swimming pool and he was requesting legal advice from Somerset Association of Local Councils regarding this matter. One member considered that the Town Council should request audit and advice from the District Council's Auditors, Robson Rhodes, who should be tasked to review and resolve the matter if legal advice received from SALC was not clear.

Resolve: by unanimous vote that the matter is noted.

Item 16 Somerset Association of Local Councils

Cllrs Bartlett, Champion and Jeremiah had attended the meeting of SALC in Wells on 1 March 2004. The contents of which mainly related to burial problems within the district, although the main speaker related to the application of Musgrove Park Hospital, already a 3 star facility, to obtain Foundation Hospital Status.

Resolve: by unanimous vote that the matter is noted.

Item 17 MDC Rate Relief Application

Confirmation had been received from the District Council relating to Collett Park and Collett Park Depot, that an 80% mandatory and 20% discretionary rate relief had been provided, with the expiry date for the discretionary section of the rates as of 31 March 2006.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 18 Representative Governors

The Portfolio Leader confirmed that all governors were now aware of the implications and had contacted their respective schools, and that no further action was required by the Council.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 19 Mendip Strategic Partnership (MSP)

The Portfolio Report confirmed elections and make up of the voluntary sector group. Currently there was one parish representative, Cllr Nick Cottell, and all parish matters should be passed through himself or Peter Lacey from SALC. One member considered that the Town Council does not received update from the MSP, and that the Town Council should write to the MSP raising concerns as to input from the Town Council, and that we were not receiving information or awareness of what was going on within the MSP.

Resolve: by unanimous vote that the Town Council write to the Mendip Strategic Partnership raising concerns as to its lack of input and awareness/information being received from the MSP.

Item 20 Performance Assessment of Mendip District Council

The Portfolio Leader confirmed a questionnaire had been received from the Audit Commission which required completion and returning regarding the Town Council's views. This would then be taken forward with the Audit Commission for a Comprehensive Performance Assessment (CPA) which was programmed to be carried out in the District Council from Monday 10 to Friday 14 May, 2004. The Portfolio Leader proposed that the Chairman, Vice-Chairman and himself both review the detailed questionnaire and complete on behalf of the Council. Cllr Inchley indicated that he also wished to have an input at the same time.

Resolve: by unanimous vote that executive powers are afforded to the Chairman, Vice-Chairman, Cllrs Jeremiah and Inchley to complete the Audit Commission's questionnaire regarding the comprehensive performance assessment of the District Council, and on completion return same to the Audit Commission. The matter is to be deleted from the current Portfolio Report.

163. Finance

Cllr Marsh declared a personal, non-prejudicial interest in the matter as her husband currently undertook the Town Clock maintenance duties.

Accounts for Payment by Cheque

Resolve; by unanimous vote that payments made by Cheque for March 2004 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 March 2004 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

164. 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.

Staff Appraisal

A Working Party consisting of the Chairman, Vice-Chairman, Cllrs Champion and Jeremiah now met on several occasions and undertaken interviews with the Administration Assistant and reached a draft agreement for amended Contract of Employment, which would include working school term times only, holiday entitlement to be taken outside of this period, with revised hours within each fiscal year, which would still afford the same total of hours worked and salaries paid as provided within the current Contract of Employment. Members then discussed the appraisal and recommendations from the Working Group.

Resolve: Proposed by Cllr Cann, seconded by Cllr Lovell by a unanimous decision, that the recommendations as submitted by the Working Party are approved, and that the Contract of Employment relating to Mrs Jeanette Lintern is amended to provide a working week period totalling 720 hours annually. This will be worked at 21 weeks of 3 days a week 9.30am-2.30pm Tuesday, Wednesday, Thursday, and a further 20 weeks as per the previous week with an additional 3 hours to be worked on a Monday or Friday in each week as agreed with the Town Clerk. Salary to be paid over 11 equal monthly instalments at the current rate, with an increase to Spinal Column Scale 11 as of 1 April 2004.

Town Clock

Cllr Marsh re-affirmed a previous declaration of a personal, non-prejudicial interest in the meeting and left the meeting.

The Clerk brought the members' attention to the unavailability of access to wind the town clock as No. 13b Commercial Road had been vacated and the locks changed. Following further investigations the new owner and their Solicitors in London had been contacted, who had agreed a temporary measure whereby the key could be collected, used and returned on a weekly basis for the interim period, however they were unaware of any formal agreement for access. Members then considered the problems of access and the options which may be available.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr O'Connor T, by unanimous vote, that the temporary access arrangements be agreed and continue with a view to that when a new tenant or occupier takes possession that the Council seek to form a local agreement with the occupier to gain access for the purposes of winding/maintenance to the internal mechanism of the town clock, or to negotiate for the occupier to carry out this duty on the behalf of the Town Council.

165. Agenda Matters for the Next Meeting

No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 8.45 pm.

Councillor C.F. Lockey

Signature _____

Chairman

_____/_____/2004

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1760	Cllr Shearn	5600	Repayment for refreshment costs	£ 20.00
1761	Capita Services Ltd	5300/5320	January Postage and copying costs	£ 51.13
1762	Shambles Carnival Club	6650	Community Grant	£ 250.00
1763	SM Stroke Club	6650	Community Grant	£ 100.00
1764	The Consortium	5300	Office Printing and Stationery	£ 133.36
1765	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 35.20
1766	The Toner Factory	5300	Laser Toner Cartridges	£ 157.45
1767	Avon & Somerset Constabulary	6500	Speed watch Camera and Tabards	£ 231.89
1768	Investec Bank UK	4450	Transfer of proceeds from sale of painting	£ 1,371.75
1769	Adrian Crozier	6160	Allotment Maintenance - 2nd installment	£ 50.00
1770	Terry Marsh	6300	Town Clock Maintenance - 2nd installment	£ 149.97
1771	Mr G H Brown	5300	Replace Stopped Cheque 1742 6/12/03	£ 88.50
1772	Petty Cash	Various	Reimbursement for the complete year 03/04	£ 27.97
1775	Inland Revenue	5000/5020	Tax / Ni / PAYE Month 10 to 12	£ 1,726.43
1776	Cllr C F Lockey	5550	Balance 50% of Chairman's Allowance	£ 497.00
1777	Cllr N F Shearn	6080	Repayment for Polycarbonate Sheeting C/P	£ 150.00
1778	Quadron Services Ltd	6065	Supply. Planting 2 memorial trees C/P	£ 205.16
1778	Quadron Services Ltd	6085	Replace skirt play equipment C/P	£ 52.70
1778	Quadron Services Ltd	6080	Bird bath for Aviary C/P	£ 28.20
1778	Quadron Services Ltd	6080	Minor Tree works C/P	£ 587.50
1778	Quadron Services Ltd	6040	Replace wooden Gates C/P Insurance Claim	£ 458.25
				£ 6,372.46

Payments by Direct Debit

30/1/04	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Nov	£ 2,254.57
30/1/04	Plusnet Tech Ltd	5160	Office Broadband Internet Setup	£ 140.43
3/2/04	Bristol & Wessex	6140	Allotments HL Water Rates from June 02	£ 60.88
3/2/04	Bristol & Wessex	6140	Allotments WR	£ 12.02
3/2/04	Bristol & Wessex	6010	Collett Park Depot - Water & Sewerage	£ 13.68
3/2/04	Mendip District Council	5100	Quarterly rent offices	£ 1,500.00
3/2/04	CGU Bonus	5200/6090	Insurance Premium	£ 297.49
6/2/04	Plusnet Tech Ltd	5160	Broadband Subscription	£ 32.89
16/2/04	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 277.54
Sub Total				£ 330.38

Total = £ 6,702.84

CONFIDENTIAL PAYMENTS

1773	Graham H Brown	5000	Town Clerk - March Salary 2004	£ 1,092.94
1774	Jeanette Lintern	5000	Admin Assistant - March Salary 2004	£ 401.02
Total				£ 1,493.96

Grand Total £ 8,196.80

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 April 2004, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.F. Lockey

Cllrs Mrs J.D. Bartlett, Mr T. Fone, Mr J.E. Gilham (7.25pm), Mr K. Hurrell, Mr C.C. Inchley, Mr N Jeremiah, Mr M. Lovell, Mrs J.M. Marsh, Mr M O'Connor (8.10pm) and Mr N. F. Shearn.

6 members of the public and no members of the press were in attendance.

Mr David Redgewell – Transport 2000 and Mr Mark Pedlar – Somerset County Council were 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.

166. Apologies for absence – Cllrs Cann, Champion, Manvill and O'Connor T.

167. Presentation – Public Local Transport – Bus Services

Mr David Redgewell, Transport 2000, provided a presentation to the Council informing that Mendip District Council (MDC) removed £42,000 from next year's budget, which was utilised to subsidise local transport within the district. This would result in a devastating reduction in services, with approximately 1,700 customers a week being affected. The majority of services involved were already identified by shading within the current service timetables. Now that MDC were going ahead with these cuts, Somerset County Council (SCC) will do whatever they can to alleviate the shortfall but some cuts in the service were inevitable. Much concern was raised regarding the provision of bus services, especially given the regeneration commitment to the town, the new Health facility currently being developed and the requirement for social inclusion. The results of the cuts would imply that the last service to the town would be at 17.50hrs and outside of that there would be rural isolation of the town. There was only one piece of good news in that seven new train services would be provided the local station at Castle Cary. He also thanked Councillors who were ex-members of the previous MDC administration who had done so much good work in the past.

Mr Mark Pedlar, SCC provided a presentation and informed his responsibility for main forms of public transport within the county. He provided a breakdown as to previous and current legislation in the matter, which ranged from the 1944 Education Act, a very old legislation, through 1985 when commercial Bus Services were first instigated to the current 2000 Act, which provided more powers and duties. SCC's current base budget was £760,000, which would now be substantially reduced by the reduction in MDC's and other Council subscriptions. To be fair to Mendip District Council, not many other authorities provided financial support. SCC also receive a Rural Bus Subsidy Grant direct from Central Government of £1.5million. These funds could not be used to uphold existing services. There was a requirement for these monies to go into innovative or new services within the County.

Cllr Gilham then joined the meeting and apologised for being late.

Overall, SCC would now have to find some £260,000 to cover the expected financial shortfall, which was one third of their basic budget. They were reviewing alternatives with a priority to prop up borderline commercial services at this current point in time. The first services that would be withdrawn were those of very low use or lavish services and MDC had confirmed that they would carry out their current funding until the end of May 2004 to enable this review of services to take place. Interim considerations to Shepton Mallet would indicate three service changes. Firstly the 161 evening service, which was currently the worst performing service with very low usage, resulting in an unacceptable subsidy cost of between £8/9 per passenger. The 901 service during the evening from Shepton Mallet to Yeovil, and the same Sunday service, was in one of the three least-used services in the locality. The final service which may be affected is the 776 which provided school journeys from Shepton Mallet to Radstock, with a further connection on to Bath. He was already aware of the Town Council's support and request for services from the town to both Bristol and Bath, and that this matter was not dead but just sleeping, and he would try to put it back under review in the near future. He also thanked Mr Clive Pearson for his support in relation to bus services serving Shepton Mallet.

Members then raised questions and answers with both presenters, and once again requested the consideration to re-route occasional services which currently went directly from both Bristol and Bath to Wells to pick up within the hinterlands and the town of Shepton Mallet. A re-route should not extend the journey time too long and at least the town would then be provided with a limited service to and from Bath and Bristol. Mr Mark Pedlar confirmed his understanding of the proposal and he would raise the issue with the contractor, First Bus.

The Chairman thanked David Redgewell and Mark Pedlar for their informative presentation which, although not good news at all, we should all endeavour to keep what services we can if at all possible.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote, that the Town Council write to the Leader of MDC, Cllr Ken Maddock, and the Government Minister responsible for Public Transport, to lobby and request their support for upholding these essential public transport services to and from the town.

168. Public Forum

Bus Services

Mr Clive Pearson informed that he had not previously met David Redgewell of Transport 2000, but thanked Mark Pedlar for his information and ongoing support. He was hoping to have a further meeting which would include Robin Smith of Mendip Primary Care Trust, along with Dr Sharpe, regarding the bus service to the new international Treatment Centre. He would hope that the Service 161 Wells to Shepton Mallet, would take in the Treatment Centre and the Ridgeway estate.

Mr Taffy Stride, following the previous presentation, again highlighted that he could see no reason why the current Bristol and Bath services could not be diverted through Shepton Mallet on several occasions on a daily basis. He also enquired at the media coverage of the Government subsidy grant given to the County Council to upkeep and provide additional services. Malcolm Pearce, a less-abled member of the community, raised much concern as to the reduction in services, especially during the evening, between Wells and Shepton Mallet. He enquired as to the disabled and low-income members of the community, what they were left to do. In his opinion the services on this route, especially between 3.00pm and 5.00pm were full with standing room only being taken up, and, although he did not use this service, he understood that the last return service before midnight was also well used. He requested that the Council take this matter on board.

MCTI Public Consultation

Mr Clive Pearson raised concern that many good ideas appeared to have come forward with the consultation exercise held in the Amulet, and that, as per previous type meetings held outside the MCTI, they may well not be progressed.

Community Policing

Mr Clive Pearson raised concern that a quantity of young people were milling about in the Market Place on an evening, causing disturbance and damage, and requested that the Police should get involved. He requested that they should park their patrol vehicles up and send foot patrols in to police the situation. Mr Taffy Stride raised concern as to the CCTV system and whether the Council were getting value for money. He understood that all the recent problems of Town Centre disturbance and vandalism had resulted in no images being available for the police to take action.

Bookings of the Amulet

Mr Taffy Stride informed that MDC had changed their minds and that now they were reviewing bookings for this venue on a three-month basis. He considered that this was no way to continue for the long-term benefit of the Amulet.

Adoption of Station Approach Highway

Mr Taffy Stride informed that he had provided a newspaper cutting to the Town Clerk relating to 1954, where the previous Urban Council had purchased the Station end of the highway for a nominal sum, and had also purchased the grass verge which was at the back of Clark's shoe factory for a sum of £60. Therefore, this provided proof that the area was owned by the then Urban District Council, so that in the Local Government re-organisation of 1974 this area would have been transferred to either Mendip District or Somerset County Council.

Doctors' Surgery – Zebra Crossing

Mr Taffy Stride informed that he was disgusted with the installation of this new crossing. The contractors had taken away more tactile slabs used by the impaired-vision members of the community, and re-laid normal tarmac in its place. He requested that the Town Council withhold release of any funding for this project.

Town Centre Matters

Mr David Selway raised concern that there were no media reporters at the meeting, and that no publicity had been given to the fact that the Town Council had done a very good job and reduced the Parish Rate by some 6%. He raised much concern as to the steep decline of the Town Centre and the danger of privately owned properties being left in disrepair. He again highlighted the problems relating to an unstable chimney above the Age Concern building, which had been reported to Mr Hunt at Mendip District Council and that he would wait to see what action they would take.

Town Market

Mr David Selway raised much concern that both MDC and the market managers, Market Initiatives Limited (MIL), were doing nothing for the current market in the town. He considered that MIL were just not up to the job and that there was a total lack of promotion, publicity and there were no new traders available. He already understood that the Town Council had raised this concern with the District Council and met with the Chief Executive, highlighting this problem. He wished the Town Council to write again to the District Council on this matter.

The Chairman thanked all members of the public for their concerns, which were noted, and suggested to Mr David Selway that the Town Council was fully supportive of the market and perhaps he should attend the next meeting of the MDC Area Board and express his opinions exactly as he had done at this meeting.

169. Minutes

The Minutes of the Meeting of the Town Council held on the 2 March 2004 were considered for accuracy and content.

Resolve: Approved by unanimous vote, that the Minutes of the Town Council Meeting held on 2 March 2004 be approved as a true record and signed by the Chairman.

170. Matters Arising from the Minutes

Mendip Strategic Partnership (MSP)

The Chairman requested, and members confirmed, that they had received a copy of the email response from the MSP, who had responded to the concerns of the Town Council and had provided an informed response.

Resolve: That the matter is noted.

171. Planning Committee Minutes of the Meetings held on the 9 and 30 March 2004.

The Chairman requested members to note the contents of the Minutes relating to the meetings held on 9 and 30 March 2004.

Resolve: by a unanimous vote that the Minutes of the Planning Committee meetings held on 9 and 30 March 2004 are noted.

172. Chairman's Announcements

The Chairman paid tribute to Mr John, and his wife Priscilla, Barnes who lost their lives in a tragic road traffic accident on the A36 at Codford. John was a well respected member of the community, a quiet and laid-back person known to the Chairman for most of his life. He was in the Territorial Army for several years and also an HGV Instructor for Foster Yeoman. He assured that all members of the Council would join him in sending their condolences to the family, which was a tragic loss to both them and the town. This was re-affirmed by all members of the Council.

The Chairman and the Vice-Chairman, with both their partners, had attended a Mayor's Supper on the evening of Saturday, 20 March at Glastonbury, and also reminded members that the Annual Town Meeting would take place at the Salvation Army Rooms on 27 April 2004 at 7.00pm.

173. District Councillors' Update

The Chairman confirmed the last meeting held with District Ward Members was on 18 March 2004, Minutes of which were previously distributed to all members of the Council, and attached to these Minutes. One member raised concern that the Council had not received a response from MDC regarding the Swimming Pool issue.

Resolve: by unanimous vote that the Minutes of the meeting held with District Ward Members on 18 March 2004 are noted, and that the Clerk take up the lack of response from the District Council regarding the Swimming Pool project with senior management of MDC.

174. Community & Leisure Portfolio Report - Dated 31 March 2004 (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 31 March 2004 as attached to these Minutes are noted.

Item 3 Town Events

Members were advised that the MDC egg-throwing contest would take place on Thursday, 8 April at 12.30pm and not am as stated in the Portfolio Report.

Resolve: by unanimous vote that the matter is noted.

Item 7 Police Crime Report

Latest report received for February 2004 on 16 March.

Resolve: by unanimous vote that the matter is noted.

Item 8 Meetings with Police Sergeant Downing

Members noted the latest email sent to the Police highlighting current incidences of vandalism in the town centre, and seeking support/reporting back on recordings by the CCTV. The Chairman and Vice-Chairman both confirmed that, during their meeting, they were constantly passing on to the Police all current issues, and they considered that at the next meeting with the Police, they should discuss specific times of the day when the incidents appeared to occur on a regular basis.

Resolve: by unanimous vote that the matters are noted.

Item 10 Whitstone Community Technical College – Rear Entrance Closure

Cllr Inchley declared a personal, non-prejudicial interest in the matter as a School Governor and remained at the meeting. Further to information in the current Portfolio Report, a letter had been received on 3 April 2004 from Steve Chadoir, Headteacher, which was read to members and informed that the Governors wished to extend the current trial for a further term and would wish to report again following the next full Governors meeting which will be held in July 2004. To date the closure had been a great success and most of the neighbours were supportive of the situation.

Resolve: by unanimous vote that the matter is noted and the extension of the trial for a further term is agreed. Also that Mr Steve Chadoir is requested to report to Council following the end of the trial and following the meeting of Governors to be held in July 2004.

Item 11 Stopping Up Request to The Batch

Somerset County Council had confirmed the Town Council requirements and were currently reviewing the matter to see if these could be incorporated. They would further advise Council when known.

Resolve: by unanimous vote that the matter is noted.

Item 12 Twinning Association – Civic Reception

Members were updated with the Portfolio Report and confirmation received that the Mendip Council Chamber had been booked, along with the caterers, and Rob Hunter would be providing the bar services. Members were requested to approve an overall budget and also provide some consideration as to the programme of the evening's events.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote, that the details as set out in the attached Portfolio Report is approved, and that an overall budget of £500 is allowed for the Civic Reception, also that Cllr Bartlett and Clerk continue to organise the event.

Cllr O'Connor M then joined the meeting at 8.10pm.

Item 15 Town Centre Traffic

Members were requested to note nil progress to date and that a response was still not forthcoming from MDC.

Resolve: by unanimous vote that the matter is noted.

Item 20 Somerset Highways – Re-painting of yellow lines within the Town Centre

This work had now been completed to High Street South.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 22 Public Transport Service – Shepton Mallet to Bath

A comprehensive presentation had been provided earlier at the meeting from Mr David Redgewell of Transport 2000 and Mark Pedlar from Somerset County Council. It appeared that deletion or reduction in existing services was inevitable and that Mark Pedlar was to continue to review, with the service provider, for re-routing current services from both Bristol and Bath to Wells on occasions through Shepton Mallet, therefore providing a valued service with minimum extension of journey times.

Resolve: by unanimous vote that the matter is noted.

175. Regeneration Portfolio Report - Dated 31 March 2004 (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 31 March 2004 as attached to these Minutes is noted.

Item 3 MDC Partnership Agreement

Members had been previously provided with a copy of the latest draft on the Partnership Agreement between MDC and the five Town/City Councils. One member considered that the draft had been taken directly from the Quality Council Fair Deal document and was well worded and, although agreed with all the contents, raised much concern as to what the document actually meant. It appeared to be taken from a model and lacked clarity. A further member was really saddened, and stated that it beggared belief, there was a need for such an agreement, and one member proposed that the Vice-Chairman and Clerk of all the five Towns/City should meet to discuss the matter prior to any meeting with the District Council. Other members considered that the document should be accepted with the hope that this leads on to better things.

Resolve: with no formal vote taken, that the matter is noted. (Draft attached to these Minutes).

Item 10 CCTV User Group

The Clerk read a response letter from Jenny Davies, MDC, dated 25 March 2004, which confirmed that there was a finalised business plan available via representatives of the User Group. Mark Goadby was the MDC engineer who deals with the technical aspects of the work, and Jenny Davies was dealing with policy/strategy development. In addition to that, District Councillor John Osman was the Portfolio Holder and Chair of the User Group, and also confirmed that Cllr Shearn was the Vice-Chairman. The post of CCTV Manager had not been filled and the post had now changed with a new post of CCTV Support Officer being advertised in the near future. The funding was an integral part of the business plan and it was confirmed that the understanding was that each Council would contribute the same amount of £6000 in this financial year, and a similar sum being made available

for Year 04/05. Confirmation was also received that the District Council was overseeing the whole project but that there was no commitment from MDC to support any financial shortfall. Within the letter was an enquiry if this Council wished to have a formal, signed agreement on this matter, and if so perhaps this should be raised by the Town Council's representatives at the next meeting of the Users Group.

Members considered that indeed there should be some form of agreement stating how much the Town Council was paying, what were the operating/monitoring times and who would provide the guarantee that the system would continue to operate. Much concern was raised as to the recent vandalism in the Town Centre and the effect that the CCTV should have on the matter. Several members considered that it was imperative that a written, formal agreement is provided.

Resolve: by unanimous vote that the matter is noted.

Item 19 Public Toilets – Commercial Road

Members were requested to note that the existing Commercial Road toilets had been re-decorated and, since, the Ladies section had been vandalised. Following this the facility was to be locked at 6.00pm on a daily basis.

Resolve: by unanimous vote that the matter is noted.

176. Properties Portfolio Report - Dated 31 March 2004 (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 31 March 2004 attached to these Minutes is noted.

Item 1 Allotment Tenancy Renewal

The Clerk confirmed that two terminations had been completed due to non-payment of rent. One plot was still to be re-let and that there were currently eight people on the waiting list.

Resolve: by unanimous vote that the matter is noted.

Item 5a Whitstone Road site – Deeds of Ownership

The Portfolio Leader confirmed that a meeting had taken place with the Amanda Inch of Dyne Drewett Solicitors on 16 March. Further details had been forwarded to the Solicitors as requested, and hopefully advice would be forthcoming from Dyne Drewett in the near future.

Resolve: by unanimous vote that the matter is noted.

Item 8 The Shambles

The Portfolio Report documents various incidents of vandalism resulting in damaged tiles over the last month period. The Police had been informed by email and the contractor had been called on various occasions to carry out urgent repairs. His final invoice was submitted under the current Approved Payments list.

Resolve: by unanimous vote that the matter is noted, the associated works and charges by the contractor are approved, and that the matter be deleted from the current Portfolio Report.

Item 10 Town Clock

Cllr Marsh declared a personal and prejudicial interest in the matter as her husband undertook clock-winding duties on behalf of the Council, and duly left the meeting.

The Portfolio Report confirmed problems with access to a private address for carrying out clock winding/internal maintenance. A temporary agreement had been reached for the interim and it was recommended to place the matter on hold for the time being as access was actually be achieved.

Resolve: by unanimous vote that the matter is noted.

Cllr Marsh rejoined the meeting.

Item 12 Civic Centre/Future Council Offices

Members were updated within the Portfolio Report of meetings with the Clerk, Brian Buckhurst, of the Magistrates Court Committee, and David Thomson, MDC's Chief Executive, and that the matter was ongoing.

Resolve: by unanimous vote that the matter is noted.

Item 13 In Bloom Competitions

Confirmation had been received from the Shepton Mallet in Bloom Committee that allotments would be included within a section of this year's competition and would be judged on overall appearance, productivity and variety. In future years this may also be included within the Mendip in Bloom competition.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

177. Collett Park Portfolio Report - Dated 31 March 2004 (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 31 March 2004 as attached to these Minutes is 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 2a Collett Park Contract Performance

The Portfolio Leader confirmed that the March Performance Report had been completed with satisfactory performance and no omissions.

Resolve: by unanimous vote that the matter is noted.

Item 3b, & d Park Contractor Report

The Portfolio Leader confirmed that the drainage to the Park Road entrance had now been completed by the contractor and that the sheets of polycarbonate had also been fixed to the roof of the aviaries and the birds had now been released to the new flight, which was welcomed by members.

Resolve: by unanimous vote that matters b – Drainage and d – Polycarbonate sheeting is noted and deleted from the current Portfolio Report.

Item 3. Incident/Damage Report

A list of incidents relating to damage and vandalism caused within the Park was provided to each member of the Council and the Portfolio Leader confirmed that a spate of incidents had occurred recently, which involved both damage to the toilet and shelter (list attached to these Minutes). The additional damage to the shelter now required four new uprights to be constructed of box section metal and fixed to replace the existing ones, which had either been removed or damaged. An estimate had been obtained for a price of £100 per column.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Inchley that the latest incident report, (attached to these Minutes), is noted and that the quotation is accepted for the sum of £400 for four new metal columns/uprights, at a cost of £100 per column, to the shelter and the works being placed in hand as soon as practical.

Item 4 Play Equipment

Members were informed that all remedial and maintenance works to the play equipment were now fully completed.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 7 Deeds for Collett Park and its Boundaries

The Portfolio Leader confirmed the meeting with Amanda Inch of Dyne Drewett Solicitors, which dealt with the required action points on behalf of the Council, had been addressed, and the matter was to be progressed by the Solicitors and it was hoped that further advice would be achieved shortly.

Resolve: by unanimous vote that the matter is noted.

Item 9 Collett Festival 2006

Confirmation had been received from Somerset County Council Community Chest that the application for a grant towards the renewal of Charlton Road gates had been approved, and a sum of £400 had been awarded subject to two conditions being complied with. The Portfolio Leader confirmed that he was currently looking at estimates for repair of the existing gates. In Cllr Champion's absence the Clerk submitted an outline programme (as attached to these Minutes) with a budget requirement of £7,000, which was submitted for consideration. Members considered that this was an important event in the town and that the matter should be supported.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Bartlett with a vote of 10 For and 1 Against that the outline programme (as attached to these Minutes) for the 2006 100 Year Centenary event for Collett Festival is agreed with and that the budget sum estimated at £7,000 would be a precept requirement for consideration in the financial year 06/07. Also that Cllr Champion, in consultation with the Clerk, proceed with the organisation of the event.

Resolve: by unanimous vote that the grant from Somerset County Council Community Chest for the sum of £400, subject to compliance with two conditions, is noted.

Item 12 Damage to Wooden Entrance Gates

The Portfolio Leader confirmed that the works had now been fully completed, with new gates being fitted by the contractor. The insurance claim had been instigated and completed in full, with a total claim without any deduction for excess received from the insurers and banked.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 13 Donation of Planting Trees

The Portfolio Report recorded planting ceremonies for two trees donated to the Park being completed. Two additional applications had been received, although these would now be held back until the autumn, once the areas of planting had been agreed and to fit in with the opportune season for planting of trees.

Resolve: by unanimous vote that the matter is noted.

178. Footpaths Portfolio Report - Dated 31 March 2004 (Copy attached to these minutes)

In the absence of the Portfolio leader Cllr Marsh presented the report, which has been previously supplied with the agenda and members noted the contents.

Resolve: that the Footpaths Portfolio Report - Dated 31 March 2004 as attached to these Minutes are noted.

Item 2 Footpaths off Martins Lane

Following problems with motorbike riders coming off Martins Lane and using adjoining footpaths, Portfolio requested Council to recommend to Mendip District that they install kissing gates or stiles to each of the public footpaths at their junction with Martins Lane to resolve the ongoing problem.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote, that MDC is requested to install kissing gates and/or stiles to each of the public footpaths at their junctions with Martins Lane to deter motorbike riders currently using Martins Lane who have also been using the adjoining public footpaths as scrambling tracks.

Item 4 Agency Monies from MDC

MDC in the current year had indicated that they would provide an additional £100 on a discretionary basis, making the total for the current year £220. The Clerk had submitted an application form for release of the monies and was awaiting receipt from MDC.

Resolve: by unanimous vote that the matter is noted.

Item 8 Nature Trail - Brewmaster Buildings up to the Beacon

At a recent Portfolio meeting Stephen Robinson had confirmed that he was still progressing the matter. However, it was agreed that the matter was not one within the brief of the Footpaths Portfolio and should be considered for deletion.

Resolve: by unanimous vote that the matter is noted and not within the current remit of the Footpaths Portfolio and the matter is to be progressed by Stephen Robinson and deleted from the current Portfolio Report.

Item 9 River Sheppey Walkway

Portfolio considered this a very positive idea and were also informed that the River Sheppey running through the Parish had now been upgraded to be included within the main river network and therefore would now come under the jurisdiction of the Environment Agency. Stephen Robinson would continue his feasibility study regarding the River Sheppey Walkway and report to the next meeting of Footpaths Portfolio to be held in June.

Resolve: by unanimous vote that the matter is noted.

179. Administration Portfolio Report – Dated 31 March 2004 (Copy attached to these minutes)

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

Resolve: that the Administration Portfolio Report - Dated 31 March 2004 as attached to these Minutes is noted.

Item 3a Risk Assessments

The Portfolio Leader summarised that considerable work had been carried out in this current year, with 34 separate risk assessments being compiled and approved by Portfolio Leaders. The schedule of which is attached to these Minute and had been previously distributed to all members of the Council. These were submitted for consideration and approval by Council with a view to acceptance and undertaking of the measures and actions proposed to eliminate, reduce, control and manage each risk.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Bartlett, by unanimous vote, that the Council approve the schedule of 34 risk assessments, as attached to these Minutes, with a further resolve to proceed with the measures and actions within each assessment to eliminate, reduce, control and/or manage each individual risk.

Item 3b

A meeting has taken place with the insurers to consider all aspects of risks, schedule of cover and internal management of the Council, as well as a site visit to carry out a liability survey of the lake and razor wire within Collett Park. The Clerk was currently awaiting a written response directly from the insurers.

Resolve: by unanimous vote that the matter is noted.

Item 4 Annual Renewal of Insurances

Following a review of the schedule and risk cover, a revised premium had been received for £3,898.13 payable by monthly Direct Debit interest free instalments. Council was also requested to note to expect a budget increase in the region of 10% per annum in each of the next two years for the insurance premium. It should also be noted that the loan of the oil painting to Christchurch Council was due for review in November 2004.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Hurrell, by unanimous vote, that the amended schedule of cover and the quoted premium of £3,898.13 payable by monthly Direct Debit interest free payments with the current insurer, Norwich Union, and through the current insurance brokers, WPS Ltd., is approved and that the requirement for a possible 10% increase in premium in each of the next two years, along with the requirement to review the loaned painting to Christchurch Council in 2004 is noted. Also that the matter be deleted from the current Portfolio Report.

Item 8 Christmas Cards

The Administration Portfolio had now collated a distribution database and draft for a bespoke pre-printed Christmas card to be sent out on an annual basis, requesting Council's resolve in the matter.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lockey, by unanimous vote, that the draft proof for a bespoke pre-printed Christmas card is approved, along with the current distribution list, and that delegated authority is provided to the Clerk to proceed with the printing of the card and sending out to the approved distribution list on an annual ongoing basis, and that the matter be deleted from the current Portfolio Report.

Item 10 Travel Allowance Within Parish Boundary

The Portfolio Leader had previously considered a request to consider repayment for travelling expenses when carrying out site visits within the parish boundary for the purposes of reviewing planning applications. At this stage, Portfolio recommended that the Planning Chairman should build up a case for further consideration and that, for the interim, the matter should be deleted from the current Portfolio Report.

Resolve: by unanimous vote that the matter is noted but not to be deleted from the current Portfolio Report. The Planning Chairman is to build up a case for further consideration.

Item 11b Broadband Connection

The Portfolio Leader confirmed that broadband connection had now been made. The second BT line had been disconnected and the system was up and running, although there were several minor problems still to clear.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 12a Finance and Funding Arrangements with MDC

The Portfolio Leader confirmed to members that a copy of the draft Partnership Agreement had already been provided to each member of the Council and that, at the latest meeting of Portfolio, it was agreed that individual members should be requested to provide drafts for targets under each heading to be submitted back to the Clerk no later than Tuesday, 20 April 2004 where matters could be collated and reviewed and an updated document be presented for further consideration at the May meeting of Council. However, several members considered that discussions should take place in the first instance with the surrounding towns, prior to any further discussions with the District Council.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote, that the draft Partnership Agreement, previously supplied to each member, should now be considered by each individual and proposals for set targets within the document are requested to be compiled and submitted back to the Clerk on an individual basis no later than Tuesday, 20 April 2004, to enable the Clerk to collate a further draft to the document, including the new targets, to be considered at the next available meeting of Council. At the same time a meeting is to be arranged with the four other surrounding Town's/City's Mayor/Chairman, Vice-Mayor/Chairman and Clerks to discuss the matter and consider a united front prior to the next meeting with the District Council on the matter.

Item 13 Exterior Funding Opportunities

The matter had been discussed earlier in the meeting, with a confirmed grant from Somerset County Council of £400 towards replacement of the Collett Park gates. Cllr Shearn advised that he was obtaining quotations to see if the existing gates were repairable.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lockey that the matter is noted and deleted from the Administration Portfolio Report.

Item 17 Promotion of Community Facilities

A questionnaire had been received indicating the Town/Parish Council to provide information relating to community facilities within their area, and to complete the questionnaire with a view that the provider would compile a directory of these facilities for distribution within Somerset. As there was a short scale return date of the document by 30 April 2004, the Portfolio Leader had made contact with the person concerned and advised that the request had been sent in error and did not relate to the larger towns and therefore no return was required.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 18 Monitoring Officer at Mendip District Council

A letter had been received from Derek Hooper of MDC, who had now left the Council as of 1 April 2004, confirming that the role of Monitoring Officer within the interim being taken on by the current Deputy Monitoring Officer, Mr Stuart Brown, with a view that MDC were to advertise the post which would be within the remit of one of the Council's Solicitors, and it was envisaged that this post would not be filled until the summer period. Members considered that Derek Hooper's leaving the District Council would be a loss to both Councils and the town as a whole.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote, that the matter appertaining to the Monitoring Officer's post is noted, and that a letter is sent to Mr Derek Hooper on behalf of the Council thanking him for his valued support and assistance throughout his time in office at the District Council, and to wish him well in his future endeavours.

Item 19 Annual Town Meeting

The Clerk provided a draft newspaper advertisement for inclusion in the Shepton Mallet Journal on the week of the 22 April 2004 to publicise the Annual Town Meeting due to take place on 27 April 2004, at a cost of £20.00 + VAT.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lockey, by unanimous vote, that the advertisement, as drafted, be included within one issue of the Shepton Mallet Journal on 22 April 2004 at a cost of £20.00 + VAT.

180. Finance

Accounts for Payment by Cheque

Resolve; by unanimous vote that payments made by Cheque for April 2004 as per Appendix "A" attached to these Minutes be approved.

a. Accounts previously paid by Direct Debit

Resolve; by unanimous vote that payments made by Direct Debit for April 2004 as per Appendix "A" as attached to these Minutes be approved.

b. Confidential Salaries for Payment by Cheque

Resolve; by unanimous vote that the Confidential Salary Payments for April 2004 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

181. 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; Proposed by Cllr Inchley, seconded by Cllr Jeremiah, 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.

Members considered a confidential report provided by the Clerk, dated 6 April 2004, which was provided with the Agenda for meeting, and consideration was given to the following matters:-

Item 19a Electrical Supply to the Bandstand

Members considered three tenders received.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, by unanimous vote, that the quotation received from TJ Electrical Services of Shepton Mallet, for a sum of £555 is accepted, and the work ordered.

Item 19b Collett Park Groundcare Contract

Members considered proposals and negotiations which had taken place with the contractor regarding index-linked annual review of the contract, which was due as of 1 April 2004.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Lovell, by unanimous vote, that the adjustment of +2.5% for the current year 2004/05 is agreed, and that the revised contract sum for this period would now be £24,226.46 which would be paid by adjustment to the monthly Direct Debit as of April 2004 to the total sum of £2,372.17 per month which included VAT content of £353.30.

Item 19c Tree Works – Collett Park

Members considered the result of a post-work inspection carried out with the Tree Consultant, Stephen Clark, regarding works completed by Bruton Tree Care. It was considered that, although good work had been done to

the felling, there was further grubbing out required of one stump and there was works outstanding to general maintenance issues. A site meeting had been arranged with both the Tree Consultant and the contractor for Wednesday, 28 April at 9.00am. Some of the minor tree works carried out by Quadron Services was still outstanding and that updates to the database had still yet to be received from the contractor.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah that payments to both these contractors were withheld pending site meetings with the Tree Consultant, the results of which are to be reported back to full Council prior to conclusion of the matter and payment being released.

Item 19d Allotment Maintenance

The Portfolio Leader confirmed negotiations had taken place with the existing contractor and agreement had been reached for additional maintenance to be carried out and also the annual review of the contract.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lockey, by unanimous vote that the additional maintenance works and the annual review negotiated with the contractor, Mr Adrian Crozier, are approved, and that the revised annual contract sum for the current year would be £132.50, paid by two equal instalments (Sept 04 and March 05). The new contract included isolation of water supplies at both sites during the winter period.

Item 19e Footpath Maintenance Contract

The Chairman confirmed, following the latest meeting of the Footpaths Portfolio, the schedule of work had now been upgraded with increased cuts to existing footpaths, and also the annual review of the contract had been undertaken and negotiated with the existing contractor.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lockey, by unanimous vote that the amended contract schedule and review negotiated with the contractor is approved and a revised annual contract sum ordered with Mr Adrian Crozier is amended to a total £197.31, paid in two equal instalments (Sept 04 and March 05).

Item 19f Staff and Salary Review

Cllr Marsh declared a personal, prejudicial interest as her husband undertook duties relating to the Town Clock and duly left the room.

The Administration Portfolio Leader confirmed that no review had yet been undertaken with the Clerk but that an appraisal and amendment to the contract of employment had now been finalised with the Clerk's Assistant.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Fone, by unanimous vote, that the matter relating to staff appraisals is noted. The Clerk's Assistant was awarded a salary scale increase from SCP10 to SCP11 as per the current contract of employment and as of 1 April 2004, making a gross monthly salary (exclude August) of £432.65 which was also subject to a national agreement review yet to be finalised, which would be backdated as of 1 April 2004.

The annual salary for maintenance works to the Town Clock to Mr Terry Marsh was also reviewed and agreed with a +2.5% increase, making a revised total as of 1 April 2004, to the sum of £307.49 per annum, paid in two equal instalments (Sept 04 and March 05).

Item 19g Local Government Pension Scheme

Members were informed that the Somerset County Council scheme required an employer's contribution increase as from 1 April 2004.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Hurrell, by unanimous vote, that the monthly employer's contribution is increased to 195% as expressed of the employee's contribution, making a revised monthly employer's contribution of £193.28 and that the monthly Direct Debit payment is increased with effect from the April 2004 payment, and noted that a further increase may be required on agreement of the National Pay Awards which were due as of 1 April 2004 and would be notified during the period July to November 2004.

182. Agenda Matters for the Next Meeting

Whitstone Activity Challenge Group

One member raised concern at information that this organisation was receiving financial cuts and may well have to be closed, and requested that Mrs Sarah Gosf be invited to provide a presentation to the next meeting of the Town Council.

Resolve: Proposed by Cllr Lovell, seconded by Cllr O'Connor M, that this matter is applied to the Agenda for the May meeting of Council, and that Mrs Sarah Gosf from the Whitstone Activity Challenge Group is invited to attend and provide a presentation to Council on the matter. Cllr Lovell is to provide contact details of Sarah Gosf to the Clerk.

The Chairman thanked members for their attendance and closed the meeting at 9.00 pm.

Councillor C.C. Inchley

Signature_____

Chairman

_____/_____/2004

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1779	SALC	5400	Annual Affiliation Fees	£ 807.42
1780	Frome Sign Co	6500	Town Boundary Signs (MDC £3000)	£ 5,226.40
1781	Duchy of Cornwall	6120	HL Allotment - Land Rent 6 mnth arrears	£ 44.06
1782	Community Council	5400	Annual Subscription	£ 20.00
1783	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 24.01
1784	Bruton Tree Care	6065	Collett Park - Major Tree Works	£ 718.20
1785	Steve Sage Computers	5310	Internet Upgrade to Network	£ 94.00
1788	Capita Business Services	5300	Post / Photocopy/Printing - Feb.Mar	£ 57.43
1789	Hodges and Sons	6160/6250	Repairs to Shambles + Allotment troughs	£ 187.72
				£ 7,179.24
Payments by Direct Debit				
1/3/04	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Feb	£ 2,254.57
23/2/04	CPRE	5400	Annual Subscription	£ 17.50
2/3/04	CGU Bonus	5200/6090	Insurance Premium	£ 297.49
8/3/04	Plusnet Tech Ltd	5160	Broadband Subscription	£ 32.89
16/3/04	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 277.54
Sub Total				£ 330.38
Total =				£ 7,509.62
CONFIDENTIAL PAYMENTS				
1786	Graham H Brown	5000	Town Clerk - April Salary 2004	£ 1,101.99
1787	Jeanette Lintern	5000	Admin Assistant - April Salary 2004	£ 430.56
Total				£ 1,532.55
Grand Total				£ 9,042.17

Councillor C.F. Lockey
Chairman

Signature_____

Date_____

Councillor J.D. Bartlett
Vice Chairman

Signature_____

Date_____



Minutes of the Annual General Meeting of the Shepton Mallet Town Council held on 4 May 2004, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.C. Inchley

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

6 members of the public, District Cllrs Stephen and Margaret Robinson and one member of the press were in attendance.

The current Chairman, Cllr C Lockey, opened the meeting, welcoming members and the general public.

The Chairman afforded a one minute silence in memory of the recent passing away of Mr Lionel Edwards, a previous Chairman of the Council and Secretary of the Mid-Somerset Show for many years, whose loss would be deeply felt by all of the community. There then followed a one-minute silence.

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.

1. Election of Chairman

Cllr Colin Lockey proposed the current Vice-Chairman, Cllr Judy Bartlett, who had served as Vice-Chairman for some two years, had been very supportive to the Chairman, especially over his three month absence through illness and had attended meetings of Council, Portfolios and many of the Working Groups, and indeed had done a marvellous job throughout the year. This was seconded by Cllr Bob Champion.

Cllr John Gilham proposed Cllr Chris Inchley, who had provided many good years' of service to the Town Council and also served as a previous District Councillor and, in his consideration, would make an excellent Chairman. This was seconded by Cllr Terry O'Connor.

Resolve: With a vote of 8 For Cllr Chris Inchley and 6 For Cllr Judy Bartlett, with Cllr Chris Inchley being duly elected as Chairman of the Town Council.

Cllr Chris Inchley then completed and signed his Declaration of Acceptance of Office as Chairman of the Town Council, which was duly endorsed by the Clerk. Cllr Colin Lockey then passed over the Chain of Office, congratulated Cllr Chris Inchley and wished him well for the forthcoming year. Cllr Inchley then took the Chair of the meeting and proposed a vote of thanks, which was endorsed by all members, for the excellent service in the past year by the outgoing Chairman Cllr Colin Lockey, and also expressed his gratitude for the support of his Vice-Chair Cllr Judy Bartlett.

The Chairman then provided a short speech, informed he wished to work closely with both the District Council and the Shepton 21 Group, for the betterment of the town, and that he intended to review, and hopefully provide increased empowerment, to the Portfolios.

2. Election of Vice-Chair

Cllr Shearn proposed Cllr Bartlett and provided his wholehearted support and would like to see Cllr Bartlett as Chairman of the Council at some stage. This was subject to Cllr Bartlett's willingness to stand, which Cllr Bartlett duly declined. Cllr Gilham proposed Cllr Hurrell, who had been a good servant to the Council and had provided valued service over the last year as Chairman of the Planning Committee. This was seconded by Cllr O'Connor.

Resolve: As there was only one nomination, Cllr Hurrell was duly declared Vice-Chairman of the Town Council.

Cllr Hurrell declared his Acceptance of Office as Vice-Chairman, informed that he had been Vice-Chairman some four times to the Town Council, and hoped that, at the end of this municipal year, someone younger would come along to take up the post.

District Cllrs Stephen and Margaret Robinson then left the meeting.

3. Apologies for absence – Cllr Cann.

4. Town Council's Standing Orders – Financial Regulations – Chairmanship and Code of Conduct Order

The Chairman requested that all members confirm that they hold current copies of all the above documents by way of their Councillors' Handbook and that each individually reaffirm their agreement to abide by policy procedures and conditions set out within each document and they also reaffirm that their Declaration of Interest, Declaration of Gifts and Hospitalities, as required by the Code of Conduct, are current, and that any amendments had been informed to the Monitoring Officer at the District Council.

Resolve: by unanimous vote, that each individual member of the Council confirm they hold current copies of Standing Orders, Financial Regulations, Chairmanship and Code of Conduct Order by way of Councillors' Handbooks provided previously, and that each individually agree to abide by policy, procedures and conditions set out within each document and that each individually confirm that their Declaration of Interest, Declaration of Gifts and Hospitalities, as required by the Code of Conduct, are current and any amendments had been informed to the Monitoring Officer at the District Council.

Cllr O'Connor M then left the meeting.

5. Whitstone Activity Challenge – Presentation by Sarah Gosf

Sarah Gosf informed members of her 10-year involvement in play scheme operations and was, indeed, in full charge of facilities within Shepton Mallet. Funding had been previously provided by Adult Learning from the County Council, which was now being withdrawn. A detailed explanation of her work at the Whitstone Activity Challenge was provided which was structured and provided a relaxed and enjoyable childcare facility. She wished support from the Town Council to keep this very valued facility in operation, which provided activities such as football, art, cookery and many other general activities, which included outside visits and themed educational days.

Sarah Gosf went on to confirm that they also provided facilities for children with special needs and provided a vital link for Shepton Mallet residents who had to work. Copies of financial accounts for the Whitstone Activity Challenge were provided and the current status provided a nil-nil balance. Sarah Gosf again requested support of the Town Council in respect of a loan which could be paid back in the future to get them going towards becoming a self-funding organisation. Without this initial support the facility would have to close. Members were then afforded a question and answer session and Sarah Gosf confirmed that 85-90% of the users were indeed Shepton Mallet residents and the remainder came from the hinterlands such as Doulting and Evercreech. The immediate financial shortfall was to the sum £327.05. Members were fully supportive of the facility and the work of Sarah Gosf. Cllr Lovell proposed that a formal application should be submitted by Whitstone Activity Challenge for a grant and a further proposal was put by Cllr Marsh that a sum of £500 be provided in principle from the current precept budget heading of Community Projects for the youth of the town. The Clerk provided advice that the organisation of Whitstone Activity Challenge was deemed a childcare facility and that the Council may well not have specific powers to provide financial support, however powers could be afforded under Section 137 to provide funding much the same as used to fund the school crossing patrol at Shepton Mallet Infants School. Formal advice should be sought from Somerset Association of Local Councils (SALC) on the matter.

Resolve: Proposed by Cllr Marsh, seconded by Cllr Shearn, by unanimous vote, that the sum of £500 is provided in principle from the current budget heading Community Projects – Youth, to provide revenue support by way of a grant to Whitstone Activity Challenge and that delegated authority be afforded to the Chairman, Vice-Chairman, the Portfolio Leader of Community and Leisure, and the Clerk to final resolve release of funding due to the required timescale, subject to further advice being received from SALC, and to report their decision to the next meeting of Council.

6. Public Forum

Public Transport – Bus Services

Mr David Redgewell from Transport 2000 provided a further update following his presentation at the previous meeting of Council, and also provided a petition from users of Services 161, 173 and 773 which were the services due to be removed by Somerset County Council (SCC) and First Bus. He considered that this was totally unacceptable and would cause devastating problems to many members of the community, who may well

have to give up their employment due to the unavailability of services. He raised concern that, whilst Shepton was due to lose three bus services, Frome appeared to be only receiving one service cut. Shepton again appeared to be losing out and marooned without bus services after 6pm, and he requested the Town Council's support once again to lobby Somerset County Council, and directly Mr John Bates. He considered that the Town Council should also meet with Ken Maddock, the Leader of MDC, and Tim Carroll, from SCC, directly to discuss the matter. He also considered that a request to re-route Service 376 on every other journey through Shepton Mallet should also be progressed. A copy of the petition was handed to the Clerk. Cllr Gilham proposed, and Cllr Champion seconded, that Standing Orders be suspended to allow further discussions with Mr David Redgewell, which was resolved by a vote of 6 For and 2 Against, and Standing Orders were suspended. The matter was then debated, following which Standing Orders were re-instigated. Members then considered that an urgent resolve should be made to the matter as these cuts would possibly be confirmed and implemented in June 2004.

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, with a vote of 10 For and 0 Against, that a private meeting was to be arranged with Mr Tim Carroll, SCC and Mr Ken Maddock, Leader of MDC, with hopefully his Portfolio Leader, Cllr Dennis Buffrey to consider the matter and ask relevant questions, following which, and if applicable, for a public meeting to be called with the same personnel invited to attend.

Mr Clive Pearson stated his surprise at some of David Redgewell's comments and considered that incorrect statements had been made with regard to villages being cut off. With regards to the International Treatment Centre, he still had to arrange meetings and First Bus was still hopeful that a service would materialise. He considered that, yes, the cuts were devastating with no bus services after 6pm, however following a previous campaign they had obtained additional services. He considered all parties had to work closely together on this matter and that any meetings should wait for the new bus timetable to come out and then take it from there. He considered that it was premature to call a public meeting now. He considered that the Chairman should explore all the relevant points directly with Mr Tim Carroll and Ken Maddock.

Mr Taffy Stride raised dismay at the increase in bus fares to the town when services were being withdrawn. Indeed there had been two increases in fares in the last 6 months with the latest rise of + 2.8% recently implemented and it was a matter of concern amongst service users. The services within the town had been diabolical since the instigation of the highway road works to the town centre, including having nowhere to catch the bus to Frome and the standard of service had become totally unsatisfactory and something has to be done.

Partnership Working with MDC

Mr Clive Pearson highlighted concern as to the recent letter from a Town Councillor in the local media, which appeared to be Mendip-bashing. He considered that the only satisfactory and positive results would come from both Councils working together in partnership.

CCTV

Mr Taffy Stride reiterated his comments and concerns from the previous meeting and in his opinion the community was not getting value for money. The CCTV appeared not to be working and not detecting crime within the Town Centre.

Pedestrian Crossing – Cannards Grave Road

Mr Clive Pearson raised concern against a letter from a member of the public in last week's Journal. He considered that the new facility was a godsend, was completed to a very high standard, was not a waste of money and complemented the new Doctor's Surgery centre. Mr Taffy Stride informed that he stood by his previous comments and requested support from the Town Council as to why the tactile slabs had been uplifted and taken away and wanted them to be put back. He still considered that the crossing was a total waste of money. The Chairman confirmed that the Town Council supported the pedestrian crossing at Cannards Grave Road and thanked members of the public for their concerns and comments made within public forum which were noted.

7. Minutes

The Minutes of the Meeting of the Town Council held on the 6 April 2004 were considered for accuracy and content.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Lovell, by unanimous vote, that the Minutes of the Town Council Meeting held on 26 April 2004 be approved as a true record and signed by the Chairman.

8. Matters Arising from the Minutes

Resolve: No matters were raised which were not already included within current Portfolio Reports.

9. Planning Committee Minutes of the Meeting held on the 20 April 2004.

The Chairman requested members to note the contents of the Minutes relating to the meeting held on 20 April 2004.

Resolve: by a unanimous vote that the Minutes of the Planning Committee meeting held on 20 April 2004 are noted.

10. Chairman's Announcements

The new Chairman, Cllr Inchley, passed the matter over to the previous Chairman, Cllr Lockey, who confirmed the successful Town Twinning Civic Reception held last Friday with our French partners, and also showed a gift of a handmade vase presented to the Council. He thanked Cllr Bartlett and the Clerk for organisation of the event and those that attended but that he would have liked to have seen more Councillors at the event.

11. District Councillors' Update

As there were no District members at the meeting, the Minutes of the meeting held with Ward Members on 15 April 2004, which were previously distributed to all members, were noted.

Resolve: by unanimous vote that the Minutes of the meeting held with District Ward Members on 15 April 2004, as attached to these Minutes, are noted.

12. Election of Representatives on Outside Bodies

Members reviewed representatives to preside on various outside bodies. Several members requested to withdraw from various groups.

Resolve: by unanimous vote that the following members are elected as representatives of the Town Council on various outside bodies:-

Beacon Society (Collett Park Portfolio) - **Marsh**

Citizens Advice Bureau (Community & Leisure Portfolio) – **Champion**

Shepton in Bloom (Community & Leisure Portfolio) – **Manvill**

Mendip in Bloom (Community & Leisure Portfolio) - **Manvill, O'Connor T**

Shepton Mallet Leisure Centre (Community & Leisure Portfolio) – **Bartlett, O'Connor M**

Shepton Mallet Town Twinning (Community & Leisure Portfolio) – **Hurrell, O'Connor T**

Tourist Information and Heritage Centre (Community & Leisure Portfolio) – **Hurrell, Manvill**

Christmas Lighting Committee (Community & Leisure Portfolio) – **Champion, Gilham, O'Connor T**

Shepton Mallet Young Peoples Centre Management Committee (Community & Leisure Portfolio) – **Fone,**

Lintern, O'Connor M

Chamber of Commerce (Regeneration Portfolio) – **Champion, Shearn**

Community Association Executive (Regeneration Portfolio) – **Cann**

Resolve: by unanimous vote, there being no nominations for representatives to Somerset Association of Local Councils (Administration Portfolio), this remains open and the matter placed on the agenda for the next meeting of the Administration Portfolio.

Resolve: by unanimous vote, that members deemed that the outside bodies Whitstone Community School Association Executive and the Heritage Society are no longer in existence and therefore no representation was required.

13. Community & Leisure Portfolio Report - Dated 28 April 2004 (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 28 April 2004 as attached to these Minutes are noted.

Item 1e **Shepton Mallet History Group**

Cllrs Marsh and Shearn both declared a personal, non-prejudicial interest in the matter and remained at the meeting. A request had been received from the local history group for the Town Council to underwrite funding of £1,000 for a period of some two months to cover printing costs before revenue through sales of a local history book could be achieved. The Clerk confirmed that advice had been provided by SALC on the matter, which had been previously sent to all members. Any support or loan provided should be completed prior to the financial year-end. Members then debated the matter, considered the period of the loan and likely consequences or liability should the loan not be repaid.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Gilham, with a vote of 6 For and 2 Against, that a loan of up to a maximum of £1,000 is provided to the Shepton Mallet Local History Group free of any interest to cover the printing cost of a new book "Life in Shepton Mallet During World War II" is provided for a maximum period of 6 months (to expire 1 October 2004), that any monies drawn against the loan are to be repaid in full by that date and that if the payment is not received in full then the officers of the Local History Group will be deemed to be personally liable for any outstanding monies.

Item 4 **Swimming Pool**

Written response received from Ian Mundy, Leisure Officer at MDC confirming that the pool would open this current year and would operate under MDC's current leisure contract. However, it was reaffirmed that, should a major plant failure occur, then the facility would close. MDC indicated their preferred options for development of the swimming pool were to be considered along with the wider opportunities for the regeneration of the town and that they were looking to secure a timetable to debate this matter, which would include members of the District Council Cabinet, specific Officers and the Shepton Mallet Town Council, and that they would be contacting us in the near future.

Many members raised much concern as to the delay and non-commitment from the District Council. Clear indication had been given from the public via the latest consultation with the Shepton 21 Group and members talking to the general community that the town wished for its own indoor swimming facility.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Champion, that a small Working Group consisting of the Cllrs Inchley, Hurrell, Lovell and the Clerk undertake a meeting with the Chief Executive of MDC to highlight the deep concerns held by the Town Council in what appeared a lack of co-operation and commitment from the District Council in the matter.

Item 5 **Town Signs**

One sign was still to be fixed pending consultation with a community group at Darshill.

Resolve: by unanimous vote that the matter is noted, the signs look very good and that thanks be recorded to the Clerk for his input in the matter.

Item 8 **Meetings with the Police**

The Clerk confirmed that, following a meeting with Inspector Dean, he had now been programmed to provide a short presentation to Council at the meeting of Council to be held on 6 July 2004.

Resolve: by unanimous vote that the matter is noted.

Item 12 **Civic Reception – French Twinning Partners**

The matter had been discussed earlier under Chairman's Announcements. The Clerk confirmed that two late payments relating to provision of the bar and catering arrangements would be submitted, subject to Council's approval, under Financial Payments later in the meeting.

Resolve: by unanimous vote that the matter is noted and that Cllr Bartlett is thanked for organising the function.

Item 23 **Time Sensitive - Removal of 3 BT payphones**

Further consultation had been received from BT regarding proposals to remove three of the existing 11 payphones within the Parish. The Council had previously objected to much the same proposal of cuts in August 2003. This objection should be repeated.

Resolve: by unanimous vote that strong objection is raised to BT under their proposal and consultation to remove three payphones from within the Parish.

Item 24 Area Highway Officers New Arrangements

Somerset Highways had confirmed internal reorganisation and advised of a change of staff at their Glastonbury office, with Mr Dennis Herniman as the Area Office Manager and Mr Frank Lake would now undertake the role of Officer responsible for the parish area. Mr Frank Lake's name was well known to members and that he had undertaken this duty on previous occasions.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

14. Regeneration Portfolio Report - Dated 28 April 2004 (Copy attached to these minutes)

In the absence of Cllr Cann, Cllr Jeremiah presented the report, which had been previously supplied with the agenda and members noted the contents. Cllr Jeremiah raised some concern that throughout the previous year, during incidences when he had to deputise for the Portfolio Leader, no prior contact or arrangement had been made with him.

Resolve: by unanimous vote that the Regeneration Portfolio Report - Dated 28 April 2004 as attached to these Minutes is noted.

Item 1 Additional Street Light – Great Gardens

Further information was received from Sue Hansford, Somerset Highways Lighting, which confirmed that an additional street light was required and that the estimated total cost of installation would be in the region of £1,043.81 and enquired if the Town Council wished to proceed to fund this scheme, and that then the necessary quotations could be obtained for approval.

Resolve: Proposed by Cllr Champion, seconded by Cllr Gilham, with a vote of 10 For, that the Town Council confirm that they wish to proceed with the project and that Somerset Highways Lighting are requested to confirm fixed price quotations for the works to be carried out.

Item 7a LTP Town Centre Enhancement Schemes – Paul Street

The Clerk reminded members that the top 20 metre section of High Street North would be closed for a duration of two weeks between the restricted times of 10am to 4pm from the 31 May 2004.

Resolve: by unanimous vote that the matter is noted.

Item 7b High Street (South)

The Clerk confirmed a meeting with LTP Officers, Somerset Highways Officers and Mr Guy Braga from the District Council held at Glastonbury Highways Office, the results of which were very positive. All matters raised previously by individual members had been discussed, which included current problems with highway drainage, the height of the highway road surface, the existing highways surface when compared with that of the kerb edging, pavements and thresholds in the various properties, and the requirement for a loading bay at the northern end of High Street South. The need to provide as much short term car parking as possible, along with a disabled parking bay, along and a requirement for traffic calming measures and clear areas for pedestrians to cross east to west and vice versa. It was also emphasised that the regeneration of Shepton was a priority, as recognised by the District Council, and that any finishes should be of quality specification and in keeping with a market town. LTP Scheme Officers had requested support in consultation with retailers in the affected area and formal public consultation with the community as a whole. A draft timetable had been agreed, which included provision of draft plans to both the District and Town Councils by June 2004. It was hoped that all the various consultations could then take place by September 2004, which would enable a final decision to be made regarding if to proceed with the project by LTP Officers. The successful outcome of which would necessitate ordering of the works by December 2004 with a provisional start date sometime in March 2005.

Resolve: by unanimous vote that the matter is noted.

Mr Guy Braga, Area Regeneration Officer from MDC then joined the meeting.

Item 11 Skateboard Park Project

It was confirmed that the works were now going ahead and indeed the contractor would be starting on site this Saturday, 8 May 2004. It was estimated that works would be completed prior to the summer holiday period.

Resolve: by unanimous vote that the matter is noted.

Item 17 Shopmobility Facility

The Portfolio Report indicated, and this was reaffirmed by Mr Guy Braga, that a Shopmobility Scheme was to be instigated for the town by the District Council. A budget had been made available and it was hoped that this valued facility would be available in the near future.

Resolve: by unanimous vote that the matter is noted.

Item 18 Town Market

Support had been forthcoming from the community that required the market to be regenerated through the recent public consultation exercise held by the Shepton 21 Group, who were now also looking into the matter. Formal support for expansion of the market, subject to full consultation, had been received from the Chamber of Commerce and they wished the Town Council every success in its efforts to regenerate and suitably expand the market.

Resolve: by unanimous vote that the matter is noted.

15. Properties Portfolio Report - Dated 28 April 2004 (Copy attached to these minutes)

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

Resolve: by unanimous vote that the Properties Portfolio Report - Dated 28 April 2004 attached to these Minutes is noted.

Item 3 Hitchen Lane Allotments

Portfolio reports of vandalism to several plots and also to a section of dry stonewalling, which was now in a state of collapse. Members considered that the boundary wall may now pose a health and safety risk and that action should be taken as soon as practical. Members considered the various courses of action and considered that contact should be made with the landlord, the Duchy of Cornwall, in the first instance. The Portfolio Leader considered that the wall had been repaired in the past and that it may be a consideration to renew this boundary with some different type materials less prone to vandalism.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Jeremiah, by unanimous vote that contact is made with the landlord, the Duchy of Cornwall, to confirm the liability of the boundary walls. If deemed the Town Council's responsibility then action should be taken to rectify the problem through a possible insurance claim.

Item 5 Whitstone Road Allotments – Deeds of Ownership

The Portfolio Leader confirmed that this matter would be discussed later in the meeting under Confidential Session.

Resolve: by unanimous vote that the matter is noted.

16. Collett Park Portfolio Report - Dated 28 April 2004 (Copy attached to these minutes)

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

Resolve: by unanimous vote that the Collett Park Portfolio Report - Dated 28 April 2004 as attached to these Minutes is noted.

Item 1 Members Declaration of Interest

Members collectively made 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: by unanimous vote that the matter is noted and that the declarations are duly recorded.

Item 3 Park Contractor's Report – Item a) Replanting of Island

The Portfolio Leader confirmed that the work was now completed and, although it was not highly visible from the edge of the lake, more plants had yet to grow and the object was to keep visibility open to display the sculpture "The Heron's Beak". One member raised much concern over a recent incident, resulting in a personal argument between two members of the community, with inappropriate language being used in respect of use by a model boat operator and ducklings on the lake.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 7 Collett Festival – 12 June 2004

The Portfolio Leader confirmed that the majorettes would require their own area and this would need a redesigned layout of the festival site and stewarding would be very important this year. He wished to get a Working Group of members together and, although he had members of the public who were interested, invited any member of the Council to be part of the Group.

Resolve: by unanimous vote that the matter is noted and Cllr Inchley volunteered his services as a member of the Working Group.

17. Footpaths Portfolio Report - Dated 28 April 2004 (Copy attached to these minutes)

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

Resolve: by unanimous vote that the Footpaths Portfolio Report - Dated 28 April 2004 as attached to these Minutes are noted.

Item 4 Agency Monies from Mendip District Council

Funding of £220 had been received from MDC and the monies banked.

Resolve: by unanimous vote that the matter is noted.

18. Administration Portfolio Report – Dated 28 April 2004 (Copy attached to these minutes)

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

Resolve: by unanimous vote that the Administration Portfolio Report – Dated 28 April 2004 as attached to these Minutes is noted.

a) **Register of Members' Attendances – Year 2003/04**

The Clerk provided with the Agenda of the meeting, information both in list and graph format of members' attendances to meetings of the Council, its Committees and Portfolios.

Resolve: by unanimous vote that the List of Members' Attendances for Year 2003/04, as attached to these Minutes, are noted.

b) **Financial Budgets Year 2004/05**

Attached to the Agenda of the meeting, members were supplied with a list of budget headings and financial details relating to the current year, along with an actual spend as of the 5 May 2004, projected through to year end, providing a percentage variance for each budget heading.

Resolve: by unanimous vote that the financial budgets for 2004/05, with the actual spend as of 5 May 2004, projected through to year-end, as attached to these Minutes, is noted.

c) **Financial Accounts/Balance Sheet and Annual Return for Year Ending 31 March 2004/05**

The Clerk presented the draft Income and Expenditure Account and Balance Sheet for the year ending 31 March 2004, a copy of which had been provided to all members with the Agenda for the meeting. Unfortunately the Annual Return had not yet been received from the external auditors and therefore it was requested that members consider these draft accounts and, on receipt of the Annual Return, we would agenda the matter for final consideration and resolve hopefully at the meeting of Council to be held in June 2004.

Resolve: by unanimous vote that the draft Income and Expenditure Account and Balance Sheet for the year ending 31 March 2004 was noted, to be reviewed by members on an individual basis and to be further considered for resolve at the June meeting of Council.

Item 2 Internal Audit by Members

It was confirmed that an audit had taken place with several members of the Council, completed on Wednesday, 21 April. No major matters were raised and any minor matters had already been dealt with.

Resolve: by unanimous vote that the matter is noted and thanks recorded to Cllrs Bartlett, Champion and Jeremiah for their time undertaken in the internal audit.

Item 5 Quality Parish Council Status Newsletter

Following the draft format provided by the Chairman quotations had been obtained for printing and also for delivery from various sources. The indications of which in financial terms amounted to some £2,800 per annum for the provision of four newsletters on a quarterly basis to each household within the Parish. However, following formal advice from SALC it appeared that the accreditors of Quality Parish Council may well allow use of the contents being provided within a third party publication, such as "My Mendip". Contact had been made with the Parish Liaison Officer, Sue Harrison, who had passed the matter on to the District Council's Press Officer to enquire if the Mendip publication "My Mendip" would go out on a quarterly basis, would cover the distribution to every household within the parish of Shepton Mallet, and enquired if possible to use the publication for the purpose of provision of a Parish Newsletter on an on-going basis. The Clerk was still awaiting a response from MDC's Press Officer on the matter.

Resolve: by unanimous vote that the matter is noted.

Item 7 Access to Work Aids

The Portfolio Leader confirmed that the works had now been completed, which provided a facility both for employee Council staff and also members of the public attending the Council offices. One minor concern remained that Council staff confirmed that the volume appeared high and this matter was to be dealt with by contact to the installers. The Clerk confirmed that the invoice for the works would require full payment by the Town Council and then he would submit a re-claim form to obtain repayment of the full sum, less the £50 contribution by the Town Council and also less the VAT content which could be reclaimed in full. The invoice totalled £362.20 with a claim submitted for consideration and to be included within the current Payment Schedule as a late item.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Shearn that the works are now completed, the matter to be deleted from the current Portfolio Report and that the reclaim procedure is noted and the payment of £362.20 to Gordon Morris, the installers, is approved and added to the current Payment Schedule.

Item 10 Town's Website

The Portfolio Leader confirmed a very fruitful meeting with the existing Webmaster, several councillors, the Clerk and Mr Guy Braga. Although some concern had been raised over a subsequent email from Andrew Towner, the current Webmaster, who wished to withdraw from collation of a brief and the tender procedure for the new website project. Cllr O'Connor T proposed, seconded by Cllr Lockey that Standing Orders be suspended to enable discussion to take place with Mr Guy Braga who was in attendance. This was resolved by unanimous vote and Standing Orders was suspended.

Mr Guy Braga entered the debate with members and confirmed that he had re-negotiated with Andrew Towner who would now re-consider his involvement. The Clerk read a letter received from Lorraine Pratten, Manager of the Tourist Information Centre (TIC), raising much concern as to the accommodation listed on the current www.shepton-mallet.org.uk website, much of which was not graded. It incurs problems for visitors to the area

and the problems have been passed to the first people to receive the complaints, which was the TIC. The TIC also raised concern that the existing web page gives the impression that there is very little accommodation in the area, which is certainly not the case. The TIC had a very detailed database of graded accommodation in the town and surrounding area on their website and have repeatedly requested the current Webmaster to remove their accommodation page and also suggested a link exchange but this had not transpired. The TIC did not wish to create competition, just simply try and work together to boost the image of the town and prevent duplication of effort. The TIC wished to improve links between the current town's website but their main request is that the accommodation section be left to the TIC to operate as this is one of their primary functions. Following the debate Cllr O'Connor proposed, seconded by Cllr Gilham, that Standing Orders be re-instigated. Members considered that a wider section user group should be collated to pilot the project forward and that the complaint received from the TIC be noted.

Resolve: by unanimous vote, that the complaint received from the TIC be noted and to provide them with the aims and objectives of the Town Council's proposal for the provision of a new or revamped website for the town, and that currently the Town Council is not responsible for the administration, structure or content of the website www.shepton-mallet.org.uk.

Item 14 SALC Update

The Portfolio Leader had completed his review of items of interest recently received from SALC and a copy of an email distributed to all members. The next meeting of SALC would take place on 7 June 2004 at 7.30pm in Nunney Village Hall.

Resolve: by unanimous vote that the matter is noted.

19. Finance

Accounts for Payment by Cheque

The Clerk requested members to consider three late payments. The first of which had been discussed earlier and was to Gordon Morris for £362.20, relating to the Access to Work aids, which had now been completed. The second related to two payments required for the recent Civic Reception, namely payment of £190 payable for the bar facilities provided by Mr Rob Hunter of the Hockey Club, and a repayment of £240 payable to Cllr O'Connor T for the buffet which had been provided by a third party and he had provided personal payment on the night of the Civic Reception.

Resolve: by unanimous vote that payments made by Cheque for May 2004 as per Appendix "A" attached to these Minutes, including the three late payments mentioned above, are approved.

Resolve: by unanimous vote to note receipt of £59,726 equating to 50% of the Precept from Mendip District Council.

Resolve: to note the current balance of monies held in the Banking and Investment Accounts as at 5 May 2004, which equated to:-

Current Account	£3,693.90 overdrawn
Business 30 Day Account	£103,401.52 in credit
Investment Reserve Account	£471,882.94 in credit

Resolve: by unanimous vote that the matter be noted.

a. Accounts previously paid by Direct Debit

Resolve; by unanimous vote that payments made by Direct Debit for May 2004 as per Appendix "A" as attached to these Minutes be approved.

b. Confidential Salaries for Payment by Cheque

Resolve; by unanimous vote that the Confidential Salary Payments for May 2004 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

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; Proposed by Cllr Champion, seconded by Cllr Jeremiah, 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 with the exception of Mr Guy Braga.

20/1 Town Centre Regeneration Presentation – Mr Guy Braga, MDC

Members were provided with a presentation and considered many aspects of regeneration of the town centre, especially relating to the market place and High Street North, covering the retail environment including the weekly market and town centre traffic. A draft review of the current situation was discussed and the methodology behind undertaking a consultation process and reporting back to future meetings of the Town Council for consideration in Open Session. Members considered the complexity of the matter for the priority regeneration of this area of the town, especially given the likely re-development of the Griggs and Huntsman sites. This also included disabled access and parking to the area. The previous request to MDC for a pilot to provide short-term free parking to a small section of Great Ostry car park to assist footfall in the area and the possible success of the Heritage and Economic Regeneration Scheme (HERS), which may well come online and could provide vital funding for improvement and regeneration to this area, which would possibly include upgraded pavements and retailers' involvement in upgrading enhancement to shop fronts.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Champion, by unanimous vote, that the Town Council support in principle the review process already taking place with the Police and Highways, and that further consultation should take with Mr Guy Braga and the Clerk and all parties concerned with the town centre regeneration environment. Following those consultations, to provide a further presentation to the Town Council at a future meeting of Council.

Mr Guy Braga then left the meeting.

20/2 Tenders for Water Supply and Builder's Work to the Bandstand, Collett Park

Members considered three quotations received from local companies for provision of water supply and associated builder's work to the bandstand within Collett Park. The associated electrical works had already been tendered and the works ordered.

Resolve: Proposed by Cllr Champion, seconded by Cllr Lovell, by unanimous vote, that the quotation submitted by Hodges & Son Builders to provide a water supply and associated builder's work to the bandstand in Collett Park, for the sum of £297.98 + VAT be accepted, and the works ordered.

20/3 Solicitor's Instructions to Proceed Relating to Title and Deeds of Ownership to Whitstone Road Allotments and Collett Park

Members considered solicitor's advice and also records/documents held by the Town Council. Members were requested to provide formal instructions to the solicitors to progress matters.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Champion, by unanimous vote, that the Council's solicitors, Dyne Drewett, are instructed to proceed as follows:-

Whitstone Road Allotments - To formally contact MDC, informing them of the Town Council's consideration of ownership to Whitstone Road allotment site and right of way access over MDC's owned driveway to the allotment site off of Whitstone Road. Further, that if the District Council have any legal documentation to prove to the contrary then such documents are required to be supplied to the Town Council.

Collett Park - To proceed to provide, in layman's terms, title and deeds for the Shepton Mallet Recreational Ground Trust for ownership of Collett Park, in its current format and area, and taking ownership/liability for any boundary fence or hedges, but not to accept liability for any stonewalling boundaries unless there is a legal requirement to do so, and if this is the case then to accept minimum liability possible.

4 Release of Previous Approved Cheques for Tree Works, Collett Park

The Clerk confirmed that satisfactory post-work site meetings had now been carried out with the contractors. Remedial works and programme had now been agreed.

Resolve: Proposed by Cllr Champion, seconded by Cllr Gilham, by unanimous vote, that previously approved payment cheques for contract works undertaken by Bruton Tree Care and Quadron Services Ltd are released.

21. Agenda Matters for the Next Meeting

No matters were raised.

The Chairman apologised to members for the length of the meeting, thanked them for their attendance and closed the meeting at 10.20 pm.

Councillor C.C. Inchley

Signature_____

Chairman

____/____/2004

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1790	Cleanaway Limited	6020	C/Park Waste Disposal	£ 24.01
1791	Quadron Services Ltd	6040	C/Park repairs to vandalised toilet	£ 129.96
1794	Capita Business Services	5300/20	Postage and Printing - March 04	£ 82.89
1795	S/Mallet In Bloom	6550	Annual Grant	£ 1,334.00
1796	Tourist Information Centre	6660	Annual Grant	£ 1,100.00
1797	Citizens Advice Bureau	6670	Annual Grant	£ 3,200.00
1798	Mendip Community Transport	6680	Annual Grant	£ 700.00
1799	S/Mallet County Infants Sch	6900	Section 137 Payment - School Xing Patrol	£ 637.00
1800	Investec Bank UK	7020	Capital Investment - Swimming Pool Fund	£ 5,000.00
1801	Freeserve Internet	5310	Final Payment - Cancelled Anytime	£ 14.99
1802	The Toner Factory	5300	Inkjet Cartridges	£ 56.36
1803	Alan Connock	6040	C/Park Shelter - New Uprights - Vandalism	£ 470.00
1804	Terry O'Connor	5600	Civic Reception-Repayment Catering	£ 240.00
1805	Gordon Morris	6100	Access to work Aids - Office Counter System	£ 362.20
1806	Shepton Mallet Hockey Club	5600	Civic Reception-Bar Provision	£ 190.00
				£ 12,749.21
Payments by Direct Debit				
30.3.04	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Mar	£ 2,254.57
6.4.04	BT	5160	Office Lines and Calls	£ 91.63
2.4.04	CGU Bonus	5200/6090	Insurance Premium	£ 325.00
7.4.04	Plusnet Tech Ltd	5160	Broadband Subscription	£ 32.89
16.4/04	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 292.40
Sub Total				£ 2,996.49
Total =				£ 15,745.70

CONFIDENTIAL PAYMENTS

1792	Graham H Brown	5000	Town Clerk - May Salary 2004	£ 1,086.01
1793	Jeanette Lintern	5000	Admin Assistant - May Salary 2004	£ 416.96
Total				£ 1,502.97
Grand Total				£ 17,248.67

Councillor C.C. Inchley
Chairman

Signature _____

Date _____

Councillor K.J. Hurrell
Vice Chairman

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 1 June 2004, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.C. Inchley

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

Kim Winter, Heritage Economic and Regeneration Officer for Shepton Mallet
Cllr Tim Carroll, Somerset County Council – Portfolio Holder for Transport
Mr David Redgewell – Transport 2000
Police Community Support Officer – Claire Shepherd

5 members of the public and no members of the press were 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.

22. Apologies for absence – Cllrs Lintern (holiday) and O'Connor M (work).

23. Introduction and Short Presentation from Kim Winter

Kim Winter introduced herself following only two weeks in the post of Conservation Project Officer at MDC on the Heritage Economic and Regeneration Scheme (HERS) for Shepton Mallet. Members were informed that the bid had been successful, which would provide some £355,000 worth of funding over a three-year term, the majority of which would be funded by English Heritage, followed by £40,000 from MDC, £10,000 from Somerset County Council, and a further £5,000 from the Town Council. An overall programme of the three-year period was provided with some £125,000 budgeted for the first year spend, which would be aimed at securing buildings at risk, by providing grants for repairs and conservation to which several property owners had already shown interest and requested application packs. It was envisaged that funding may be available in the final year of the scheme for public enhancement schemes such as High Street South. Generous grants of up to 70% were available for eligible repairs, although there was a set criteria and each application was not means-tested but judged on individual merit. An information sheet and pamphlet had been provided to the Clerk for distribution to all members and a 10-member Steering Committee would be formed shortly, with the first meeting taking place this Friday, 4 June, when Kim hoped to report further back to Council in the next three-month period. (A two-page information sheet attached to the Minutes).

The Chairman thanked Kim Winter for her attendance, introduction and short presentation, which was positive news for Shepton, and hoped to work in partnership in future to deliver a better-looking town centre.

24. Public Transport Bus Services – Presentation by Cllr Tim Carroll, Somerset County Council – Executive Portfolio Holder (Highways & Transport)

Cllr Carroll informed Mark Pedlar had attended the previous meeting of the Town Council, providing a presentation and wished to further update and clarify matters in that Somerset County Council had not cut any of their allocated budgets for bus services, however Mendip District Council had withdrawn their funding support. Of the 248 bus routes in Somerset, only 18 were commercially viable. Hard decisions had to be made, which affected, in the local area, Service 161 and evening services from and to Shepton. The decision had been made following consideration of facts and data, which concluded that the 161 Service had very low use, indicating Monday to Friday evenings 3-4 people, and on Saturdays 5-6 people, using this service. This indeed was the reality and he was unable to defend any proposal to keep this service going. The estimate cost saving of the withdrawal of the 161 Service was some £21,400. He was aware of the request to divert the 376 Service through Shepton Mallet, however his outline thoughts, subject to consultation with the operator, was that it would add some 30 minutes to journey times which would make it unattractive to travellers. He once again reiterated that decisions were based on known evidence and, should the Town Council review the matter and be more focussed on which key services/journey times should be kept and to then come up with a combination which would also include possible partnership-funding, he would indeed review the matter again. He then took questions and answers from members and the public gallery.

Mr David Redgewell from Transport 2000 raised some concern that the County Council was using the incorrect data and were only counting the travellers on the amount of tickets sold, which did not include returns, through tickets or network tickets which, in his opinion, would cover the majority of travellers. The cuts were drastic and greater than the surrounding communities, which would imply that parts of the Shepton community will be isolated after 5.50pm in the evening. Cllr Tim Carroll, however, again confirmed that all areas in the county were calculated on the same basis. A member of the public, agreed with Cllr Carroll on some points, however he disagreed with the usage of the 161 Service, especially during late evenings on a Friday or Saturday as he had personally witnessed that the 2310 and the 0020 Service, late on a Friday or Saturday evening were full with standing room only and had discussed the matter with many users, he considered that users would agree to pay increased fares as long as the service was kept and reliable. Also that the County should look at publicising the service more widely as, in his opinion, this would result in the service being well used.

Cllr Carroll once again highlighted that continued recorded low usage of the 161 Service was the main reason for the reduction in the service.

The Chairman thanked Cllr Tim Carroll for his attendance and, although it was bad news for Shepton Mallet, the Town Council would now have to consider specific services which should be kept and indeed if it wished to participate in partnership-funding.

25. Public Forum

Claire Shepherd, Police Community Support Officer (PCSO)

Claire Shepherd introduced herself as the PCSO for Shepton Mallet, who was now stationed permanently in the town as from 1 May 2004, and apologised for her colleague Matt Williams who was unfortunately detained on another matter. Claire provided an introduction and brief resume of their powers, which is intended to bridge the gap between the public and the local Police Force and they would be providing a local presence, in uniform and on foot, within the town and the surrounding areas. They were aware of the current issues and were looking to be trained on, and obtain the use of, CCTV as well as many other initiatives to provide positive action.

The Chairman thanked Claire Shepherd for her presentation and looked forward to working closely in partnership in the future.

Vandalism

Mr Clive Pearson raised concern that vandalism appeared rife in Shepton, and reported that lead had been removed from the Parish Church causing some £2,000 worth of damage. Mr Taffy Stride also raised concern at the damage over this current weekend, where several premises had had windows smashed and goods stolen, which was of great concern to the community. Again, he raised concern as to the coverage and effectiveness of the CCTV system. Mr Mike Harris also raised concern as to the level of vandalism, which appeared to be going unchecked.

Disabled Access/Shopmobility

Mr Clive Pearson raised concern well over a year ago, in reference to the kerbs which required lowering for disabled access from Peter Street into Town Street. He urged the Council to review this matter with some urgency. He also raised reservations as to the proposed Shopmobility scheme and considered that most less-abled people in the town had their own buggies and that the Council should seek consultation and possible levels of usage from less-abled members of the community in the first instance before proceeding with the proposal.

Late Opening of Outdoor Swimming Pool

Mr Mike Harris raised much concern and disgust that the swimming pool had delayed opening by the District Council and highlighted that it appeared to be just another nail in the coffin of this facility for the town.

HGV Routing Signs

Mr Mike Harris commented as to Item 17 of the Community & Leisure Portfolio Report and highlighted that HGVs were still going through the town centre weight restriction, and also losing their way and ending up in Westfield and Shaftgate areas. He had given up complaining directly to Brothers Drinks due to a breakdown in personal relations with them. He considered that additional signage was imperative and should be progressed.

26. Minutes

The Minutes of the Meeting of the Town Council held on the 4 May 2004 were considered for accuracy and content.

Resolve: Approved by unanimous vote, that the Minutes of the Town Council Meeting held on 4 May 2004 be approved as a true record and signed by the Chairman.

27. Matters Arising from the Minutes

No matters were raised.

28. Planning Committee Minutes of the Meetings held on the 11 May 2004.

The Chairman requested members to note the contents of the Minutes relating to the meeting held on 11 May 2004.

Resolve: by a unanimous vote that the Minutes of the Planning Committee meeting held on 11 May 2004 are noted.

29. Chairman's Announcements

Regeneration Budget/Partnership Working

The Chairman reported on a meeting with Mr Guy Braga, Area Regeneration Officer for MDC, to discuss draft proposals to join up Town Council and MDC funds for specific projects in the town for the current year. He explained that MDC's budget equated to some £23,000 and currently the Town Council had some £15,000 allocated in broad terms for the youth, the elderly and some town enhancements by Shepton Mallet in Bloom. Guy Braga would now work up his Area Regeneration programme and provide a draft for further consideration by the Town Council at the next meeting in July.

Reformed Town Council Working and Review of Standing Orders

The Chairman informed that he was currently undertaking a review of the way the Town Council operates which would include a review of Standing Orders, with a view to speeding up operations of the Council, and therefore he was proposing a meeting take place of all Chairs and Portfolio Holders following a meeting of the Plans Committee programmed for next Tuesday, 8 June 2004.

30. District Councillors' Update

There being no District Councillors in attendance, the Chairman confirmed that the current month's meeting had been cancelled by District Members as matters on the Agenda were still being progressed, and the next meeting was programmed for 17 June 2004 at 10.00am.

Resolve: by unanimous vote that the matter is noted.

31. Community & Leisure Portfolio Report - Dated 26 May 2004 (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 May 2004 as attached to these Minutes are noted.

Item 1 Election of Portfolio Leader and Deputy

Following the AGM Cllr Martin Lovell had been re-elected as the Portfolio Leader for a new term and Cllr O'Connor was duly elected Deputy Portfolio Leader.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 2a Community Grant – Victim Support

Portfolio recommended support by way of a grant of £100.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that support is provided by way of a community grant of £100, and that the matter be deleted from the current Portfolio Report.

Item 2b Community Grant – Heaven’s Gate Animal Rescue Centre

Portfolio recommended support by way of a grant of £250.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that support is provided by way of a community grant of £250, and that the matter be deleted from the current Portfolio Report.

Item 2c Community Grant – SSAFA Forces Help

Portfolio recommended support by way of a grant of £150.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that support is provided by way of a community grant of £150, and that the matter be deleted from the current Portfolio Report.

Item 2d Community Grant – Shepton Mallet Tennis Club

Portfolio recommended support by way of a grant of £125.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that support is provided by way of a community grant of £125, and that the matter be deleted from the current Portfolio Report.

Item 2f Community Grant – Mid-Somerset Agricultural Society

Portfolio recommended support by way of a grant of £200.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Lockey, with a vote of 12 For and 1 Against, that support is provided by way of a community grant of £200, and that the matter be deleted from the current Portfolio Report.

Item 2g Community Grant – Whitstone Activity Challenge

Following resolve of Council to support in principle by way of a grant of £500, the matter had been placed on the Agenda for further consideration by Council.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that support by way of a community grant of £500 be approved, and that the funds be drawn from the budget heading Community Projects/Youth and the matter be deleted from the current Portfolio Report.

Item 4 Swimming Pool

Following a meeting of the Portfolio members raised much concern that the opening of the Pool would be delayed this year until possibly 1 July, and an open letter had been drafted between the Chairman, Cllr Lovell and Cllr Jeremiah highlighting the Town Council’s concern which was to be sent to the Journal for publication in this week’s newspaper.

Resolve: Proposed by Cllr O’Connor T, seconded by Cllr Jeremiah, by unanimous vote, that the draft letter is approved and endorsed by all members at the meeting, and to be sent for publication in this week’s Journal.

Item 12 Twinning Association

A thank you letter received for provision of the Civic Reception for Oissel (French) partners.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 13 Bike Stand/Rack in Town Centre

Members considered that no further progress had been made with this matter. The Clerk also confirmed that the facility had been included within the draft proposals for High Street South and it was hoped that updated plans would be received shortly.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 15 Garston Street Nameplate

At a previous meeting of Portfolio, they were able to confirm by way of a Street Plan the exact extremities of Garston Street and recommended approval to the District Council for them to install appropriate street signs at each end of Garston Street.

Resolve: by unanimous vote that Mendip District Council is informed of the exact extremities of Garston Street and of the Town Council's approval for them to fix appropriate street name signs, one at each end of the highway. The matter to be deleted from the current Portfolio Report.

Item 16 Town Centre Vitality/Traffic

A summary had been provided with the Agenda of progress to date with the various Technical and Working Meetings, and that a further public consultation meeting was to take place on Wednesday 2 June at 6.00pm in the MDC Chamber, which would be chaired by the Chairman and members were invited to attend.

Resolve: by unanimous vote that the matter is noted.

Item 18 Speed Restriction/Pedestrian Crossing Outside Whitstone Community Technical College

Cllr Inchley declared a personal, non-prejudicial interest in the matter as School Governor and did not speak or vote thereon.

Portfolio recommended that the Council request a pedestrian crossing to be provided outside the College as it would now appear that the 20mph speed restriction would not be progressed.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Champion, by unanimous vote, that Somerset County Council is requested to provide a pedestrian crossing outside Whitstone Community Technical College in Charlton Road for the safety of pedestrians, especially students and users of both the College and adjoining Leisure Centre. It was now understood that the 20mph speed restriction outside this particular school would not be instigated.

Item 20 A371 Highway/Ridge Relief Road

Cllr Bartlett declared a personal, non-prejudicial interest in the matter due to her residence in Bowlsh off the A371 and did not speak or vote thereon.

Cllr Champion, in liaison with the A371 Action Group, had collated a draft report which he wished to send to Cllr Tim Carroll of Somerset County Council, on behalf of and with the Town Council's approval. A draft had been provided to all members with the Agenda of the meeting and Cllr Champion proposed final amendments. Cllr Lovell would wish to see an impact study of the proposed route carried out, and Cllr Marsh raised concern that just re-routing traffic away from the Parish onto other people's areas was not the answer to the problem.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Shearn, with a vote of 12 For and 1 Against, that the latest report, including amendments, collated by Cllr Champion (as attached to these Minutes) is approved and to be sent to Cllr Tim Carroll, the Executive Portfolio Holder for Highways & Transport at the County Council.

Item 23 Cemetery – Path for Wheelchairs

Stuart Finney of the District Council had now confirmed budget for the works. The works were now being tendered and would be completed in this current year.

Resolve: Proposed by Cllr Inchley, seconded by Cllr O'Connor T, by unanimous vote, that matter is noted and deleted from the current Portfolio Report.

Item 24 BT – Removal of 3 Payphones

Following a previous resolve of Council in this matter, a letter of strong objection to this proposal had been sent to BT, which had been acknowledged.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

32. Regeneration Portfolio Report - Dated 26 May 2004 (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 May 2004 as attached to these Minutes is noted.

Item 2 SCC – Community Highway & Transport Fund

Following investigations, confirmation had been received from SCC that the fund was no longer available and any outstanding budget had been transferred to their Rights of Way department.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, by unanimous vote, that the matter is noted and deleted from the current Portfolio Report.

Item 6 HERS – Shepton Mallet

Kim Winter from MDC had provided an introduction and presentation earlier in the meeting, and made a formal request for a representative of the Town Council to be appointed to their Steering Group, which was to be set up and the first meeting was programmed for Friday, 4 June 2004 at 10.00am. Further to the previous presentation, the Chairman confirmed information that a balance of the Tesco 106 Funds of £25,000 had now been appointed to the Market & Coastal Towns Initiative, and the remaining £50,000 was to be used for partnership-funding towards the HERS scheme.

Resolve: by unanimous vote that the matter is noted and the appointment of a representative of the Town Council to the Steering Group of the HERS initiative be agendaed for the next meeting of the Regeneration Portfolio to be held on 15 June 2004.

Item 11 Skateboard Park

A request had been received from the Skateboard group to nominate one member of the Town Council to be appointed to a new Management Committee to manage the new facility, and it was envisaged that a meeting would be required every two or three months.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that Cllr Shearn is duly nominated as the Town Council's representative to the Skateboard Park Management Committee.

Item 17 Shopmobility Facility

This matter was still under review in parallel with the Town Centre Vitality/Traffic meetings.

Resolve: by unanimous vote that the matter is noted.

Item 18 Town Market

This matter was under review in parallel with the Town Centre Vitality/Traffic meetings, and also a positive response for support for the town market had been received from the Chamber of Commerce.

Resolve: by unanimous vote that the matter is noted.

Item 20 Draft Community Strategy for Mendip

The draft document had been received and was under review by the Chairman. The consultation period runs until 25 June 2004. The Chairman considered that his review would be complete and, with members approval, he would present the matter on the Agenda for the next meeting of the Planning Committee, which would enable response to be provided prior to the consultation deadline.

Resolve: by unanimous vote that the matter is noted and placed on the Agenda for the next meeting of the Planning Committee programmed for Tuesday, 8 June 2004, and that the matter be deleted from the current Portfolio Report.

33. Properties Portfolio Report

As there were only two matters on the Agenda, the report had not been provided to Council.

The Shambles – Vandal/Arson Attack

The Clerk confirmed that the Police were still investigating the matter which occurred on 18 May 2004, and were reviewing CCTV coverage. The affected area of approximately 2 sq. metre had been made safe by Hodges Builders who were working on the replacement of tiles from previous incidents shortly after the event.

Resolve: by unanimous vote that the matter is noted.

The Portfolio Leader confirmed that the AGM would take place on Tuesday, 13 July 2004 at 7.00pm.

Resolve: by unanimous vote that the matters are noted.

34. Collett Park Portfolio Report - Dated 26 May 2004 (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 May 2004 as attached to these Minutes is noted.

Item 1 Members Declaration of Interest

Members collectively made 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: by unanimous vote that the matter is noted and that the declarations are duly recorded.

Item 2 Election of Portfolio Leader & Deputy

Members were requested to note that Cllr Shearn had been duly re-elected Portfolio Leader and Cllr Champion duly elected Deputy Portfolio Leader.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 3 Collett Park Groundcare Contract – Performance

Portfolio recommended that the Variance Report provided by the contractor on a quarterly basis would in future no longer be required, and that the contractor's normal monthly report was to be utilised to report any variance or non-compliance within the respective quarter.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the matter is noted and deleted from the current Portfolio Report.

Item 4a Park Contractor's Report

The contractor reported to Portfolio that the Play Area access gates did not appear to comply with the Disabled Discrimination Act requirement of being 1.2 metres wide, and that the contractor had been requested to verify and provide quotations for the works if applicable.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, by unanimous vote, that the matter is noted. The contractor continue to verify the situation and provide a quotation, if applicable, to be further considered by Portfolio.

Item 4b Incident Damage

Latest list of vandalism and incidents within the park and been provided to members, which raised much concern and a meeting had been arranged for 10.00 on Wednesday 2 June to review possible use of CCTV coverage to the park.

Resolve: by unanimous vote that the matter is noted.

Item 5 Improvement Projects – Current Year

The Portfolio Leader informed members of a generous donation from a member of the public of £1,000, which had been received and banked, and would be utilised to upgrade the rockery bed area between the aviaries and Field View Corner.

Resolve: by unanimous vote that the donation is most welcome and that the resident in question is thanked in a confidential manner.

The Portfolio Leader recommended that the current budget of £1,000 for improvements should be spent in the current year on improvements to bedding areas. However, several members raised concern that any budget should be held for the present and possibly utilised for security within the park which was currently under review.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, by unanimous vote, that the recommendations received from Portfolio in that the current improvement budget of £1,000 is allocated for improvements to bedding areas and that works proceed as soon as practical.

Item 6a Tree Works

The Portfolio Leader confirmed that Bruton Tree Care had now carried out all their minor and remedial works satisfactorily.

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

Item 8 Collett Festival 2004

The Portfolio Leader confirmed that matters were progressing and that bookings and applications to attend had increased and were spreading in geographical area, mainly through word of mouth. There were now five Majorette Troupes which would take part in competitions and it was understood that some 20 junior schools would be taking part in the football competitions. The Portfolio Leader raised concern as to congestion on the day and the possible problems with car parking arrangements, and requested support from all members of the Council on setting up and running the event on the day.

Resolve: by unanimous vote that the matter is noted.

Item 9 Collett Festival 2006

Cllr Champion updated members as to progress for this centenary event. Following this year's event and also the Glastonbury Festival, further progress would be made as to possible entertainment and sponsorship.

Resolve: by unanimous vote that the matter is noted. Cllr Champion was thanked for his work to date and was requested to continue to progress matters.

Item 11 Park Road Depot Roof

The Portfolio Leader confirmed that the work had been carried out satisfactorily, although minor finishes are still to be completed.

Resolve: by unanimous vote that the matter is noted.

Item 12 Bouncy Castle Franchise

A request had been received for use of the park for a bouncy castle facility. Portfolio had previously recommended granting of permission subject to a charge of £25 per session and required notification of 24 hours in advance of their attendance.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that a bouncy castle franchise is provided to Topsey Turvey Bouncy Castles at a cost of £25 per session with a condition that at least 24 hours prior notice is provided.

35. Footpaths Portfolio Report

As there were no matters for consideration the report had not been submitted and the Chairman confirmed that the next meeting would be the AGM to take place on Tuesday, 22 June 2004 at 7.00pm.

Resolve: by unanimous vote that the matter is noted.

36. Administration Portfolio Report – Dated 26 May 2004 (Copy attached to these minutes)

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

Resolve: that the Administration Portfolio Report - Dated 26 May 2004 as attached to these Minutes is noted.

Item 2a External Audit

Audit information and the Annual Return had been received from Moore Stephens of Bath, with the date of audit set for 30 June 2004. The Clerk confirmed that the public notice for inspection of accounts and the date of audit had been on public noticeboards since 14 May 2004, and matters were to be considered later in the meeting.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the matter is noted.

Item 2b Independent Internal Audit

The Clerk confirmed that the final internal audit for the current year had been completed by Mr Brian White on 12 May 2004. A copy of his report had been provided to members with the Agenda for the meeting, which provided a clean report with no matters being raised. This also included an audit of the draft Final Accounts and supporting documents to be sent, once approved by Council, to the external auditor. Mr Brian White had also submitted his invoice which would be considered under Approved Payments later in the meeting.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the matter is noted.

Item 5 Quality Parish Council Status – Newsletter

Members considered the provision of a newsletter, which was one of the requirements of obtaining Quality Council Status. Investigations into stand-alone printing and distribution for one A4 sized newsletter per quarter resulted in a total cost of £2,800 per annum. Further investigations had taken place using the MDC publication "Your Mendip", which the District Council had indicated was currently likely to be distributed 3 times a year and the outline consideration was that they would provide one free-of-charge A4 newsletter within their own publication. However, further issues in the same financial year would incur a cost of £750 per issue. Members considered that the matter should be returned to Portfolio for further consideration.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the matter be noted and returned to Portfolio for further consideration.

Item 5b Job Description and Person Specification – Clerk & Responsible Financial Officer

The Clerk confirmed that this was a requirement for Quality Council Status and a draft had now been updated and provided to all members with the Agenda for consideration.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the job description and person specification relating to the Clerk & Responsible Financial Officer, dated 1 June 2004, is approved and attached to these Minutes.

Item 10b Town & District Council Finance and Funding Arrangements

The Portfolio Leader provided an update to members to confirm that he had been in discussions with the District Council's Auditors, Robson Rhodes, and was able to confirm that they had now been provided with information from the District Council and he would hopefully be able to provide a response to the Town Council in the near future, and that the Portfolio Leader would continue to chase the matter.

Resolve: by unanimous vote that the matter is noted.

Item 13 SALC Update

Latest information from SALC included items of interest to councillors and the Clerk, dated April 2004, had been copied to all members, and the Portfolio Leader confirmed that he was unable to attend the next meeting of SALC, programmed for Monday, 7 June 2004 at 7.30pm in Nunney Village Hall. The Deputy Portfolio Leader, Cllr Lovell had noted this date and would check with his diary.

Resolve: by unanimous vote that the matter is noted and that Cllr Lovell would check his diary dates to determine if he was able to attend the meeting of SALC on Monday, 7 June 2004 and the matter to be deleted from the current Portfolio Report.

37. Financial Accounts – Year Ending 31 March 2004

The Clerk had provided draft Financial Accounts at the meeting of Council in May. During the interim period no matters had been raised by members or internal audit.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the financial accounts for year ending 31 March 2004 are approved, and were duly signed by the Chairman and the Clerk.

38. Annual Return – Year Ending 31 March 2004

Along with the draft Financial Accounts, members had been previously provided with copies of Section 1 Statement of Accounts, Statement 2 Statement of Assurances and completed Section 4 Annual Internal Audit Report all relating to the Annual Return which required consideration, completion, approval and submission to the External Auditor prior to the audit date of 30 June 2004.

Members considered Section 1 Statement of Accounts, with figures brought forward from the previous Annual Return and from the current Financial Accounts for year ending 31 March 2004. Members then considered Section 2 Statement of Assurances and the response to questions 1-8, all of which were agreed in the affirmative. Finally, members considered Section 4 Annual Internal Audit Report, undertaken and signed by Mr Brian White on 12 May 2004, with questions a-j being agreed and responded to in the affirmative with no other risk areas identified.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the Annual Return for year ending 31 March 2004, Section 1 Statement of Accounts, Section 2 Statement of Assurances and Section 4 the Annual Internal Audit Report are noted and approved and were duly signed by the Chairman and Clerk/Responsible Financial Officer and to be submitted with all other supporting documentation to the External Auditor in time for the date of audit of 30 June 2004.

39. Procedure to Handle Complaints Received from a Service User or Member of the Public

The Clerk had provided previously a written procedure as require for Quality Council Status. The Portfolio Leader considered that the document was excellent, however members considered that the timescales were tight, especially over the holiday periods, and therefore the timescale for acknowledgement and action should be amended to read "working days"

Resolve: Proposed by Cllr Champion, seconded by Cllr Bartlett, by unanimous vote, that the procedure to handle complaints received from a service user or member of the public, dated 1 June 2004 (as attached to these Minutes), is approved and was duly signed by the Chairman.

40. Finance

Accounts for Payment by Cheque

The Clerk confirmed consideration of one late payment, a payment to himself, cheque no. 1821 to the value of £16.71 for repayment of Norton Antivirus Annual Subscription software.

Resolve; by unanimous vote that payments made by Cheque for June 2004 as per Appendix "A" attached to these Minutes, including cheque No 1821 repayment to the Clerk, Mr G Brown, for £16.71, be approved.

a. Accounts previously paid by Direct Debit

Resolve; by unanimous vote that payments made by Direct Debit for June 2004 as per Appendix "A" as attached to these Minutes be approved.

b. Confidential Salaries for Payment by Cheque

Resolve; by unanimous vote that the Confidential Salary Payments for June 2004 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

41. Public Transport/Bus Services

Members raised this matter following the presentation and consideration which took place earlier in the meeting, the result of which required the Town Council to consider the matter further with a view to consideration and discrimination of specific key services which it wished to keep, and also to consider if it was permissible to provide some form of partnership funding to enable the County Council to reconsider the matter. Members considered that a public meeting should be called to consult with the community prior to any further consideration by Council.

Resolve: Proposed by Cllr O'Connor T, seconded by Cllr Jeremiah, by unanimous vote, that an open public meeting is arranged as soon as practical to afford public consultation and further consideration in the matter.

42. Agenda Matters for the Next Meeting

The next meeting to be held on 6 July 2004 at 7.00pm. No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 9.00 pm.

Councillor C.C. Inchley

Signature_____

Chairman

_____/_____/2004

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment	
1807	The Consortium	5300	Stationery	£	215.16
1808	Cleanaway Limited	6020	Collett Park - Waste Disposal	£	24.83
1809	Western Newspapers (south)	5450	Advert - Annual Town Meeting	£	23.50
1812	Whitstone Activity Challenge	7060	Community Project - Youth	£	500.00
1813	Mr Brian White	5040	Internal Audit Fees	£	50.00
1814	TJ Electrical Services	6080	Electrical supply to Bandstand	£	555.00
1815	Mendip District Council	5600	Chamber Hire - Civic Reception	£	52.50
1816	Victim Support Somerset	6650	Community Grant	£	100.00
1817	Heavens Gate Animal Rescue Centre	6650	Community Grant	£	250.00
1818	S.S.A.F.A. Forces Help	6650	Community Grant	£	150.00
1819	S/Mallet Tennis Club	6650	Community Grant	£	125.00
1820	Mid-Somerset Agric' Society	6650	Community Grant	£	200.00
1821	G Brown - Repayment	5310	Norton Antivirus annual subscription	£	16.71
				£	2,262.70

Payments by Direct Debit

30.4.04	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Apr	£	2,372.17
4.5.04	Mendip District Council	5100	Quarterly rent offices	£	1,500.00
5.5.04	CGU Bonus	5200/6090	Insurance Premium	£	324.83
6.5.04	Plusnet Tech Ltd	5160	Broadband Subscription	£	32.89
17.5.04	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£	292.40

Sub Total **£** **4,522.29**

Total = **£** **6,784.99**

CONFIDENTIAL PAYMENTS

1810	Graham H Brown	5000	Town Clerk - June Salary 2004	£	1,093.89
1811	Jeanette Lintern	5000	Admin Assistant - June Salary 2004	£	423.71
				Total	£ 1,517.60

Grand Total **£** **8,302.59**

Councillor C.C. Inchley
Chairman

Signature _____

Date _____

Councillor K.J. Hurrell
Vice Chairman

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 6 July 2004, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.C. Inchley

Cllrs Mrs J.D. Bartlett, Mr R.R. Champion, Mr J.E. Gilham (7.05pm), Mr K. Hurrell, Mrs S.J. Lintern, Mr C.F. Lockey, Mr M. Lovell, Mrs L. Manvill and Mr N. F. Shearn.

Mr Guy Braga – Area Regeneration Officer, MDC
Inspector Rob Dean – Avon & Somerset Police
Mr D. Parry – Federation of Small Businesses

Approximately 17 members of the public, including Town Centre traders, and one 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.

- 43. Apologies for absence** – Cllrs Mr M.M. Cann (School Governor meeting), Mr T. Fone (illness), Mr N Jeremiah (urgent family business), Mrs J.M. Marsh (holiday) and Mr T. O'Connor (holiday), District Cllr P. Treby.
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44. Update by Sector Inspector Rob Dean – Avon & Somerset Police

Inspector Dean updated that Glastonbury Festival was the best ever from a local Police perspective, and that his human resource was now at full strength with 18 Officers, including the new Town Beat Officer Kate Reeds, and the two Police Community Support Officers (PCSO). Crime statistics were now available to all via the internet and he confirmed he had good contact with the Clerk, receiving direct emails as and when any matters arose. Members raised questions regarding diversion of local human resources to the Bristol area, to which Inspector Dean confirmed that, for the majority of the time, resources would remain local, however sometimes the Force commitments would override that of the Sector. A further question was raised regarding the CCTV, which Inspector Dean confirmed was a very useful tool and was having an impact in crime detection. However they needed to maximise, and work with, MDC to gain the full benefits. One member considered that extra equipment may well be useful, where the Police can, directly from their Control Centre, operate CCTV equipment remotely, via a direct link, enabling them to zoom in to specific areas. Inspector Dean confirmed that he would look into this matter again.

The Chairman thanked Inspector Dean for his update and attendance.

45. Presentation by Mr Albert Owen – Proposed Development of Facilities at St Peter & St Paul's Church

Cllr Shearn declared a personal, non-prejudicial interest in the matter as he was a member of the Methodist Church.

Following a total review of the needs and vision for the Parish Church, which confirmed the requirement that the Church needs to be more user friendly and brought into the 21st Century. The review included the Church, St Peter's Street Rooms and the Church Office within the town, which had highlighted that the Church had no toilet facilities, no wheelchair access, poor refreshment facilities, unsatisfactory storage, poor sound and electrical installations, inadequate visual displays, poor condition of the bell tower and restricted/poor access to the Church, especially by car. Peter's Street Rooms has also highlighted major repairs to both floor and wall constructions, poor access with no toilets on the ground floor, and the Church Office highlighted poor location and access, a risk due to lone working and difficult access/storage facilities. Following this review a comprehensive list of wants and options had been compiled to provide a long-term solution to the problem, and a draft project collated which could possibly take 8-10 years to complete. At present they were in the very early stages; consulting firstly with the Town Council at this presentation and they would be consulting later with Mendip District Council and their Planning Office. It was hoped to re-develop areas to the east end of the existing Churchyard to form a large hall, ante-room and toilets, which would provide all their additional requirement, following which Peter's Street Rooms would possibly be sold off. There were, however, many other organisations to consult with, seek approval/permission from and matters were currently at a very early stage.

The Chairman thanked Mr Owen for his attendance and presentation and looked forward to further formal proposals to provide what was classed as a most-valued community facility.

46. Town Centre Vitality Proposals

Proposed by Cllr Lovell, seconded by Cllr Champion, by unanimous vote, that Standing Orders be suspended, and the meeting adjourned, to enable Guy Braga – Area Regeneration Officer of MDC to provide a presentation and brief, which had been provided previously to all members of the Council, and also to allow stakeholders, interested parties and members of the public to raise points of view and questions prior to returning to Closed Session for consideration by Council.

During the adjournment of the meeting Guy Braga provided a detailed presentation. A representation was made by Mr David Parry, of the Federation of Small Businesses, confirming their support for the proposals. Mr David Redgewell of Transport 2000 raised concern that traffic and pedestrians did not mix, and that if the proposal was made permanent it would have to be looked into quite closely regarding safety matters and shared space of traffic and pedestrians and, in his opinion, several organisations would be against the proposals if made permanent. Mr Mike Harris considered that Shepton should be made a pass-through area and not a by-pass area and that the Vitality brief was well worth a trial. Mr Dunscombe, a trader, originally in favour of the current TRO, considered that this had now had an adverse affect on his trade and it was a good idea to get the cars back into the town centre. Juliet Watchman from the Bell Hotel, who had been trading at the town centre for some 8 years, stated that, in her knowledge, there had been a minimum number of incidents regarding cars/pedestrians. The proposals for no deliveries on Fridays were going to cause problems to many traders and also concern was raised as to where the stallholders were coming from for expansion of the market. Concern was also raised as to the proposed timing of the parking restrictions and that they should be reduced from the proposal of 6.00am to 9.00pm to a new time of 9.00am to 5.30pm. Mr Guy Braga then responded to all concerns and questions raised, following which Cllr Champion proposed, seconded by Cllr Bartlett, by unanimous vote, that the Council return to Closed Session and that Standing Orders be re-instigated.

Members then debated the Town Centre Vitality Brief. Guy Braga and the Clerk were thanked for their work during the consultation stage and for bringing the Brief forward. Points raised regarding the existing TRO included that pedestrians and traffic did not mix. The previous promise of enforcement did not come to fruition and that putting cars back in the Town Centre would not correct the current retail situation. Regarding the new proposals, Members considered that any cost should be borne by the County Council. There was a need for the trial period to be fully monitored and its success depending on both drivers being sensible and satisfactory enforcement. One member raised concern that the double yellow lines should be of the type to allow no parking at any time, as it appeared there were two different types of double yellow line restrictions. Concern was also raised that the District Council had not come up with any commitment to free one-hour parking for a limited timescale in Great Ostry car park, and that if, at the end of the trial period, the proposals within the Brief were made permanent, there would be a clear need for demarcation via finishes and kerbing etc of the highway and pedestrian areas.

Resolve: by Cllr Champion, seconded by Cllr Lockey, by unanimous vote, that an experimental Traffic Regulation Order, details of which are set out within the Town Centre Vitality Brief attached to these Minutes, is approved and that the County Council are requested to fully instigate matters as soon as practical, and that Mendip District Council is once again formally requested to support this Vitality initiative by provision of one-hour free parking facility to one section of Great Ostry car park. The current Traffic Regulation Order is to be suspended for the period of the experiment and that the matter be further reviewed six months from the date of implementation.

The representative from the press and 7 members of the public then left the meeting.

47. Public Forum

Public Transport Bus Services

Mr Clive Pearson confirmed that he had a meeting arranged next week with both the developer and stakeholders regarding provision of services to the new International Treatment Centre, and that he would report to Council at the August meeting. Mr David Redgewell of Transport 2000 considered that the public meeting held last Friday was excellent, with a turnout that was quite good. He believed it was obvious that there was a considerable amount of hardship to the community following MDC's cuts and actions. He considered that 30% of the community, which required public transport had no service after 5.50pm and he wished to correct previous information that the subsidy withdrawn by the District Council equated to £1.40 per person. He also wished it known that Mendip Community Transport were not available to the general public unless they were disabled, elderly or in the "needs" criteria. Mendip District Council did not consult at all prior to making their decision. He also highlighted that the last bus from Bath to actually get back to Shepton Mallet left Bath at 3.45pm, which was

totally unacceptable. He considered that the situation must be sorted, hardship cases were genuine and it was imperative that survey results and details of exact travel requirements were collated as soon as possible.

Mr Stride considered that the District Council were not now providing a new public toilet facility and that they were only refurbishing Commercial Road toilet block, and therefore there must be some saving of funds and that any savings should be put towards support of the bus services.

Vandalism to the Church

Mr Clive Pearson raised concern that vandalism appeared to be on the increase and that a second attack had taken place with regard to removal of lead from the church roof, which is now estimated at costing some £10,000 to put right. He requested the Council to contact Inspector Dean and Sergeant Downing to convey his disillusion with the local policing, and requested that something was done about the matter.

The Chairman confirmed that he would raise this matter at his next meeting with Police and would update progress regarding the church roof incident.

Surface Water to Highway Installations – Paul Street and Cannards Grave Road

Mr Taffy Stride raised concern following the highways work to both Paul Street and the Cannards Grave crossing that, during the recent wet weather, water had been pooling on both pedestrian crossings directly where pedestrians had to cross and wished that something be done about the matter.

Maintenance to Station Road and Commercial Road

Mr Taffy Stride raised concern that he was not happy with the apparent high value of quotation for works to the cutting back of vegetation to Station Road and he also raised that, although the tree had been cut back which had grown out of the wall adjacent to Petticoat Lane, the disused forecourt area bordering directly onto Commercial Road was left in a disgusting state, and also that the disused Commercial Road café opposite was full of fly-posters. He requested that something be done about it in order to clear up both these areas.

Brothers Drinks – Flaunting of Planning Conditions

A member of the public representing residents in Shaftgate Avenue, highlighted that Brothers Drinks were flaunting, on a daily basis, planning conditions with no respect for their neighbours. It appeared that Brothers Drinks had their own keys and were opening the main gate to the Anglo Trading Estate on known incidences from 6.20am through to 10.20pm. Recently the height restrictor had been hit by a tanker whilst entering from Shaftgate Avenue and had not been put back up. It appeared that all representations to Les Kimberley regarding forthcoming enforcement had not been addressed. It was also noted that the delivery tickets of drivers delivering goods still displayed the incorrect delivery address of Shaftgate Avenue. Mr Mike Harris had also surveyed the situation over previous months and, to date, Les Kimberley had done nothing to correct the matter. He also felt that Brothers Drinks' attitude was not receptive and that indeed communications had broken down.

The Chairman informed that it would be helpful if a log was kept to give direct evidence in the matter and that, in the mean time, both the Chairman and the Clerk would contact Les Kimberley to ascertain the reason for lack of response from the District Council regarding enforcement of the planning conditions.

The Chairman thanked all members of the public for their concerns, which were noted and, where appropriate, action would be taken.

48. Minutes

The Minutes of the Meeting of the Town Council held on the 1 June 2004 were considered for accuracy and content.

Resolve: Proposed by Cllr Manvill, seconded by Cllr Hurrell, by unanimous vote, that the Minutes of the Town Council Meeting held on 1 June 2004 be approved as a true record and signed by the Chairman.

49. Matters Arising from the Minutes

No matters were raised.

50. Planning Committee Minutes of the Meeting held on the 29 June 2004.

The Chairman requested members to note the contents of the Minutes relating to meetings held on 8 and 29 June 2004.

Resolve: Proposed by Cllr Champion, seconded by Cllr Lovell, by a unanimous vote, that the Minutes of the Planning Committee meetings held on 8 and 29 June 2004 are noted.

51. Chairman's Announcements

The Chairman congratulated Cllr Shearn for his efforts on running Collett Festival, which was an excellent event, and this was endorsed by all members. The Chairman had attended functions which included "Dancing on the Green" at Wells and a Mayoral event held at Glastonbury, a Piano Recital and also, along with other members, a function to celebrate the 150th Anniversary of the Mid-Somerset Newspaper Series. He also confirmed his attendance at a photocall for the refurbishment of the public toilets at Commercial Road and confirmed that the toilets at the Amulet had now closed permanently and that there were temporary facilities within a portakabin next to the existing block currently under refurbishment in Commercial Road.

Meetings with the Police

The Chairman confirmed his recent meeting with Sergeant Downing. A copy of confidential notes of that meeting had been previously distributed to all members of the Council.

52. District Council Update

There were no members of the District Council at the meeting (Cllr Treby had already tabled his apologies). A meeting had taken place on 17 June which the Chairman and the Clerk had attended. Points raised included the Town Centre revitalisation, LTP scheme for High Street South, Tescos and the Swimming Pool, and the Minutes had been previously distributed to all members of the Council (copy attached to these Minutes).

Resolve: by unanimous vote that the matter is noted.

53. MDC Car Park Strategy – Consultation

A document had been received from the District Council regarding their car parking strategy, which had been reviewed by the Chairman and his report submitted (attached to these Minutes). This had included a summary of the report, detailed responses relating to charges, on-street parking and the permitted sale of car parking spaces, and provided a recommended response from the Town Council to the Strategy document for further consideration.

Members raised their disappointment that there appeared to be no mention of free parking for Shepton Mallet within the document.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, by unanimous vote, that the recommended response set out in the summary document provided by the Chairman (as attached to these Minutes) is approved, and that a response is formally returned to the District Council.

54. Car Parking – Charlton Road

One member raised concern that it appeared that Prison Service staff were now using Charlton Road as an overspill car park, which was causing much concern.

Resolve: Proposed by Cllr Champion, seconded by Cllr Gilham, by unanimous vote, that the Governor of Her Majesty's Prison, Shepton Mallet is contacted to convey the concerns of their alleged parking in Charlton Road, and that the Town Council considers that the Prison had adequate parking arrangements within the Prison and also at Frithfield Lane, Cornhill/Town Lane.

55. Council Administration

Cllr Bartlett raised concern and enquired as to why the provision for the Portfolio Reports had not been attached fully to the Agenda as per current Standing Orders. She also considered that any procedure change should be approved prior to any practical amendments. Several other members raised the consideration that they had been

able to raise any point within the Portfolio for update etc and without the full reports this facility would not be available.

The Chairman confirmed that he had authorised the draft amendments and layout of the Agenda/Portfolio Reports as a way to highlight to members the implications of the proposed changes, and that all matters which were to be reviewed by Council had been placed on the Agenda, with no matters being omitted, and that members had previously been provided with copies of Portfolio Reports irrespective of whether they were members of that particular Portfolio. The Chairman acknowledged the points raised.

56. a) Community & Leisure Portfolio - Item 4 Swimming Pool Refurbishment

The Chairman updated members of a meeting held with Cllr O'Connor, the Clerk, and the Chief Executive of the District Council on 25 June 2004. The Chairman confirmed that a full and frank discussion had taken place and the question had been asked regarding the timescale for the Lido option for the refurbishment of the existing Pool. The District Council considered that, for the investment of possibly £1million consideration should be given towards other and competing leisure facilities for the town. MDC wished to engage consultants to look at leisure facilities for the town who would hopefully submit and conclude a report by the end of the current swimming season, ie the end of September 2004. A draft brief to enable the consultants to tender for the works had been provided by the District Council and distributed to all members both by email and hard copy, to which the District Council was seeking Council's approval prior to sending out to the various consultants concerned.

Members considered that the draft brief was acceptable subject to amendments which clearly stated that, in the Town Council's opinion, the community required a swimming facility in the town and that the current monies held by the Town Council were to deliver an indoor swimming pool facility which was the preferred option, however following the Saunders' report the only option available which was both feasible, practical and, given the current financial funding of capital and revenue, was the only one with any likelihood of success.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Shearn, by unanimous vote, that the Shepton Mallet Leisure Project Brief Draft, as provided by Mendip District, is approved, subject to Page 2 where *Shepton Mallet Town Council currently favour Option 1b* is amended to read *The Town Council's preferred option, with monies being ring-fenced for, is to deliver an indoor Swimming Pool for the town, the Lido option was however feasible, practical and, given the current financial funding of capital and revenue, was the only one with any likelihood of success.*

b) Community & Leisure Portfolio - Item 19 Public Transport Services, Shepton Mallet

Following the public meeting held last week, the Chairman proposed that any further consideration should await further evidence back from service users. The newspapers were running a copy of the questionnaire in their next publication and we should await for details to be returned. At the same time the County Council should be invited to undertake a Bus Surgery at Wells Bus Station to obtain further consultation and data.

Members considered that the questionnaire needed re-drafting and, in any event, the Council should await further statistical proof prior to any further considerations. One member considered whether the Town Council was going hard enough at this problem, especially given the presentation by Transport 2000, and the social deprivation that was obviously occurring. At this point in time the Council should not kick into touch the possibility of future partnership funding by the Town Council. However, the Town Council should consider raising the stakes to National or Ministerial level. Some members raised concern as to a proposal put by the Labour Party parliamentary spokesperson present at the public meeting, that the Town Council may wish to consider spending the £4,000 currently allocated within the budget heading of "Youth Projects" for use in funding of public bus services.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote, that the matter is noted. Somerset County Council is invited to undertake a Bus Surgery at Wells Bus Station and provide substantive data, which along with correlated data from the Town Council questionnaire should be further considered by the Council. At the same time, the Town Council to write to the Minister responsible for Transport making Central Government aware of the Town Council's concerns in this matter.

c) Regeneration Portfolio – Item 1 Election of Portfolio Leader and Deputy

Resolve: Proposed by Cllr Champion, seconded by Cllr Lovell, by unanimous vote, that the matter is noted and deleted from the current Portfolio Report.

d) Regeneration Portfolio – Item 2 Additional Streetlight

Resolve: Proposed by Cllr Champion, seconded by Cllr Lovell, by unanimous vote, that the matter is noted and deleted from the current Portfolio Report.

e) Regeneration Portfolio – Item 4 Area Regeneration Programme 2004/05

Mr Guy Braga, ARO for Mendip District Council, presented his draft Area Regeneration Programme which included Town Council partnership and funding, to which he wished approval of the programme and agreement to the partnership funding in principle to enable submission to his Area Board on 13 July for their final approval. Areas for consideration of partnership funding included Evening Economy, Elderly Drop-in Centre and Regeneration newsletter. Partnership funding was already agreed in principle to the Christmas Lighting Scheme and Shepton Mallet in Bloom capital projects were also included within the draft AR programme.

One member was disappointed that any proposal for Natwest Bank, Regal Road alterations had not been included and that they should be addressed in the future and perhaps the Town Council could approach the Bank to progress this matter. Members then considered the individual elements within the Area Regeneration Programme.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, with a vote of 8 For and 1 Against, that the Town Council partnership fund, in principle, the sum of £4,000 towards the Evening Economy area of the ARO report, which was still yet to be worked up, and that money be transferred from the current budget heading “Youth Projects”.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Gilham, with a vote of 7 For, 1 Against and 1 Abstention that the Town Council partnership fund, in principle, the sum of £4,000 towards the Elderly Drop-in Centre area of the ARO report, which was still yet to be worked up, and that money be transferred from the current budget heading “Improve Pension Tax Credit Uptake”. Also that the Town Council make it clear at this point that there is no commitment to any on-going revenue support.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, by unanimous vote, that the Town Council, at this stage, commit no funding in principle towards a combined Town Council/Regeneration newsletter and that further investigations are to be carried out to determine if it was permissible for advertising revenue to fund part, or all, of this proposal.

f) Regeneration Portfolio – Item 8 LTP Scheme Paul Street Congestion

Response letter had been received from St Paul’s School regarding the Town Council’s suggestion of rear access via Park Road, to which the School considered it was not practical or feasible and overall not an acceptable proposal.

Resolve: Proposed by Cllr Champion, seconded by Cllr Lovell, with a vote of 7 For and 0 Against, that the contents of the response letter received from St Paul’s School is noted and that the Town Council await a response from Somerset County Council in the matter following their Level 3 Safety Audit which is due to be carried out on the LTP Scheme for Paul Street in the near future.

g) Regeneration Portfolio – Item 9 Doctor’s Surgery Zebra Crossing

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

h) Regeneration Portfolio – Item 10 CCTV User’s Group

User Group representatives confirmed that the next meeting of the User Group was due to take place on 13 July.

Resolve: Proposed by Cllr Champion, seconded by Cllr Lovell, by unanimous vote, that the Town Council agree to pay the current invoice of £6,000 relating to the total current year funding with the provision that the Town Council is not liable for any financial shortfall and to receive a formal response as to the hours of monitoring taking place on a weekly basis in return for our current funding. It was also to be understood that the Town Council will not provide any further funding for future years without a full and formal service level and funding agreement with all stakeholders being agreed.

i) Regeneration Portfolio – Item 19 Public Toilets Commercial Road

Members were already aware, following communication from the Clerk, that the existing building in Commercial Road would be utilised for the “State of the Art” new facility, with the front elevation wall being

totally rebuilt and the interior being totally refurbished. Confirmation had been received that this would include under-floor heating and air change/extraction equipment. It appears that this was not originally the scope of works previously presented to the Town Council, however there was very little that the Town Council could do about it at this stage.

Resolve: Proposed by Cllr Bartlett, seconded by Cllr Champion, by unanimous vote, that the matter is noted and that the District Council is requested to inform if there is any cost saving by utilising the existing structure, and that if any savings were made they should be used to re-open the toilets adjoining the Amulet in the Town Centre.

j) Properties Portfolio – Next Meeting

Resolve: that the next meeting of the Properties Portfolio, being the AGM, will take place on Tuesday, 30 July 2004.

k) Collett Park Portfolio - Item 1 Members Declaration of Interest

Members collectively made 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: by unanimous vote that the matter is noted and that the declarations are duly recorded.

l) Collett Park Portfolio – Next Meeting

Resolve: that the next meeting of the Collett Park Portfolio will take place on Tuesday, 27 July 2004.

m) Collett Park Portfolio – Collett Park Events

The Portfolio Leader confirmed that a Roman Catholic Church organised event would take place this Saturday with a Band playing within the Bandstand of the Park.

Resolved: by unanimous vote that the matter is noted.

n) Footpaths Portfolio – Next Meeting

Resolve: that the next meeting of the Footpaths Portfolio will take place on Tuesday, 28 September 2004.

o) Footpaths Portfolio – Item 1 Election of Portfolio Leader and Deputy

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

p) Footpaths Portfolio – Item 13 Adoption of Station Road Footpath

Resolve: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

q) Footpaths Portfolio – Item 14 Station Road Embankment

Following a site visit a quotation had been received from the existing Footpaths contractor for the sum of £160 for clearance of the embankment and footpath from Station Road railings up to Compton Road corner. Some members raised concern as to the quote received.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote, that an extension to the existing contract to the Footpaths contractor, Mr Adrian Crozier, is agreed for his works and that an order be placed for hourly rate of work, up to a maximum of 16 hours, and that the Clerk is to manage and monitor the hours worked to confirm the final costings up to a maximum of £160, which is to be taken from the current Contingency budget.

r) Administration Portfolio – Item 1 Election of Portfolio Leader and Deputy

Resolved: by unanimous vote that the matter is noted and deleted from the current Portfolio Report.

s) Administration Portfolio – Item 9 Travel Allowance Within Parish Boundary

Cllr Champion declared a personal, prejudicial interest due to his office of Chairman of the Planning Recommendations Committee, and duly left the room.

A report had been submitted previously with the Agenda, collated by Cllr Champion in consultation with the Clerk, which highlighted the enhancements provided by undertaking site visits on a 3-weekly basis, along with the average costings in mileage which equated to an estimated annual expenditure of £72.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Shearn, by unanimous vote, that, with immediate effect, an annual allowance of £72 is paid to the Chairman of the Planning Recommendations Committee in consideration of all expenditure incurred when undertaking the duties of Chairman and, in the current year, the monies be drawn from the budget heading of Contingencies.

Resolved: by unanimous vote that the matter of an annual allowance for the Footpaths Portfolio Leader is applied to the next Agenda of Council in August for further consideration.

Cllr Champion then rejoined the meeting.

57. Council Working Procedures and Amendments to Standing Orders

A report following a Working Group meeting of Chairs and Portfolios Leaders with recommendations had been previously circulated to all members of the Council, along with memorandum 074 (copy attached to these Minutes). All 12 matters on the report were considered and to provide a proposer and seconder, following which the final resolve would remain adjourned until the next ordinary meeting of Council programmed for 3 August 2004, where the matter would be further considered and a final resolve to ratify the matter. Each matter was considered as follows:-

Item 1 - Presentation of Portfolios

Resolve: Proposed by Cllr Gilham, seconded by Cllr Lovell, by unanimous vote, that the Chairman of the Town Council is to chair the full meeting of Council with Portfolio Leaders presenting their reports through the Chair of the meeting, and that this matter be further reviewed at the next AGM.

Item 2 – Public Forum

Resolve: Proposed by Cllr Inchley seconded by Cllr Gilham, by unanimous vote, that the Order of Business be amended to enable the matter of Public Forum to follow immediately after the Safety Brief. The meeting is then to be adjourned to transact the business of Public Forum. Public speakers to be afforded a maximum of 3 minutes, subject to notification to the Clerk on the matter to be raised prior to 5pm on the previous working day prior to the meeting taking place, unless the matter is of an urgent nature and this will be at the discretion of the Chairman, and that the matter be further reviewed at the next Council AGM.

Item 3 – Election of Portfolio Leaders

Resolved: Proposed by Cllr Lovell, seconded by Cllr Shearn, by unanimous vote, that the Chairpersons of Committees and Portfolio Leaders are to be elected at the first Council meeting (AGM) following the election of the new Council, and thereafter the formal election is to take place at the respective Committee/Portfolio AGM for the life of the current Council.

Item 4 – Membership of Committees/Portfolios

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lovell, by unanimous vote, that membership of each Committee and Portfolio/Working Group are resolved at each Council AGM and thereafter, if any one member wishes to amend their membership of any Committee/Portfolio/Working Group then this is to be agendaed for consideration at the next ordinary meeting of Council for approval, and that the matter be further reviewed at the next Council AGM.

Item 5 – Declaration of Interest

Resolved: by unanimous vote that the matter be set on the Agenda for each meeting of Council (prior to Chairman's Announcements), its Committee's and Portfolio's, and that members are requested to submit their signed declarations at this point for all matters upon the relevant Agenda, and that the matter be further reviewed at the next Council AGM.

Item 6 – Chairman's Announcements

Resolved: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that Standing Order 23d is amended in name only, by the removal of "*and Councillors*". This item on the Agenda will now read "*Chairman's Announcements*".

Item 7 – Area Board District Council

Resolved: Proposed by Cllr Gilham, seconded by Cllr Lovell, by unanimous vote, that Standing Order 23g is amended on the main Agenda to read “*District Council Update*”.

Item 8a – Portfolio Reports

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lovell, with a vote of 7 For and 3 Against, that Portfolio Reports are provided to all members of the Council, following a meeting of the respective Portfolio and upon members individual request to the Clerk. Matters to be raised from Portfolio and to be applied for consideration upon the Agenda of full Council are to be at the discretion of the Portfolio Leader and Chairman of the Council, in consultation with the Clerk.

Item 9 – Planning Committee

A proposal put by Cllr Lovell, seconded by Cllr Hurrell following recommendations from the Review Report, was voted by 3 For and 5 Against, with Cllr Champion abstaining and the motion was therefore not carried, and there will be no change to the Planning Committee structure, powers and procedures at this point in time.

Item 10 – Meeting of Portfolios

Resolve: Proposed by Cllr Inchley, by unanimous vote, that Standing Order 94 is amended to remove the requirement for Portfolios to meet at least 4 times per year, and that the matter be further reviewed at the next Council AGM.

Item 11a – Delegation of Authority

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, by unanimous vote, that executive powers are provided to Portfolios for decision making up to a maximum of £500 within budget and policy, with approval for financial payments remaining with full Council, and that the matter be further reviewed at the next Council AGM.

Item 11b – Delegation of Authority

Resolve: Proposed by Cllr Champion, seconded by Cllr Gilham, by unanimous vote, that delegated authority is provided to the Portfolio Leader and Chairman, in consultation with the Clerk, for any action required between meetings of Portfolios, with the matter being reported to the next meeting of full Council.

Item 11c – Delegation of Authority to the Clerk

Resolve: Proposed by Cllr Bartlett, seconded by Cllr Champion, by unanimous vote, that delegated authority is afforded to the Clerk, in consultation with the Chairman and the appropriate Portfolio Leader, to incur expenditure up to a maximum of £500 to maintain and upkeep any existing service, and to remove the wording “*extreme urgency*” from Standing Order 177.

Item 12 – Petty Cash Holdings

Resolve: by unanimous vote that Standing Order 195 regarding the Petty Cash holdings is amended from £80 to £30.

Resolve: that all matters considered under the review of Council working in Standing Orders above, Items 1 – 12 now stand adjourned without further discussion until the next ordinary meeting of Council, programmed for 3 August 2004, for further consideration and final resolve, as per Standing Order 245.

58. Declaration of Interest Procedure

Further to review of Council working amendments to Standing Orders, members were requested to consider additional Agenda item of Declarations of Interest to be applied to the Agenda for meetings of Council, its Committees, Portfolio’s and that an updated form is submitted for approval to ensure full compliance with both the Code of Conduct and Quality Council Status criteria.

Resolve: Proposed by Cllr Champion, seconded by Cllr Bartlett, by unanimous vote, that the matter of Declarations of Interest is applied to the main Agenda and Order of Business for meetings of Council, its Committees, Portfolios and Working Groups, and that the updated form of Members Declarations (as attached to these Minutes) is approved.

59. Membership of Committee, Portfolios and Working Groups

As this matter was not considered at the AGM, the matter was further reviewed following a request from Cllrs Jeremiah and Marsh to be members of all Portfolios. Cllr Manvill to be a member of the Administration Portfolio and for Cllr Shearn to be removed from the Footpaths Portfolio.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Lovell, by unanimous vote, that the above amendments of membership to Committees, Portfolios and Working Groups are approved.

a) Finance

Accounts for Payment by Cheque

Resolve; Proposed by Cllr Bartlett, seconded by Cllr Champion, by unanimous vote, that payments made by Cheque for July 2004 as per Appendix "A" attached to these Minutes, be approved.

a. Accounts previously paid by Direct Debit

Resolve; by unanimous vote that payments made by Direct Debit for July 2004 as per Appendix "A" as attached to these Minutes be approved.

b. Confidential Salaries for Payment by Cheque

Resolve; by unanimous vote that the Confidential Salary Payments for July 2004 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

60. Confidential Session

At this time there were no members of the press or public at the meeting, and therefore no requirement for anyone to leave.

East Somerset Railway – Strategic Development of Railway

Members were previously provided with a copy of the letter received from the East Somerset Railway.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, by unanimous vote, that the Town Council support, in principle, outline proposals for development of the Railway as set out in the letter dated 18 June 2004, and that the Town Council be kept fully informed of plans and progress when known.

61. Agenda Matters for the Next Meeting

The next meeting to be held on 3 August 2004 at 7.00pm. No matters were raised, however Cllr Lovell provided his apologies in advance for the next meeting.

The Chairman apologised to members for the length of the meeting, thanked them for their attendance and closed the meeting at 10.40 pm.

Councillor C.C. Inchley

Signature _____

Chairman

____ / ____ / 2004

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1822	Capita Business Services	5300/20	April Postal and Copy Charges	£ 55.02
1823	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 24.01
1824	HW Signs - Shepton Mallet	6070	Collett Festival - Banner Signs	£ 35.25
1825	The Consortium	5300	Drum unit for printer	£ 66.45
1826	C H Penn	6070	Trophies / Cups - Collett Festival	£ 89.50
1829	Inland Revenue	5000/20	Month 1 to 3 Tax / Ni Payments	£ 1,763.17
1830	G Brown - Repayment	5300	Council Group Photos paid by C/Card	£ 90.00
1831	SCC	6500	Extra Street Light - 4 Great Gardens	£ 1,105.21
1832	MDC	6480	CCTV Contribution 2004	£ 6,000.00
1833	Capita Services Ltd	5300/20	Postage and Printing June 04	£ 56.33
1834	Western Newspapers (south)	5450	Collett Festival Advert	£ 90.24
1835	Microchipz	5310	Computer Repairs - JL Workstation	£ 29.00

£ 9,404.18

Payments by Direct Debit

1.6.04	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -May	£ 2,372.17
2.6.04	CGU Bonus	5200/6090	Insurance Premium	£ 324.83
8.6.04	Plusnet Tech Ltd	5160	Broadband Subscription	£ 32.89
16.6.04	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 292.40

Sub Total £ 3,022.29

Total = £ 12,426.47

CONFIDENTIAL PAYMENTS

1827	Graham H Brown	5000	Town Clerk - July Salary 2004	£ 1,093.89
1828	Jeanette Lintern	5000	Admin Assistant - July Salary 2004	£ 423.81

Total £ 1,517.70

Grand Total £ 13,944.17

Councillor C.C. Inchley
Chairman

Signature _____

Date _____

Councillor K.J. Hurrell
Vice Chairman

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 3 August 2004, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.C. Inchley

Cllrs Mrs J.D. Bartlett, Mr R.R. Champion, Mr T. Fone, Mrs S.J. Lintern, Mr C.F. Lockey, Mrs J.M. Marsh, and Mr N. F. Shearn.

Approximately 5 members of the public, 2 MDC Officers and one 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.

62. Apologies for absence – Cllrs Cann (holiday), Hurrell (health), Jeremiah (family), Lovell (holiday), Manvill (family) and O'Connor T. (family).

Resolve; Proposed by Cllr Champion, Seconded by Cllr Lockey, by a unanimous vote that the above Apologies are accepted.

63. Public Forum

The Chairman adjourned the meeting for the period of Public Forum.

- a. **Day Centre – Old Wells Road – Traffic Congestion** – Mr Pearson raised concern as to vehicles of users to this site parking directly on the paved areas, pavement and highway causing considerable safety hazards and congestion especially directly opposite the Norah Fry development site entrance. He requested that the Town Council contact Highways regarding the matter and suggested possible use of the Old Red Cross car park or use of MDC Commercial Road car park and perhaps minibus the employees down to the Day Centre / Offices.
- b. **Bus Services – Shepton Mallet** – Mr Pearson confirmed contents and outcome of a meeting held with stakeholders in the Bell Hotel on the 16 July 2004. Matters regarding the International Treatment Centre coming on line in early 2005 and the possibility of diversion of the 669, 161, 162 services to the treatment centre plus one other service were all considered. He would really like to see a 20 minute service from the Town to the Centre; however this may well end up with an hourly service. A new bus Shelter and two additional stop points were also proposed. The Chairman thanked him for his detailed brief and suggested that future briefings could possibly be made via the Clerk and a written report or summary collated, which could go to all members and the public with the Agenda.
- c. **Pedestrian Crossing / Traffic Signals Paul Street** – Mr Stride requested an update to the problem of pooling water on the kerb edge / highways directly in the path of the pedestrian crossing and also highlighted that the switching of signals was very slow and unsatisfactory especially for pedestrians who were just crossing the road against the signal due to the extended delay.
- d. **Public Transport – Bus Services** – Mr Stride highlighted the recent press release from MDC which indicated that they were not short of financial funds and could therefore see no reason why they were still not supporting subsidy to SCC for provision of bus services within Mendip. He had written to the Prime Minister which had now been passed to the Department of Transport and he would inform further once a response was received. The Chairman confirmed that the Council has also received a response from Central Government which was on the agenda for consideration later in the meeting.
- e. **Public Toilets** – Mr Stride informed that he understood that other Town's such as Glastonbury had struck a deal with MDC and that facilities were being repaired / upgraded prior to being handed over to the Town Council's.
- f. **Station Road Embankment** – Mr Stride thanked the Council for the recent maintenance which was appreciated by the community.

- g. **Spillage / Unsecured Load – Townsend Roundabout** – Mr Stride informed of a third incident which could have had fatal consequences when a part load of concrete blocks fell onto the pavement and highway. He considered that the acute bend and camber of the road was partially to blame and requested that the Town Council contact Somerset Highways to see if something could be done about it.
- h. **MDC Recycling Proposals** – Mr Stride raised concern as to the proposals. Yet another loose container, small quantity of waste foodstuffs and the reduction of wheelie bin emptying to once per fortnight. Was it really worth it and he requested MDC to think long and hard before actioning.
- i. **Brothers Drinks – Enforcement of Planning Conditions** – Mr Harris requested an update and informed that HGVs had still entered the site at 6.30pm this very evening. The Clerk confirmed discussions with Les Kimberley (Planning Officer MDC) who was in agreement that conditions were not being complied with and was to arrange a meeting with Officers and Ward Cllr's of MDC with Brother Drinks. It now required the political will to carry out enforcement.

The Chairman thanked members of the public for their concerns and comments which were noted and re-adjourned the meeting.

64. **Recycle and Waste Collection Changes – Fiona Tame MDC**

Prior to the meeting a briefing pack had been sent to all members (attached to these minutes), Statutory targets from Central Government required MDC to reach a 25% recycling target in year 2005/06 and financial penalties would be incurred if not attained. The proposal was to recycle raw and cooked produce/food in an individual container collected on a weekly basis and this would then allow the normal wheelie bin collection to take place fortnightly. A question and answer session then took place with members with the following issues raised;

What do we do with cardboard? – Should be room in your wheelie bin or take to household recycling centre

Where do we keep the extra container? – With existing wheelie bin, it is pedal bin size and a small container for use in the kitchen.

When is commercial waste coming in line with recycling? – Trade waste is not included, current legislation and targets relate to domestic waste.

Will any additional revenue be obtained from resale of compost to lower the Council tax? – Unfortunately no, revenue from recycling including compost goes to SCC.

We are concerned as to how you will effectively communicate these proposals to the community? – We will be visiting schools, undertaking road-shows, coffee mornings, surgeries at MDC Offices and the Market. Information will be available in the library, briefing packs similar as provided to Cllr's will be sent to each household and MDC officers are available to meet with the public as required.

The Chairman thanked the officers for a most useful presentation and the Town Council hope and wish them every success with the project.

65. **Members Declarations of Interests**

- a. **International Treatment Centre** – Cllr Marsh declared a Personal & Non-Prejudicial Interest in the matter raised in Public Forum due to her employment with Mendip PCT.
- b. **Collett Park Portfolio** - Members collectively made 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).]
- c. **Salary Reviews** Cllr Marsh declared a Personal & Prejudicial Interest in the matter due to her husband undertaking maintenance to the Town Clock and would leave the meeting at the appropriate point.
- d. **Financial Payments** – Cllr Inchley and Cllr Champion both declared a Personal & Prejudicial Interest in the matter due to receiving allowance payment for duties of Chairman of the Council and Chairman of the Planning Committee respectively.

Resolve; that the above declarations are noted and duly recorded.

66. **Minutes**

The Minutes of the Meeting of the Town Council held on the 6 July 2004 were considered for accuracy and content.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Champion, by unanimous vote, that the Minutes of the Town Council Meeting held on 6 July 2004 be approved as a true record and signed by the Chairman.

67. Matters Arising from the Minutes

- a. **Public Transport – Bus Services** – A response letter received from the Department of Transport was read, summary of which stipulated that the matter was for individual authorities to decide and confirmed central government funding to SCC of £1,608,722.00 during year 2004/5 and they hoped that the information was helpful.
- b. **Public Toilets** – A response letter from Alistair Glanville, Portfolio Holder at MDC confirming that Shepton would receive a high quality facility and that no cost saving had been achieved by use of the existing building framework within Commercial Road. The Amulet toilets were now permanently closed.

Resolve; that both the above matters were noted.

68. Planning Committee Minutes of the Meeting held on the 20 July 2004.

The Chairman requested members to note the contents of the Minutes relating to meetings held on 20 July 2004.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Champion, by a unanimous vote, that the Minutes of the Planning Committee meetings held on 20 July 2004 are noted.

69. Chairman's Announcements

- a. **Meetings with the Police** – Now up to 27 new officers in the district and things moving forward in a positive manner.
 - b. **Skateboard Park** – Now open although some initial problems and thanks to be recorded to Cllr Bartlett for all her efforts during the project stage.
 - c. **Cowl Street Closure** – Closed for some period due to rebuilding of a wall.
 - d. **Hawthorn Cres / Lime Grove Footpath** – Closed for one month due to construction work at Norah Fry development.
-

70. District Council Update

There were no members of the District Council at the meeting. A meeting had taken place on 15 July which the Clerk had attended and the Minutes had been previously distributed to all members of the Council (copy attached to these Minutes). Some concern was raised as no Town Councillor's at the meeting.

Resolve: Proposed By Cllr Champion, Seconded by Cllr Fone, by unanimous vote that the minutes of the 15 July 2004 are noted.

71. a) **Community & Leisure Portfolio - Item 23 Culvert Repairs, Bowlish / Darshill by SCC**

Notification of works for 1 month during Sept 04

Resolve: Proposed by Cllr Bartlett, seconded by Cllr Champion, by unanimous vote, that the matter is noted.

b) **Community & Leisure Portfolio - Item 15 Town Centre Vitality / Traffic**

The Clerk updated members, due to a delay by SCC Officers holiday commitments and the complexity of the Traffic Regulation Order (TRO) the matter had yet to be advertised and it was unlikely that the trial TRO would be implemented prior to September 04. There may also be a delay in expansion of the Town Market. Concern was raised as to the non-enforcement of the current order/law during the interim period.

Resolve: Proposed by Cllr Bartlett, seconded by Cllr Champion, by a vote of 5 For and 2 Against that the Police and PCSO are requested to enforce the current Traffic Regulation Order.

c) **Regeneration Portfolio – Item 5 High Street (south) Enhancement**

The Clerk confirmed progress to date and consultation meetings with SCC/MDC and traders in the area the results of which could be summarised as luke warm although option 2 appeared the initial preference. Information packs and questionnaires were provided to each member with an invitation to the public consultation process would take place in the Amulet on Friday 6 and Saturday 7 August 2004. One member

considered that the scheme could not come soon enough following recent congestion by delivery lorries in the area concerned.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Bartlett, by unanimous vote, that the matter is noted.

j) Properties Portfolio – Item 1 Election of Portfolio Leader and Deputy

Council was requested to note election of Cllr Lockey as Portfolio Holder and Cllr Fone as his Deputy.

Resolve: Proposed by Cllr Champion, seconded by Cllr Bartlett, by unanimous vote, that the matter is noted.

k) Collett Park Portfolio - Item 6 Tree Survey and Tender

The Portfolio Leader confirmed that the current schedule of tree priority works had now gone to tender with a closure date of the 1 September 2004. Over the weekend a huge branch had dropped from a large Beech tree off of Charlton Road causing damage to two adjacent Cherry Trees and landing across a public footpath. In consultation with the park contractor, a third party had been called in to remove the branch under contract to Quadron. Unfortunately following a survey by the tree consultant Stephen Clark and a second opinion from MDC Tree Officer, David Coleman a further branch of similar size would require felling and disposal as soon as possible for reasons of Health & Safety. Following request to the Clerk confirmation of the procedure was afforded in that no one Councillor may make a lawful decision, in these instances the Portfolio Leader in consultation and agreement with the Chairman and through the Clerk should raise an order for the work to be undertaken and reported to the next meeting of Council. It was emphasised that all work / purchase orders should come through the Clerk.

Resolved: Proposed by Cllr Inchley, seconded by Cllr Champion by unanimous vote that the matter is noted and that any additional work required under Health & Safety grounds is undertaken as soon as possible through the current contract with Quadron under the Schedule of Rates.

l) Collett Park Portfolio – Item 14 Risk Management

Response from the Insurers following a site visit confirmed works required to two areas of the park within the month of August. A response had been returned informing that works would be completed ASAP but with compliance to current financial regulations and they would be further advised when complete. The areas of work were as follows;

Lake – Provide warning signage, remove or mesh over outlets and paint edge of lake.

Razor Wire – Remove or raise above 2 metres, provide warning signs and lighting.

Resolve: Proposed by Cllr Champion, seconded by Cllr Shearn by unanimous vote that the matter is noted and that the required work as stipulated by Norwich Union Insurance Risk Assessor is undertaken as soon as possible through the current contract with Quadron under the Schedule of Rates.

m) Footpaths Portfolio – Item 11 Station Road Embankment

Work now completed and satisfactory following inspection by the Portfolio Leader.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Champion, by unanimous vote, that the matter is noted, payment of invoice for £120 is approved and to be deleted from the Portfolio Report.

n) Footpaths Portfolio – Item 16 Annual Financial Allowance for Portfolio Leader

No report had been submitted to date and in the absence of the Portfolio Leader the matter should be returned to Portfolio

Resolve: Proposed by Cllr Shearn, seconded by Cllr Lockey, by a vote of 7 For and 1 Abstention, that the matter is noted and returned to the Portfolio Holder to submitted a supporting bid / report sometime in the future if required.

o) Administration Portfolio – Item 2 External Audit

Certificate of unqualified External Audit had been received and the Annual Return was now under Public Notice for the statute period. No matters had been raised and the account for £763.75 submitted.

Resolved: Proposed by Cllr Champion, seconded by Cllr Lockey, by unanimous vote, that the matter is noted, payment of invoice for £763.75 is approved

p) Administration Portfolio – Item 11 Review of Salaries in line with National Agreements

The Chairman proposed that in view of the nature of the business about to be transacted and in the public interest this matter should be dealt with under Confidential Session at the end of the agenda.

Resolve: by unanimous vote that this matter be dealt with under Confidential Session at the end of the agenda.

72. Council Working Procedures and Amendments to Standing Orders

A report following a Working Group meeting of Chairs and Portfolios Leaders with recommendations had been considered at the previous meeting of Council held on the 6 July 2004 and remained adjourned for further consideration and resolve to ratify the matter. Each member was previously provided with an amended copy of Standing Orders and Financial Regulation. All amendments had been identified by differing font type and underlined. One member, not at the previous meeting requested that proposed amendments be explained (if required) and considered on a page by page basis.

Resolve; Proposed by Cllr Marsh, Seconded by Cllr Bartlett and carried by a vote of 6 For that proposed amendments to Standing Orders and Financial Regulations are considered Page by Page.

One member requested confirmation from the Clerk as to who had inserted all the amendments. The Clerk confirmed that the main amendments had been agreed with a meeting of Chairs and Portfolio leaders. Minor amendments (change of wording) had been inserted by the Clerk to reflect what was actually happening currently. This had been the first review following a total restructure and total rewrite during 2002 and it was an opportunity to carry out corrections. All amendments were clear to see, no other changes had taken place. Cllr Marsh wished the minutes to record her strong feelings and her vote against the proposed amendment to require Public Forum speakers to contact the Clerk or Chairman with details prior to the meeting. Other members considered that this was standard practice at numerous other Council's. The Chairman raised some concern that this matter had been previously considered in much detail and had hoped to vote on the complete document, however this did not appear to be acceptable to members and he therefore proposed to continue through the document, page by page and agree each page and at the end seek a proposer and seconder with a final vote to adopt the agreed amendments with the document. Members then considered amendments within the proposed document, page by page, with the Clerk providing explanations as requested and members voting any further amendment to the draft document as required. Some concern was raised as to perhaps strengthen the requirement for each individual member to table their apologies to the Clerk prior to the meeting. Other members considered that the practice as adopted in other Council's continue whereby a member may pass their apologies through another member. Cllr Bartlett proposed, Cllr Shearn seconded that individual members should table their own apologies to the Clerk prior to the meeting. This proposal was not carried by a vote of 4 For and 4 Against with the Chairman using his casting vote Against the proposal. Following some lengthy debate the complete draft document was considered.

Resolve: Proposed by Cllr Champion, Seconded by Cllr Lockey by a vote of 7 For and 1 Against that the draft amendments to Standing Orders 2002 including all further minor amendments resolved at this meeting are approved and to be adopted as of 3 August 2004, copies of which were then signed by the Chairman.

73. Finance

Cllr Inchley and Champion then left the room following their previous declarations of interest and Cllr Lockey then Chaired the meeting.

Accounts for Payment by Cheque

Resolve; Proposed by Cllr Bartlett, by unanimous vote, that payments made by Cheque for August 2004 as per Appendix "A" attached to these Minutes, be approved.

a. Accounts previously paid by Direct Debit

Resolve; by unanimous vote that payments made by Direct Debit for August 2004 as per Appendix "A" as attached to these Minutes be approved.

b. Confidential Salaries for Payment by Cheque

Resolve; by unanimous vote that the Confidential Salary Payments for August 2004 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

Cllr Inchley and Champion rejoined the meeting and Cllr Inchley then Chaired the remainder of the meeting.

74. 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; Proposed by Cllr Inchley, seconded by Cllr Shearn, 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. Cllr Bartlett, Lintern and Marsh then left the meeting not to return.

Annual review of Staff Salaries and Members Allowances

The Clerk then left the meeting, and the Chairman took notes. Members considered a report from the Clerk detailing current Salaries and Allowances and the latest National Agreements as provided by NALC, SALC and SLCC. The Chair stated that the Clerk had questioned the employee status of Mr. Marsh (clock maintenance), the Clerk believes Mr. Marsh to be an employee of the Town Council. The Chair read out advice from SALC on employee status, Members debated that advice and the history of Mr. Marsh’s contractual arrangements.

Resolve; Proposed by Cllr Shearn that Mr. Marsh is not an employee of the Shepton Mallet Town Council, with the opportunity for the clerk to appeal the decision, this was seconded by Cllr Lockey. This proposal was carried.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lockey, by unanimous vote of 5 remaining members that the National Pay Awards for 2004/5 of +2.75% backdated to 1 April 2004 and the National Pay Awards for year 2005/6 of +2.95% payable from 1 April 2006 are awarded to all members of staff (Clerk, Clerks Assistant, Clock Winder) and allowances provided to approved members (Chairman of the Council and Chairman of the Planning Committee). In future all such reviews will automatically be complied with set National Agreements unless otherwise reviewed by Council.

The Clerk then rejoined the meeting and assumed his duties.

75. Agenda Matters for the Next Meeting

The next meeting to be held on 7 September 2004 at 7.00pm. No matters were raised,

The Chairman thanked members for their attendance and closed the meeting at 8.50pm.

Councillor C.C. Inchley

Signature _____

Chairman

_____ / _____ / **2004**

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1836	Hodges & Son	6030	Collett Park - Toilet Repairs	£ 166.60
1837	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 24.01
1839	Cllr R R Champion	7000	Planning Chairman - Annual Allowance	£ 72.00
1840	Cllr C.C. Inchley	5550	Chairman's Allowance - 50%	£ 510.00
1841	Steve Sage Computers	5310	Computer maintenance - Outlook Problems	£ 70.50
1842	J C Oliver	6065	Collett Park - Tree Works	£ 15.00
1843	A W Crozier	7080	Station Road Footpath Clearance	£ 120.00
1844	Moore Stephens - Bath	5040	External Audit - 2004	£ 763.75
1845	Great Ostry Picture Framing	5300	Council Annual Photo	£ 30.25
1846	Wicksteed Leisure	6090	Collett Park Play Equipment Annual Inspect'	£ 35.25
1847	C F Lockey	6100	Repayment for purchase of office heater	£ 24.99
1848	Lanmart	6030	Collett Park Depot Roof	£ 6,928.75
1849	Dyne Drewett Solicitors	5060	Allotment/Collett Park- Payment on Account	£ 400.00
1850	Capita Business Services	5300/5320	Post, Printing & Copy Charges June/July	£ 122.46
				£ 9,283.56

Payments by Direct Debit

30.6.04	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -June	£ 2,372.17
1.7.04	Bristol & Wessex	6010	Collett Park Depot - Water & Sewerage	£ 110.25
2.7.04	CGU Bonus	5200/6090	Insurance Premium	£ 324.83
20.7.04	BT	5160	Office Tel/Fax lines and calls	£ 150.31
7.7.04	Plusnet Tech Ltd	5160	Broadband Subscription	£ 32.89
16.7.04	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 292.40

Sub Total £ 3,282.85

Total = £ 12,566.41

CONFIDENTIAL PAYMENTS

1838	Graham H Brown	5000	Town Clerk - Aug Salary 2004	£ 1,093.89
				Total £ 1,093.89
				Grand Total £ 13,660.30

Councillor C.C. Inchley
Chairman

Signature _____

Date _____

Councillor C.F. Lockey

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 7 September 2004, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.C. Inchley

Cllrs Mrs J.D. Bartlett, Mr M.M. Cann, Mr R.R. Champion, Mr T Fone, Mr K. Hurrell, Mr C.F. Lockey, Mr M. Lovell, Mrs L. Manvill, Mrs J.M. Marsh, Mr O'Connor T and Mr N. F. Shearn.

Two members of the public and one member of the press in attendance.

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Heath & 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.

- 76. Apologies for absence** – Mr J. Gilham, Mr N Jeremiah (family), Mrs S.J. Lintern (family), Mr M. O'Connor (work) and Guy Braga – ARO, MDC (holiday)

Resolve: Proposed by Cllr Champion, seconded by Cllr Lockey, by unanimous vote, that the above apologies are accepted.

77. Public Forum

Resolve: Proposed by Cllr Champion, seconded by Cllr Lockey, by unanimous vote, that the meeting be adjourned to transact the matter of public forum.

- a) **Public Transport** - Mr Clive Pearson noted Council's request if possible, in future, to provide written reports via, and with the Clerk's assistance, to enable the report to be distributed with the agenda.
- b) **International Treatment Hospital** - Mr Clive Pearson informed that he hoped that the dual post of Site Manager and Transport Manager for the new site would be filled shortly.
- c) **The Amulet** - Mr Clive Pearson raised concern regarding the briefing reference the Griggs/Huntsman and the Tesco development and considered that the most important issue within the town was indeed The Amulet. As a tax-payer he stressed that he did not want any more money spent on The Amulet until a public meeting had been undertaken with full facts and figures available to enable considered judgement to assist a considered review to take place.

The Chairman thanked Mr Pearson for his submission which was noted.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Champion, that the meeting now be brought back into session.

78. Members Declarations of Interests

- a. **Collett Park Portfolio** - Members collectively made 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).
- b. **Appendix A – Approval of Payments** – Cllr Marsh declared a personal and prejudicial interest in the matter due to her husband undertaking maintenance to the town clock and receiving payment for approval, and would leave the meeting at the appropriate point.

Resolve; that the above declarations are noted and duly recorded.

79. Minutes

The Minutes of the Meeting of the Town Council held on the 3 August 2004 were considered for accuracy and content, and Cllr Champion requested correction of Minute 73, Page 5, as he had left the meeting and had not therefore seconded the Resolve.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Marsh, by unanimous vote, that, with the above amendment to Minute 73 whereby the words "seconded by Cllr Champion" be removed but the Minutes of the Town Council Meeting held on 3 August 2004 be approved as a true record and signed by the Chairman.

80. Planning Committee Minutes of the Meeting held on the 3 August and 24 August 2004.

The Chairman requested members to note the contents of the Minutes relating to meetings held on 3 August and 24 August 2004.

Resolve: Proposed by Cllr Champion, seconded by Cllr Lockey, by a unanimous vote, that the Minutes of the Planning Committee meetings held on 3 August and 24 August 2004 are noted.

81. Chairman's Announcements

a) AQA Certificate in Local Council Administration

The Chairman provided presentation to the Clerk, along with congratulations supported by all members, for achievement of the AQA Certificate in Local Council Administration accredited at Distinction Level. The Clerk thanked the Chairman for the presentation and indeed the support of all members of the Council in undertaking the Portfolio which, although a personal award, also provided testimony to the good health of the Council's administration. The Portfolio submitted used evidence gathered on actual administration of the Town Council.

Resolve: by unanimous vote that congratulations and a well-done is recorded to the Clerk for achievement of the AQA Certification in Local Council Administration at Distinction Level.

b) Meetings and Events

The Chairman informed that a Balanced Housing meeting would take place at MDC on Thursday, 9 September and that Cllr Champion would attend. Also on that day a meeting was to be held at 2.00pm regarding the proposed Drop-in Centre and Shopmobility facility which the Clerk would attend. Tomorrow evening, Wednesday 8 September, a Public Transport meeting was to be held in Wells Town Hall at 7.00pm by the Somerset Influence Group which the Chairman would attend on behalf of the Town Council. Both the Chairman and members had been invited to a commissioning ceremony for the new headmistress at St Paul's school, to be held in St Peter's Church on Wednesday, 15 September at 1.30pm. Also, this Saturday, 11 September, a short ceremony would be held at 11.00am at The Cenotaph to commemorate the 9/11 catastrophe.

82. District Council Update

Minutes of the meeting held with Ward Members and the Chamber of Commerce on Thursday, 9 August 2004, had previously been distributed to all members with the Agenda. Following a question being raised by members the Chairman confirmed that both himself and Cllr Lockey had attended the meeting with MDC's consultants, who had been contracted to review Mendip's leisure facilities within Shepton Mallet, which was due to report in October 2004. The consultant had been left with the views of the Town Council in clear terms that the Council wished to see the Saunders proposal for upgrade of the existing facility to a lido to proceed as soon as possible.

Resolve: by unanimous vote that the Minutes of the meeting with Ward Members and the Chamber of Commerce, as attached to these Minutes, held on Thursday 9 August 2004, are noted.

83. a) Community & Leisure Portfolio - Item 18 – MDC Street Cleaning Contract Re-tender

The Portfolio Leader reported a meeting with Cathy Day of MDC. It appeared that many aspects of concern by the Town had already been included within proposals for the new contract, although some re-working of allocation of hours of working to the cleaners and also of Sunday working, were still to be reviewed. It was confirmed that within the contract there may be provision of new, shared equipment to be used throughout the district, costing some £63,000, which would be used to remove contaminants such as chewing gum etc. The brief of the contract was also extended to include the removal of graffiti and fly-posting. Points had been raised reference a Public Education Programme regarding such matters as the incorrect disposal of chewing gum etc.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that an update to the matter is noted and the Council look forward to a copy of the specification of the contract when formalised and, following the re-tender of the contract, cleaner streets for the town.

b) Community & Leisure Portfolio - Item 19 – Development of Passenger Transport Strategy for Somerset

Members had previously been provided with details of a consultation document requesting views and comments by the end of September 2004 to be returned to Somerset County Council. Members considered that a real analysis had to be made so that bus services were provided when there was the greatest need. Somerset County Council were already fully aware of Town Council's consideration and concern regarding the reduction of services. More buses should be provided for the public to travel to and from work and hopefully these buses would then have greater use which would then subsidise evening services. However, on a positive note, it was good to note that there is currently three buses a day directly from Shepton Mallet to Street which was indeed good news.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Cann, by unanimous vote, that the Town Council call upon Somerset County Council, through their Transport Strategy, to consult fully with consumers using the bus services and for the restoration of some key 161 services to enable some form of public transport during the evenings, and congratulate them in spreading the public transport facilities towards Street area from Shepton.

c) Community & Leisure Portfolio – Britain in Bloom Competition

Councillor Manvill, who was a representative of the Shepton Mallet and Mendip in Bloom Committees, provided members with a summary of the competition which covered areas of Wiltshire, Dorset, part of Gloucester, Somerset, Devon and Cornwall. Out of all of those groups in the South West, Shepton Mallet had received a silver award and it was noted that they were just two or three points short of obtaining a gold award. In addition, the City of Bath Trophy was awarded to Shepton Mallet for the criteria of permanent landscaping, namely to the Tadley Acres estate. The competition was not solely about flowers or display on the day of judging, in fact the criteria covered many aspects throughout the year and points were awarded for submission of a portfolio of evidence. Cllr Manvill requested supporting information regarding any events, projects and supporting photographs which occur throughout the coming year to assist with the expansion of the portfolio for next year's competition, the goal of which was to achieve a gold award for the town.

Resolve: Proposed by Cllr Shearn, by unanimous vote, that the wholehearted thanks and congratulations from the Town Council are provided to Cllr Manvill and the Shepton Mallet in Bloom committee for all the hard work that they put in, and that an appeal goes out to all the community to strive for improvements in the coming year. The Clerk was to investigate the possibility of placing the Mendip in Bloom or Britain in Bloom emblem upon the newly-erected town signs.

d) Regeneration Portfolio – Item 1 – Additional Streetlight outside 4 Great Gardens

Following the Town Council's request and provision of funding, Somerset County Council had now installed a new street lantern outside No. 4 Great Gardens, which had now received complaint from several adjoining residents that the light was indeed erected on private property and its current location was causing a nuisance. They did, however, agree that a streetlight was required but in a more appropriate location. The Clerk reaffirmed progress in the matter following the initial written request from the residents of No. 4 and a site inspection carried out by a member. The original request to Somerset County Council had included them to consider possibly siting the light on the Prison boundary wall which may well have negated the use of a new column and therefore reduce the costings. It had taken some six months to verify the Somerset County Council adopted highway area and that the drawing up of a specification, the siting of the lighting unit and the contracting of the work had been directly under the control of Somerset County Council at all times. Members considered that perhaps the light could have been better placed and that a lesson may well have been learnt for the future that formal, written consultations would take place with surrounding and adjoining residents following any future request for additional streetlighting within the town.

Resolve: Proposed by Cllr Cann, seconded by Cllr O'Connor, by unanimous vote, that Somerset County Council are informed that, within the Town Council's original request, we did suggest location of the lightfitting to be on the boundary wall of Her Majesty's Prison, which then possibly may not have caused a nuisance to residents but would still light up the blind highway area. Also to request Somerset County Council to proceed to liaise with the Home Office and Her Majesty's Prison Services to enable the light to be relocated, and that in future the Town Council would adopt a more formal consultation process with occupiers in the area following any request for additional or upgraded street lighting within the Town.

e) Regeneration Portfolio – Item 4 – Heritage Economic Regeneration Scheme (HERS)

Members had previously received Minutes of the HERS Steering Group meeting (attached to these Minutes), held on 6 August 2004, the contents of which were noted, and the Clerk further informed of their next meeting which would take place on Friday, 10 September 2004 at 10.00am to which both the

Chairman and the Clerk would attend. The Chairman confirmed that there had been a lot of interest in the uptake of the HERS which was most positive.

Resolve: by unanimous vote that the matter is noted.

f) Regeneration Portfolio – Item 5b – High Street South Enhancement Scheme

Following the Agenda being sent out, the Clerk had received summary of the Consultation held with both traders and the community event held in The Amulet, the results of which appeared to indicate Option 2 as the preference, albeit a somewhat lukewarm response. The next meeting of the LTP Working Group was programmed to meet on Wednesday, 8 September at 11.30am in MDC Council offices, which the Chairman, Cllr Lockey and the Clerk were to attend. Members remained in a positive stance and it was proposed that the safety issues arising from the scheme would once again be highlighted. Further update would be provided following the meeting.

Resolve: by unanimous vote that the matter is noted.

g) Regeneration Portfolio – Item 7 – CCTV Funding Proposals

Options for future funding provided by the User Group had been distributed to all members with the Agenda, which had now been updated as Shepton Mallet had 10 cameras and not 9 as shown in the documentation. It appeared that the financial implications of the four options were all much the same; Option 1 - £6,000, Option 2 - £6,486, Option 3 - £5, 869 and Option 4 - £5,974. However the Council had requested to give guidance to the User Group for final negotiation and respond to two questions within the documentation, one of which was the preferred option and the second was if the Council considered that additional annual funding should be provided to build up reserves at a level of a) £250, b) £500, c) £1,000 or d) another sum per annum. Members questioned representatives of the User Group enquiring future use of any reserves which, were informed as being to allow for any under-funding or unknown contingencies within the scheme. Members raised much concern that MDC was originally putting in £39,000 which had now been reduced to £30,000. Currently there was no general commitment from the Chamber of Commerce and still no clear proposals to pay for capital replacement of maintenance to the infrastructure / equipment One member considered that the Town Council should not agree to a central reserve as, as previously shown, any central pots of money are easily expended. The Chairman raised concern that previously it was understood that the District Council was providing the mainstay of funding and that a top-up would just be provided by each of the user Parishes. However it appeared now that this was in the opposite criteria, where the District Council was now limiting their funds and the rest of the funding, including any shortfall and possible capital renewal costs, were down to the Parish Councils.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Hurrell, by unanimous vote, that the Town Council does not agree to setting up, or contributing to, a reserve fund; and that the Town Council is prepared to fund £2 per tax payer, which equates to a total sum of £6,000, for the scheme per annum and we look to the District Council to play its full part. If MDC levied the same percentage funding on their tax base as the Town Council proposed then this would equate to a funding by them of some £80,000 per annum.

h) Regeneration Portfolio – Item 8 – Skateboard Park Project

Members were fully aware that this excellent facility was now open and under considerable use by the youth of the town, and they consider handing over to the Management Committee. One member requested a breakdown of the membership of the Management Committee and Cllr Shearn reported that this was still in the early stages. However, it presently consisted of Cllr Treby, Cllr Shearn, Sarah Goff, Sam Moon and they were hoping to attract parents of users on to the Management Committee. Some concern was raised as to the litter and broken glass, bottles/cans in the vicinity of the new Skateboard Park, and that allegedly one of the football teams had to relocate from the area due to glass on the pitch. The matter was known to the District Council and currently being dealt with. Members were also informed that the District Council had recently flattened the unofficial BMX track on the Millennium Way on Health & Safety grounds now that the Skateboard Park facility was open, which appeared to be without any prior consultation, and the Chairman confirmed that he had instructed the Clerk to write a letter raising those concerns to the District Council to which a reply had not yet been received.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the Skateboard Park Project Committee be congratulated on all their hard work to date and the provision of a magnificent facility, and that the matter now be handed over to the ongoing Management Committee and to be deleted from the current Portfolio Report.

i) Regeneration Portfolio – Item 10 – Griggs & Huntsman Site Regeneration

The Clerk confirmed that a further Planning Brief had been received after the Agenda for full Council had been distributed, along with information that an exhibition was to be held on the Huntsman site regarding the Tesco's Brief on 15 and 16 September 2004. Members raised much concern regarding the lack of information in which to make an informed decision and the very short timescale which informed that consultation would cease as at 1 October 2004. Members considered that any decision could be disastrous for the town, it was indeed one of the last big developments within the town centre and that the Town Council should be afforded representation directly from the applicant, Tesco's and their agents. Also that the Town Council should be far more involved in the decision-making process. It would appear that some residents had already received leaflets from the applicant or their agents which were in the process of being delivered door-to-door regarding the Planning Brief. The Clerk confirmed that the Planning Brief had been agendaed for the next meeting of the Planning Committee which was programmed for next Tuesday, 14 September, however there was not a Planning Committee meeting programmed following the exhibition to be held on 15/16 September and prior to the deadline for the end of the consultation process as at 1 October 2004.

Cllr Champion updated members regarding an alleged meeting of Shepton 21 with Tesco's which had only involved one member of the Shepton 21 Group, and after some careful consideration requested that members remained in a positive frame of mind, and that there was some danger that, if re-development did not take place, then the site could become derelict for many years, as had happened to the Morland's site in Glastonbury. Members considered that the meeting with Tesco's and their agents should also include District Ward Members.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Shearn, with a vote of 10 For and 2 Abstentions, that the Town Council request a meeting with District Ward Members, Tesco's and their agents to discuss their proposals, plans and Brief for redevelopment of the Griggs/Huntsman site within the town, and that a special meeting be arranged in the early evening, say starting at 6.00pm prior to the deadline for the end of consultation as set by Tesco's for 1 October 2004.

j) Regeneration Portfolio – Item 14 – Town Market

It was envisioned that the expansion of the market could well have started on Friday, 13 August, unfortunately Guy Braga had been on holiday over the past few weeks and the Clerk had recently chased Cathy Day as to an update. Jeff Bunting of Somerset Highways had also been chased regarding progression of the infrastructure to the TRO, namely the signage and marking of the road surface with yellow lines, and the parking bays.

Resolve: Proposed by Cllr Inchley that the matter is noted.

k) Properties Portfolio – Item 3 – Hitchen Lane Allotments

Plot No. H21 had been terminated due to lack of cultivation and had now been re-let to a community member from the waiting list.

Resolve: Proposed by Cllr Inchley that the matter is noted and to be deleted from the current Portfolio Report.

l) Properties Portfolio – Item 4a – Whitstone Road Allotments – Deeds of Ownership

Confirmation had been received from the Solicitors Dyne & Drewett that the Land Registry had now provided Title Absolute to the allotment site and access driveway in the name of Shepton Mallet Town Council, and these documents were now held on file.

Resolve: Proposed by Cllr Inchley that the matter is noted and to be deleted from the current Portfolio Report.

m) Properties Portfolio – Item 4b – Whitstone Road Allotments – Uncultivated Plots

Following an inspection by the Portfolio Leader Plots W17, W18, W23 and W33b had all been terminated due to lack of cultivation and all plots had now been re-let to community members from the waiting list.

Resolve: Proposed by Cllr Inchley that the matter is noted and to be deleted from the current Portfolio Report.

n) Properties Portfolio – Item 4c – Whitstone Road Allotments – Water Leak

Bristol Water had now confirmed a very generous credit from December 2003 to June 2004 which now leaves the account in credit by £110.67.

Resolve: Proposed by Cllr Inchley that the matter is noted and to be deleted from the current Portfolio Report.

o) Properties Portfolio – Item 6 – Best Kept Allotment Awards

This evening, prior to the meeting of Council, a short ceremony had been arranged to present trophies to the winners of each site along with framed certificates for the winners, runners-up and Highly Commended allotment holders of each site. Following inspection and judging being carried out by Cllrs Lockey and Gilham, along with the good services of Mr Reg Harvey, the winners are as follows:-

Hitchen Lane – Winner H01 Allen, Runner-up H09 Bailey, Highly Commended H04 Hill
Whitstone Road – Winner W32 Holmes (2nd year), Runner-up (joint) W09 Duffin & W12 Gould, Highly Commended W05 Matthews

Resolve: Proposed by Cllr Inchley that the matter is noted and that the judges for the competition, Cllrs Lockey, Gilham and Mr Reg Harvey, be thanked for their effort and time which was much appreciated.

p) Properties Portfolio – Item 7 – Restoration of Victorian Fountain, Market Place

Members had previously been provided with a copy of the draft specification for the restoration as drawn up by Kim Winter, the HERS Officer for MDC. The Portfolio Leader confirmed the way forward which would be to set out a public announcement formally within the town enquiring whether any other individual group or organisation has guardianship or trusteeship over the structure, and at the same time for the Town Council to consider formally undertaking the guardianship of the structure with a view to working with other parties such as the Amenity Trust and local history groups and exterior partners such as English Heritage to undertake the restoration of the structure. Kim Winter has also supplied the names of four restoration contractors who may be interested in tendering for the works. The Portfolio Leader considered that, subject to acceptance of guardianship by the Town Council, one of the restorers from the list should be called in to discuss the structure and the specification. Currently, the specification appeared to call to retain and upkeep what actually in situ at present, however it may be more desirable to have a more in-depth restoration putting back missing items such as the four coats-of-arms, one on each face of the structure, following which, on resolve of the Town Council, the works could possibly be tendered.

Resolve: Proposed by Cllr Inchley, seconded by Cllr O'Connor, by unanimous vote, that the Town Council agree in principle that they wish the restoration of the Victorian Fountain to take place to a good state and we also seek guardianship of the structure. Following which the Council could review possible external funding measures such as HERS and Heritage lottery funding to enable the project to proceed.

q) Collett Park Portfolio – Item 9 – Tree Works

During the August recess period urgent Health & Safety works had been carried out to Beech Tree No. 53 and the Chairman and Portfolio Leader had been left to make an executive decision regarding ordering further Health & Safety works with Quadron, however the Clerk had obtained 3 quotations which were more advantageous and the work was ordered from Rob Shylan for a contract value of £350 and the work had been carried out on 24 August, the invoice of which was submitted on the current Approved Payments List for consideration.

Resolve: Proposed by Cllr Champion, seconded by Cllr O'Connor, by unanimous vote, that the executive decision made by the Chairman and Portfolio Leader in ordering the works through Rob Shylan for a value of £350 is approved in retrospect and the payment of the account as set out in the current Approved List is also approved. The matter to be deleted from the current Portfolio Report.

r) Administration Portfolio – Item 1 – Financial Budgets

With the Agenda, the Clerk had provided to all members an Expenditure Budget listing as of 30 September 2004 (attached to these Minutes). The Chairman considered that areas of under-spend had been identified and that the Council should now move forward with its projects for this year, and he intended in the near future to arrange a meeting of Portfolio Leaders to discuss the matter. He would also endeavour to assist the Area Regeneration Officer, as our budgets run in parallel, to ensure that projects within that programme were fulfilled before the end of the financial year.

Resolve: by unanimous vote that financial budgets with expenditure as of 30 September 2004 (attached to these Minutes) are noted.

s) Administration Portfolio – Item 4 – “Christchurch Minster” Oil Painting Loan

The current review of loan to the Frank Richards oil painting to Christchurch Council was due as at November 2004. A response letter from Highcliffe Castle indicated they wished to continue with the loan on either an annual or bi-annual basis.

Resolve: Proposed by Cllr Champion, seconded by Cllr O'Connor, with a vote of 11 For and 1 Against, that the current loan and conditions, as agreed with Christchurch Council, for loan of the Frank Richards oil painting “Christchurch Minster” presently held at Highcliffe Council, Poole, is to be extended and for a review to take place by both parties on a bi-annual basis, with the next review due in November 2006.

84. Finance

Cllr J Marsh, having previously declared a personal, prejudicial interest, left the meeting.

Accounts for Payment by Cheque

Resolve; Proposed by Cllr Champion, seconded by Cllr Lockey, by unanimous vote, that payments made by Cheque for September 2004 as per Appendix “A” attached to these Minutes, be approved.

a. Accounts previously paid by Direct Debit

Resolve; by unanimous vote that payments made by Direct Debit for September 2004 as per Appendix “A” as attached to these Minutes be approved.

b. Confidential Salaries for Payment by Cheque

Resolve; by unanimous vote that the Confidential Salary Payments for September 2004 as per Appendix “A” (Confidential Section) attached to these Minutes be approved.

Cllr J Marsh then rejoined the meeting.

85. Confidential Session

Resolve; Proposed by Cllr Inchley, seconded by Cllr Champion, 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, which was complied with.

a) Tree Works – Collett Park – Tender Specification 1/9

Members considered tender submissions to tree works within Collett Park. Seven contractors were invited to tender and six tender submissions were received. The Working Party had previously evaluated the tenders and provided a recommendation to Members.

Resolve: Proposed by Cllr Shearn, seconded by Cllr Lovell, with a vote of 10 For, 1 Against and 1 Abstention, that the contract is awarded to Robert Shylan Tree Surgeon for a contract sum of £2,490, subject to a satisfactory pre-contracts meeting with the Chairman, the Portfolio Leader, the Clerk and the Council’s Tree Consultant, and that the contractor be informed that a post-contract meeting and inspection would take place following his works and prior to the approval of any payment. Should there be any complications or withdrawal of tender then executive empowerment was provided to the Chairman, in consultation with the Portfolio Leader and Clerk, that a contract then be awarded to Contractor B, and if not Contractor D, from the confidential listing.

b) Use of Tree Consultant Stephen Clark

The Clerk and Portfolio Leader requested Council to consider a more formal agreement to the utilisation of Mr Stephen Clark for tree consultative works within Collett Park. Following his engagement to carry out the master survey of all trees within Collett Park he had been contracted on an ad-hoc basis to provide consultancy advice and indeed draw up the specification and monitor the successful contractor on previous tendered works. He had provided formal proposals and submitted an invoice for his current work to date. The Portfolio Leader confirmed his satisfaction with Stephen Clark’s performance and the Clerk highlighted the requirement for specialist advice when dealing with the Health & Safety implications of annual

inspection of trees within Collett Park, drawing up of specifications for works to be tendered, and also evaluation of contractors' pre- and post-works.

Resolve: Proposed by Cllr Shearn, seconded by Cllr Champion, with a vote of 10 For, 1 Against and 1 Abstention, that the tree consultancy of Mr Stephen Clark is approved on an on-going basis at the rate of £22.50 per hour on site, which the Clerk is to order and verify, on an as-required basis, and that his invoice submitted totalling £200 for work to date is approved for payment.

c) Training Course – Clerk's Assistant

The Clerk's Assistant had submitted a request to undertake a European Computer Driving Licence course, which would be held in the evening, and would attend at no cost to the Council with the exception of the course fees totalling £100.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Champion, by unanimous vote, that support to the Clerk's Assistant in provision of training course fees for the European Computer Driving Licence at a total cost of £100 is approved.

86. Agenda Matters for the Next Meeting

The next meeting to be held on 5 October 2004 at 7.00pm. No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 8.55pm.

Councillor C.C. Inchley

Signature _____

Chairman

____ / ____ / **2004**

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1836	Hodges & Son	6030	Collett Park - Toilet Repairs	£ 166.60
1837	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 24.01
1839	Cllr R R Champion	7000	Planning Chairman - Annual Allowance	£ 72.00
1840	Cllr C.C. Inchley	5550	Chairmans Allowance - 50%	£ 510.00
1841	Steve Sage Computers	5310	Computer maintainance - Outlook Problems	£ 70.50
1842	J C Oliver	6065	Collett Park - Tree Works	£ 15.00
1843	A W Crozier	7080	Station Road Footpath Clearance	£ 120.00
1844	Moore Stephens - Bath	5040	External Audit - 2004	£ 763.75
1845	Great Ostry Picture Framing	5300	Council Annual Photo	£ 30.25
1846	Wicksteed Leisure	6090	Collett Park Play Equipment Annual Inspect'	£ 35.25
1847	C F Lockey	6100	Repayment for purchase of office heater	£ 24.99
1848	Lanmart	6030	Collett Park Depot Roof	£ 6,928.75
1849	Dyne Drewett Solicitors	5060	Allotment/Collett Park- Payment on Account	£ 400.00
1850	Capita Business Services	5300/5320	Post, Printing & Copy Charges June/July	£ 122.46
				£ 9,283.56

Payments by Direct Debit

30.6.04	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -June	£ 2,372.17
1.7.04	Bristol & Wessex	6010	Collett Park Depot - Water & Sewerage	£ 110.25
2.7.04	CGU Bonus	5200/6090	Insurance Premium	£ 324.83
20.7.04	BT	5160	Office Tel/Fax lines and calls	£ 150.31
7.7.04	Plusnet Tech Ltd	5160	Broadband Subscription	£ 32.89
16.7.04	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 292.40

Sub Total £ 3,282.85

Total = £ 12,566.41

CONFIDENTIAL PAYMENTS

1838	Graham H Brown	5000	Town Clerk - Aug Salary 2004	£ 1,093.89
				Total £ 1,093.89
				Grand Total £ 13,660.30

Councillor C.C. Inchley
Chairman

Signature _____

Date _____

Councillor K.J. Hurrell
Vice Chairman

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 5 October 2004, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.C. Inchley

Cllrs Mrs J.D. Bartlett, Mr M.M. Cann (7.20pm), Mr R.R. Champion, Mr T Fone, Mr J.E. Gilham, Mr K. Hurrell, Mr N. Jeremiah, Mr M. Lovell, Mrs J.M. Marsh, Mr T. O'Connor and Mr N. F. Shearn.

Approximately 7 members of the public and no 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.

87. Apologies for absence – Cllrs Mrs S.J. Lintern (work), Mr C.F. Lockey (SCC meeting), Mrs L.A. Manvill (family), and Mr M. O'Connor (work)

Resolve: Proposed by Cllr Gilham, seconded by Cllr Lovell, by unanimous vote, that the above Apologies are accepted.

88. Public Forum

Resolve: that the meeting be adjourned to transact the matter of Public Forum.

- a) **Regeneration of Town Centre** - Mr Clive Pearson raised much concern and that something must be done in the Town Centre. Some 17 shops were now empty, although some were now opening. The latest shop to close was C & A News and Mountstevens' empty shop was still in a disgraceful state with fly-posting on display. He also raised concern as to the possible increase in business rates next year and wished that both Council would get together to sort out the problem.
- b) **Wolff Stone – Certificate of Lawfulness** – Mr Harry Fellows from the Residents' Association previously provided an update to the Clerk and informed that he hoped to have a report completed within the next week to submit to Council or the Planning Committee for further consideration. He confirmed that he had already identified a number of errors in the Application, which he considered was seriously flawed.
- c) **Previous Minutes** – Mr Stride raised concern that he did not attend the previous meeting, however he did leave a list of points which did not appear to be documented within the Minutes. However, he raised these points once again:-
 - Commercial Road Pedestrian Crossing – Surface Water
 - Townsend Roundabout – Road Surface and Camber
 - Commercial Road/Paul Street – Traffic Signals – Problems with wrong signals and limited time of some 4 seconds for pedestrians to cross

He concluded that all were a matter of safety, something had to be done about them.

- d) **LTP – Transport Funding** – Mr Stride was unhappy with his response regarding alleged funding from MDC to Somerset County Council which, according to a Somerset County Council publication, had reduced from £179,000 to some £30,000, which was in much contrast with what other Councils had funded. The response which he had received today indicated that the figures were incorrect and, indeed, the County Council had received the funding. If this was the case he enquired as to why there had been cuts in public services and that they should be reinstated.
- e) **Public Toilets** – Mr Stride raised concern as to the stone wall built around the perimeter of the refurbished toilet block in Commercial Road, and considered that this was unneeded and would end up as a "piddle wall".
- f) **Police Performance** – Mr Stride raised concern as to unacceptable response from the Police on two occasions, one of which the Police responded to very late and the concern in question had driven away. On the second occasion he took so long getting through to the Police that, once again, the concern had driven off.

Resolve: Proposed that the meeting now be brought back into session.

89. Members Declarations of Interests

- a) **Collett Park Portfolio** - Members collectively made 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).
- b) **Planning Committee Minutes of the Meeting held 28 September 2004** – Cllr Marsh declared a personal, non-prejudicial interest in the matter due to one applicant being a neighbour.
- c) **Collett Park Portfolio Item 11 – Collett Park Deeds and Covenants** - Cllr Marsh declared a personal and prejudicial interest due to her residence in Kyte Road, and would duly leave the meeting at the appropriate point.
- d) **Agenda Item 13 – Point 2 – Confidential Session – Bank Security** - Cllr Gilham declared a personal and prejudicial interest as a relation of the personnel in question was a neighbour.

Resolve; that the above declarations are noted and duly recorded.

90. Minutes

The Minutes of the Meeting of the Town Council held on the 7 September 2004 were considered for accuracy and content.

Resolve: Proposed by Cllr Champion, seconded by Cllr Lovell, by unanimous vote, that the Minutes of the Town Council Meeting held on 7 September 2004 be approved as a true record and signed by the Chairman.

91. Matters Arising from the Minutes

No matters were raised.

92. Planning Committee Minutes of the Meeting held on the 14 & 28 September 2004.

The Chairman requested members to note the contents of the Minutes relating to meetings held on 14 & 28 September 2004.

Cllr Jeremiah wished to record that he did declare a personal, non-prejudicial interest as School Governor in Application No. 030955/011 at the meeting of 28 September, along with Cllr Champion, and wished that the draft Minutes be amended to record same.

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, by a unanimous vote, that, with the amendment to the draft Minutes of Cllr Jeremiah declaring an interest in Application No. 030955/011 in the Minutes of 28 September, that both sets of Minutes appertaining to the Planning Committee meetings held on 14 & 28 September 2004 are noted.

93. Chairman's Announcements

The Chairman informed Council that he had attended a successful event at Draycott Memorial Hall hosted by the Chair of MDC. Along with the Clerk he had attended a meeting with Guy Braga, the Area Regeneration Officer, to consider implementation of the current year's Regeneration Programme, and it was hoped, with such matters being discussed as the website, the Drop In Centre in the Town Centre and Shepton Mallet in Bloom initiatives, that a Steering Group would be set up to cover all Town Centre events.

The Chairman also attended an Open Evening at Whitstone Community Technical College and considered that it was a fantastic place with excellent progress being made.

The Chairman also informed of a Patient and Public Involvement Forum, to be held on Wednesday, 6 October 2004 at the Wells Adult Learning and Leisure Hall, Portway Building, Portway, Wells starting at 10.00am, which was to be run by the Health Advocacy Partnership.

94. **District Council Update**

The Chairman reported there was no update as no meetings had taken place due to the holiday period. The next meeting was programmed for this Friday, 8 October at 2.00pm.

Resolve: by unanimous vote that the matter is noted.

95. a) **Community & Leisure Portfolio - Item 1f – Revised Procedure / Form for Minor Grants (below £200)**

Recommendation had been received from the Portfolio to adopt a revised policy and an application form (copied earlier to all members), to provide minor grants of up to £200 to the community. It was also recommended that the existing Grants Policy / Form is still to be utilised for consideration of grants up to £500 and those received from Regional or National applicants. The Clerk should review the initial contact or application and send/initiate the appropriate procedure or form. Members considered that the draft form required amendment in that the wording “operating in, or having a significant impact upon the town”, should read “to operate in, or have a significant impact upon personnel or the community”.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Champion, by unanimous vote, that the Minor Grants Application Form, with the above amendment be adopted for awarding grants below £200 to local individuals, groups and organisations. (copy of revised Minor Grants Application Form attached to these Minutes).

b) **Community & Leisure Portfolio - Item 3 – Town Events**

Dates for the Shepton Mallet Carnival and Christmas Lights Switch-on were promulgated.

Resolve: by unanimous vote, that the matter is noted.

c) **Community & Leisure Portfolio – Item 17 – Local Environment Quality – Clean Neighbourhoods**

Information had been received regarding consultation, with a return date of 24 September 2004. A 56 page document had been obtained from the Internet and reviewed by the Chairman. The overview was that the document provided by Central Government aimed to streamline the law relating to graffiti, dog fouling, fly-posting etc of which there were five matters of interest to the Town Council. The Crime and Disorder Reduction Partnership should take low-level crime into account when reviewing their strategies. Cleansing notices would make it more difficult for offenders to get off. It was also proposed to classify bubblegum and smoking materials as litter, and make it easier to deal with abandoned nuisance vehicles with a vigorous fine system levying penalties up to £2,500. The streamlining of legislation around dog fouling and dog handling would simplify the system and may well extend facilities for issuing fixed penalty notices by Parish Councils to take action against persistent offenders such as occurred in Collett Park. All the above points should be welcomed by the Council. The whole document was about closing loopholes, not about penalising local groups and charities. They were after persistent offenders which were the blight of Town Centres. One member raised much concern that this may well adversely effect local groups and charities, which utilised organised display of notices in prominent positions such as shop fronts to advertise their events.

Resolve: Proposed by Cllr Lovell, seconded by Cllr O'Connor, by unanimous vote, that the draft response following the review by the Chairman, is approved, with the addition that it clearly identifies concerns that should not limit shopkeepers or owner/occupiers from displaying posters advertising local community and charitable events. There should be clear definition of fly-posting which should consider that any posters on public property or displayed without the permission of the owner/occupier should be deemed as fly-posting.

One member also raised concern as to the Norah Fry direction sign which had been placed on the newly-erected town sign on the Pilton entrance to the town.

Resolve: Proposed by Cllr Bartlett, seconded by Cllr Jeremiah, by unanimous vote, that the Clerk write to Somerset County Council Highways and request that the Norah Fry sign is removed from the post of the town sign, on the Pilton highway in to the town.

d) **Regeneration Portfolio – Item 5b – High Street South Project**

The Clerk read a summary of, a response letter from Somerset County Council LTP and Guy Braga to the traders via Bartlett Solicitors. All their concerns received a detailed response, that it was hoped to keep any road closures to the minimum and that they had also offered to meet with the Group if required. However, it would appear that the project would be going ahead. They also stipulated a deadline of 22 October 2004 for any further responses. Members considered that the project was a positive and of definite advantage for the community and should proceed, however no response had yet been received from MDC regarding free parking concessions during the length of the works, and also possible use of Station Road/Griggs site for free

parking during the period of works. Members raised concern reference the lack of car parking enforcement within the Town Centre and requested that this matter be agendaed for the next meeting of Council.

Resolve: Proposed by Cllr Cann, seconded by Cllr Jeremiah, by unanimous vote, that the matter is noted. The works should proceed as soon as practical. Mendip District Council are to be chased for a response regarding the request for free parking concessions within the town for the period of the works, and, if at all possible, the current Griggs site owned by Tesco's should be made available for free parking as an addition to the free parking concession for the town, for the period of the LTP works. The matter of enforcement to the Town Centre Traffic is to be placed on the agenda for the next meeting of Council.

j) Regeneration Portfolio – Item 5c – LTP Workshop

Members were informed that this would be held on Wednesday, 3 November 2004 at 6.30pm which would consider the Transport Strategy for the next five years.

Resolve: by unanimous vote that Cllrs Bartlett, Cann, Gilham, Hurrell, Inchley and Shearn were to attend on behalf of the Town Council, and that LTP at SCC be informed of their attendance.

k) Regeneration Portfolio – MCTI/Shepton 21 Update

Members raised concern that there appeared to be no further update to the MCTI or Shepton 21.

Resolve: Proposed by Cllr Bartlett, seconded by Cllr O'Connor, by unanimous vote, that the matter is placed on the next Agenda and future Agendas for full Council, under the Regeneration Portfolio, to ensure that an update to both MCTI and Shepton 21 is considered.

l) Collett Park Portfolio – Item 11 – Deeds and Covenants

The Clerk confirmed that the Deeds and Land Registration for Collett Park had now been completed. Within the overall budget of £800 an invoice had now been received for the final work to date from the Solicitors of £560 + VAT, and members had been aware, via a recent Planning Application and through the Solicitors' response, that the restricted Covenants relating to properties in Collett Avenue and Kyte Road were also to be reviewed, and that currently the Solicitor was investigating and providing our own terrian listing for further consideration.

Resolve: Proposed by Cllr Champion, seconded by Cllr Gilham, that the matter is noted and that the Council further consider the matter when a response and update is provided from the Council's Solicitors, and the details of any restricted Covenants are known.

Resolved: by unanimous vote that the matter is noted.

m) Administration Portfolio – Item 2 – Internal Audit

Members were informed that the next Internal Audit by Mr Brian White was to take place on Thursday, 14 October 2004 during the am.

Resolve: by unanimous vote that the matter is noted.

n) Administration Portfolio – Item 6 – Staff Training

The initial course resolved by Council for the Clerk's Assistant had, unfortunately, been cancelled and an executive decision made by the Chairman and Portfolio Leader had been made to fund an alternate course with an increased cost of £50. The total cost was now £150 and the course would include both CLAIT and the European Computer Driving Licence course.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Lovell with a vote of 8 For, 1 Against and 3 Abstentions that the Council agree the executive decision that funding of £150 is approved.

o) Administration Portfolio – Item 14 – Code of Conduct

Two consultation documents received from the Office of the Deputy Prime Minister, requiring a response date by 19 November 2004, had been reviewed by the Portfolio Leader and a Recommendations Report compiled and copied to each member of the Council. The Portfolio Leader went through his response in detail.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Cann, by unanimous vote, that the Town Council accept and approve the report as compiled by the Portfolio Leader (copy attached to these minutes) and that this is sent back to Central Government by the required response date.

p) Administration Portfolio – Item 16 – Regional Assembly 2006-2026

Consultation document had been received on Regional Spatial Strategy, which required return by Friday, 26 November 2004, and subsequently reviewed by the Portfolio Leader. The Portfolio Leader handed to members at the meeting a Review Report.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, by unanimous vote, that the Town Council fully support and adopt the Recommendation Report from the Portfolio Leader (as attached to these Minutes), and that, prior to the return date of 26 November 2004, any member wishing to add to the report should contact Cllr Gilham or the Clerk to which executive empowerment was afforded to the Portfolio Leader in consultation with the Clerk to finalise the report and submit same prior to the stipulated return date.

q) Administration Portfolio – Item 17 – Chamber of Commerce

A questionnaire had been received from the Chamber of Commerce which required completion and return by the 21 October 2004. This was part of an initiative to re-invigorate the Chamber of Commerce. An AGM was arranged for 28 October 2004. Cllr Shearn indicated that he had already received a copy of the questionnaire and returned same directly to the Chamber of Commerce. Cllr Champion raised concern that he had not received any formal Agenda or invite for a meeting in this current year.

Resolve: by unanimous vote that Cllr Champion, the second representative on the Chamber of Commerce, is to complete the form and return to the Chamber of Commerce, and both members were requested to attend the AGM of the Chamber of Commerce to be held on 28 October 2004.

Resolve: Proposed by Cllr Inchley, and endorsed wholeheartedly by unanimous vote, that the Town Council write to Mr Chris Challis on his retirement from the Shepton Mallet in Bloom Committee and thank him for many years' hard work and successful involvement in the Shepton Mallet in Bloom project, and that his valued contribution will be sadly missed.

96. Finance

Accounts for Payment by Cheque

Resolve; Proposed by Cllr Jeremiah, seconded by Cllr Champion, by unanimous vote, that payments made by Cheque for October 2004 as per Appendix "A" attached to these Minutes, be approved.

a. Accounts previously paid by Direct Debit

Resolve; by unanimous vote that payments made by Direct Debit for October 2004 as per Appendix "A" as attached to these Minutes be approved.

b. Confidential Salaries for Payment by Cheque

Resolve; by unanimous vote that the Confidential Salary Payments for October 2004 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

97. Confidential Session

Resolve; Proposed by Cllr Jeremiah, seconded by Cllr Lovell, 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, which was complied with.

Cllr Gilham, having previously declared a personal, prejudicial interest, left the meeting.

a) Play Area – Safety Surfaces Tender

Members considered recommendations of the Working Party which reviewed 5 tenders received for renewal of safety surfaces to the slide and see-saw equipment within the Senior Play Area at Collett Park.

Resolve: Proposed by Cllr Shearn, seconded by Cllr Inchley, by unanimous vote, that the recommendations of the Tender Review Working Group is approved, and that the contract to renew both areas to the slide and see-saw, complete with concrete edging, with the Town Council to clear and dispose of tiles and provide a skip in depot for disposal of arisings if required, be awarded to GB Sport & Leisure of Weston-super-Mare for the sum of £4,709.38 + VAT. A Works Order to be raised and the work put in hand as soon as practical.

b) Bank Security

Members were informed of a recent incident regarding an alleged breach of bank security and initial investigations undertaken by the Chairman, in consultation with the Clerk, with several initial response letters received from the Town Council's bankers.

Resolve: Proposed by Cllr Lovell, by unanimous vote, that a Working Party consisting of Cllr Inchley, Cllr Marsh and Cllr Shearn carry out investigations and report to a further closed session of Council.

98. Agenda Matters for the Next Meeting

The next meeting to be held on 2 November 2004 at 7.00pm. No matters were raised,

The Chairman thanked members for their attendance and closed the meeting at 9.10pm

Councillor C.C. Inchley

Signature _____

Chairman

____ / ____ / 2004

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
1862	Cleanaway Limited	6020	C/Park Waste Disposal	£ 24.01
1863	Duchy of Cornwall	6120	Hitchen Lane Allotment - Land Rent	£ 44.06
1864	Steve Sage Computers	5310	Computer Maintenance	£ 141.00
1865	Jack Pine (Tree Consultancy)	6065	Stephen Clarke - Tree Works C/Park	£ 220.00
1868	Inland Revenue	5000/5020	Month 3 - 6 Tax and NI	£ 1,746.60
1869	A Crozier	6200	Footpaths - Additional works	£ 50.00
1870	Festive Lighting Company	6600	Deposit on additional illuminations	£ 285.00
1871	Somerset County Council	5070	Admin Assistant Training Course	£ 150.00
1872	Wessex MS Therapy Centre	6650	Community Grant	£ 200.00
1873	Royal British Legion	6680	Remembrance Band - Grant	£ 200.00
1874	Hodges & Sons	6080	Collett Park, Bandstand services	£ 540.31
				£ 3,600.98
Payments by Direct Debit				
31.8.04	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Apr	£ 2,372.17
2.9.04	CGU Bonus	5200/6090	Insurance Premium	£ 324.83
8.9.04	Plusnet Tech Ltd	5160	Broadband Subscription	£ 32.89
16.9.04	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 300.46
Sub Total				£ 3,030.35
Total =				£ 6,631.33

CONFIDENTIAL PAYMENTS

1866	Graham H Brown	5000	Town Clerk -Oct Salary 2004	£ 1,123.15
1867	Jeanette Lintern	5000	Admin Assistant - Oct Salary 2004	£ 439.00
Total				£ 1,562.15
Grand Total				£ 8,193.48

Councillor C.C. Inchley
Chairman

Signature _____

Date _____

Councillor K.J. Hurrell
Vice Chairman

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 2 November 2004, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.C. Inchley

Cllrs Mrs J.D. Bartlett, Mr M.M. Cann, Mr R.R. Champion, Mr T Fone, Mr J.E. Gilham, Mr K. Hurrell, Mr N Jeremiah, Mrs S.J. Lintern, Mr C.F. Lockey, Mr M. Lovell, Mrs J.M. Marsh, Mr T. O'Connor, Mr N. F. Shearn, Margaret Robinson (MDC Ward Member), Guy Braga (MDC Area Regeneration Officer) and Anne Watson (Mendip Community Support Worker).

4 members of the public and one member of the press were in attendance.

The Chairman opened the meeting, welcoming members and the general public with a special welcome to Cllr Lockey after the recent accident resulting in an injury to his knee. 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.

99. Apologies for absence – Cllrs L Manvill (holiday).

Resolve: By unanimous vote that the above Apologies are accepted.

100. Presentation of Mendip Community Support Work within Shepton Mallet, by Anne Watson

Anne Watson explained that she was one of a team of three of which she covered both the Shepton Mallet and Frome area. Unfortunately most of her time had been spent in Frome but she wished to redress this balance. They were funded by both MDC and SCC but were actually employed by the Community Council. The team consists of two field workers and one administrator and they were undertaking some of the work of the ex-Voluntary Action Mendip Group as well as liaising and supporting voluntary groups. Their work consisted of:-

1. Provide opportunities for volunteer groups to meet for Forums etc. The next meeting would take place on 7 December at St Paul's Street Community Centre.
2. They help recruit volunteers for each group on an ad hoc basis. They hoped next year to have a proper Recruitment Bureau.
3. They organise training. A recent event of 35 people from 25 different organisations had taken place at MDC.
4. They provide advice on funding. The next Advice Meeting would be held at Glastonbury.
5. They would help new groups to start up.
6. They hoped to run Drop-in Sessions.
7. Currently they were working from home and also had a hot seat available at MDC, however they were looking for a base in Shepton Mallet.

There then followed a Question and Answer session with Members. The Chairman thanked Anne Watson for her presentation and wished all good things for the future.

101. Public Forum

Resolve: Proposed by Cllr Lovell, seconded by Cllr O'Connor T, by unanimous vote, that the meeting to be adjourned to transact the matter of Public Forum.

- a) **Possible Location for Mendip Community Support** – Mr Taffy Stride proposed possible use of the Prison building in Westway Lane as a base for Mendip Community Support, which had been empty for some 4 year period. As Mendip Community Support were working on a Prisoner Rehabilitation project, there might be an opening here to explore.
- b) **Update as to Rectification of Works in Commercial Road and Paul Street** – Mr Taffy Stride requested an update as to the progress of rectification to the problem of water pooling on the pedestrian crossing and to the fine-tuning of the traffic signalling. He also raised concern as to the slippery surface of the new pavements, which appeared to be different than those recently used in the Wells enhancement. He requested that this matter be looked into prior to the next scheme going ahead in High Street South.

- c) **Townsend Roundabout Road Surface** – Mr Taffy Stride had much concern regarding the condition of the road surface on the roundabout, which appeared to be breaking up, and considered that the maintenance should be carried out now and not to be left on hold pending any possible change in the area due to the proposed Tesco development which may or may not proceed.
- d) **Police Performance and Contact Numbers** – Mr Taffy Stride requested a response from the Chairman following his written list of concerns which he had submitted. He also raised concern as to the response of the Police following use of their new telephone numbers. He had experienced problems over the last two or three weeks and there appeared to be an unacceptable delay in both answering a call and with trying to obtain his request to be put through to Shepton Mallet Police Station.
- e) **Commercial Road Public Toilets** – Mr Taffy Stride stated the toilets were now open. There had been a lot of humour around the town about the facilities which were out of this world (literally!). There was even a red light on the roof to show that the toilets were locked and he considered that, indeed, it was a wonderful job. Mr Mike Harris also commented that the new toilet block was very nice.
- f) **Remembrance Ceremonies** – Mr Clive Pearson provided details of Remembrance arrangements in Shepton Mallet. The ceremony on the day of 11 November would this year take place at the Cenotaph, where a 2-minute silence would be held to be marked by maroons being fired both at the beginning and the end of the silence period. The full ceremony was to take place on Sunday, 14 November, again at the Cenotaph, where the community was requested to be in attendance by 10.35am for a start at 10.45am which would be the usual arrangement of a service at the Cenotaph, a march down to the St Peter's & Paul's Church where, following a Remembrance Service, there would be a march back up to the Cenotaph.
- g) **Poppy Appeal and Concert** – Mr Clive Pearson informed that the Poppy Appeal Concert would take place on Friday, 12 November at Whitstone Technical College at tickets were available on the door at a cost of £3. He also informed that he would be running his usual stall outside the Bell Hotel to sell poppies on the 10 & 11 November.
- h) **Refuge and Recycling Bins on Pavements** – Mr Mike Harris raised some concern as to the legality and liability for householders when putting the various recycling and waste bins out on public pavements and footpaths ready for collection. Some were staying out all day after being put out, as requested, in the early morning, and he requested that the Town Council look into the matter.

Resolve: by unanimous vote, that the meeting now be brought back into session.

102. Members Declarations of Interests

Mendip Primary Care Trust – Cllr Marsh declared a personal, non-prejudicial interest due to her employment with Mendip PCT.

Shepton Mallet Treatment Centre – Cllr Marsh declared a personal, non-prejudicial interest due to her employment with Mendip PCT.

Collett Park Portfolio - Members collectively made 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).

Resolve: that the above declarations are noted and duly recorded.

103. Minutes

The Minutes of the Meeting of the Town Council held on the 5 October 2004 were considered for accuracy and content.

Resolve: Proposed by Cllr Champion, seconded by Cllr Gilham, by unanimous vote, that the Minutes of the Town Council Meeting held on 5 October 2004 be approved as a true record and signed by the Chairman.

104. Matters Arising from the Minutes

Minute 97b – Breach of Bank Security – The Chairman informed that there was further information to be reported to Council and, with the agreement of all Members, would be undertaking this during Confidential Session to be held at the end of the current meeting, to which Members unanimously agreed. No other matters were raised.

105. Planning Committee Minutes of the Meeting held on the 19 October 2004.

The Chairman requested members to note the contents of the Minutes relating to meetings held on 19 October 2004. Cllr Champion provided an update to the executive decision made regarding the amended Planning Application for the Shepton Mallet Treatment Centre, however this was also agendaed for later in this meeting.

Resolve: Proposed by Cllr Champion, seconded by Cllr Inchley, by a unanimous vote, that the Minutes of the Planning Committee meeting held on 19 October 2004 are noted.

106. Chairman's Announcements

The Chairman reported that he was sure that the Council and Members would fully support the British Legion and that he had also attended a function of the Mid-Somerset Camera Club at Glastonbury, which had entries from members of the community of Shepton Mallet. He had also attended an event at Hillmead and had noted all the good work that had been done there over the last 4 years. In his opinion, tremendous improvement had been achieved for which all involved should be congratulated including Cllr Lintern.

107. District Council Update

The Chairman informed that the latest partnership meeting had been held on Friday, 8 October 2004, the Minutes of which had been previously distributed to all members of the Council (copy attached to these Minutes). There being no matters raised, the Minutes were noted.

108. a) Administration Portfolio – Item 2 – Independent Internal Audit

Portfolio confirmed that the latest internal audit had been completed on 14 October, the report of which from Mr Brian White, indicated no omissions or matters arising. He had also submitted his invoice for £50 for approval.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Cann, by unanimous vote, that the independent Internal Audit Report completed on 14 October 2004 is noted, and the invoice from Mr Brian White for the works at a cost of £50 is approved for payment.

b) Administration Portfolio – Item 5 – Quality Council Status

The Portfolio Leader confirmed that a booklet explaining Quality Council Status had been sent out to most members and considered that the Council was already a Quality Council, however improvements could be made and Quality status would imply greater consultation with the District Council and would enable, if required, additional service deliveries to be taken on by the Town Council. The Chairman highlighted that the Town Council should consider civic pride issues, grab Quality Council Status with both hands and pursue as quickly as possible. He confirmed that the Town Council was already well on its way to achieving the status. Several members raised concern regarding the need to ensure that, if the Town Council took any services from the District Council, funding should be also provided. One member raised concern regarding the increasing cost to run the Town Council and was not in favour of proceeding, and was doubtful of any benefits that would be obtained.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Inchley, with a vote of 13 For and 1 Against, that the Town Council strive to obtain Quality Council Status without delay.

c) Administration Portfolio – Item 18 – Town Council Christmas Cards

The Clerk confirmed that three quotations had been obtained, the lowest of which was £177.50 for 500 printed cards complete with envelopes, however there was some concern in the quote regarding double-sided printing and also that the card used appeared to be sub-standard and thin. The second lowest quote received was for £250. One member questioned the requirement to have 500 printed, and it was explained that this was due to the most efficient print run and that 500 cards would last several years. Some members raised concern as to the requirement for Christmas cards and were not in favour of the tax payer having to pay for Christmas cards to be sent out on behalf of the Town Council.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Cann, with a vote of 7 For and 7 Against, with the Chairman taking the casting vote in favour of the proposal, that the Town Council accept the lowest quotation of £177.50 for 500 printed Christmas cards and envelopes, subject to concerns regarding double-sided

printing and the standard of printing card to be used, and if this was unacceptable, then the second lowest quotation of £250 was to be accepted.

d) Administration Portfolio – Item 19 – LEA Representative – School Governors

The Portfolio Leader confirmed that there was an immediate nomination required for a Governor to Bowlish School and also that the current Governors of other schools would come to the end of their term of office on 30 August 2005, and that the Town Council is requested to submit nominations for any suitable persons to act as representative School Governors for schools within our area. Leaflet and forms were available from the Clerk with a return date of Friday, 3 December 2004. Members raised some concern as School Governors that meetings always appeared to occur on a Tuesday, which clashed with Council meetings.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Inchley, by unanimous vote, that Cllr Martin Lovell is nominated, subject to his own review for nomination, as a Governor to St Paul's Junior School. There being no other nominations, members noted the requirement and that forms were available from the Clerk.

e) Administration Portfolio – Precept 2005

The Chairman reminded members that the Precept Working Party was due to meet on Tuesday, 16 November at 8pm, which followed the next Administration Portfolio meeting, and any proposals should be tabled to the Clerk by Wednesday, 10 November at 10am to allow for a draft Precept to be formalised and sent out with the Agenda for the meeting.

Resolve: by unanimous vote that the matter is noted.

f) Community & Leisure Portfolio - Item 1 – Street Lighting – Great Gardens

A request had been received from Somerset County Council as to the Town Council's wishes for monies already paid for the installation of a light which had been put in the wrong location by Somerset County Council. Somerset County Council had confirmed that they would remove and relocate the light, however this may be a somewhat lengthy process as they had to negotiate with the Home Office regarding the position of the light on a boundary wall of Her Majesty's Prison. The option was to refund all the monies paid by the Town Council to date and then to re-invoice the Council at a later stage, including any additional costs, when the light had been relocated. Alternatively, for the Town Council to leave the funds paid with Somerset County Council as credit towards the re-positioning of the light and then to receive a further invoice, if required, at a later date for additional costs if applicable.

Resolve: Proposed by Cllr Champion, seconded by Cllr O'Connor T, by unanimous vote, that funds already paid for the light-fitting to be installed, which had been installed in the incorrect location by Somerset County Council, should be held on account, in credit, for the relocation of the light-fitting to the correct location by Somerset County Council. The Town Council was prepared to pay additional monies between the original quotation and cost of installing the light-fitting on the boundary wall of the Prison, however it was not prepared to pay for the error by Somerset County Council in putting the fitting in the wrong place, which was beyond the control of the Town Council

g) Community & Leisure Portfolio - Item 16 – Mendip Primary Care Trust

Members had been previously provided with a leaflet which informed that Mendip Primary Care Trust were now responsible for medical services out-of-hours. One member raised concern and asked for Members to monitor any reduction in performance or medical services appertaining to the new out-of-hours service. It would appear that users were being held on the telephone for some time before being answered, or placed on hold and music being played for some considerable timescale.

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, by unanimous vote, that the Town Council write to Mendip Primary Care Trust and seek their guidance on how they intend to monitor and evaluate the performance of the out-of-hours medical services now under their responsibility.

h) Community & Leisure Portfolio - Item 17 – Misburg Twinning Visit 2005

The Twinning Association had requested the Town Council to host a Civic Reception during a visit by our Misburg partners (approximately 20 in number) on Sunday, 31 July or Monday, 1 August 2005, and that this would have some impact for consideration at Precept evaluation.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Jeremiah, by unanimous vote, that the Town Council agree to host a Civic Reception for approximately 20 members of our Misburg partners during their visit, either on Sunday, 31 July or Monday, 1 August 2005. Also that funding for this event be considered at the future meeting of the Precept Working Party.

i) Community & Leisure Portfolio – Flower Guild’s Christmas Decorations

The Chairman requested Members to endorse an executive decision made by himself and the Portfolio Leader to sponsor a Christmas tree in a container, with lights, in the St Peter’s & St Paul’s Parish Church at a cost of approximately £15, and it was hoped that many other organisations would follow likewise.

Resolve: Proposed by Cllr Inchley, seconded by Cllr O’Connor, by unanimous vote, that the Town Council endorse the executive decision made by the Chairman and Portfolio Leader to fund a Christmas Tree in a container, with lights, in St Peter’s & St Paul’s Parish Church during the festive season at a cost of approximately £15.

j) Regeneration Portfolio – MCTI/Shepton 21 Update

The Portfolio Leader confirmed that recent meetings of Shepton 21 had been about the Tesco development, however the next meeting was scheduled for next Monday, 8 November where the Agenda was to continue to develop the Community Plan. Some members raised concern again that volunteers who had put their names forward at the Public Consultation event held in the Amulet had still not received contact. Cllr Cann reported that this matter would be taken up at the next meeting, and that he would report back on the outcome.

Resolve: by unanimous vote, that the matter is noted.

k) Regeneration Portfolio – Item 6 – LTP 2 Workshop – Ridge Relief Road

Members had been previously informed that the next LTP 2 Workshop meeting was due to take place on Wednesday, 3 November 2004 at 6.30pm in the MDC Chamber, which would discuss the Transport Strategy for the next 5 years 2006/2011. A Working Party meeting from the Town Council had met on 29 October to draw up proposed schemes and listings to be considered. Cllr Colin Lockey, the Somerset County Councillor, had already provided a copy of his own listing of some 12 number proposed schemes/improvements. However, the Working Group had recommended that, from the Town Council’s viewpoint, this list should be reduced and priority be given to 3 number schemes in priority order of the Ridge Relief Road, Improvement and Enhancements to High Street North and Safety Improvements via the Installation of a Mini-Roundabout to the Highway Junction of Old Wells Road and West Shepton. Cllr Lockey raised some surprise that the Working Party did not include his proposals for inclusion of the A37 junction at Downside, and Bath Road/Boulters Lane, which he considered a death-trap. He also highlighted that it was essential that persons involved in accidents, however minor, should report them to the Police as this is the only way that they were recorded and would ensure that a case history would be built up for accident blackspots. The Working Party confirmed that they had liaised with Action A371 Group and other Councils and hope that they would get the support on the day for the Ridge Relief Road.

Resolve: Proposed by Cllr Champion, seconded by Cllr Inchley, with a vote of 13 For and 1 Against, that the Town Council approve the Working Party’s recommendations and that a list and supporting documentation is submitted to Somerset County Council at the LTP 2 Workshop meeting to be held on Wednesday, 3 November 2004, which would include, in priority order:-

1. Provision of a Ridge Relief Road from Dinder to Cannards Grave Roundabout;
2. Pedestrian Safety and Environment Enhancement to High Street North;
3. Highway Safety via provision of a Mini-Roundabout to the Junction of Old Wells Road and West Shepton.

l) Regeneration Portfolio – Item 12 – Town Centre Traffic Enforcement

A letter received from Wells City Council requesting support in their resolve to request MDC and SCC to instigate the necessary legislation to enable their Car Parking Inspectors to cover and deal with Street Parking offences. Members considered the current lack of enforcement and the duties of the Town’s Beat Officer and Community Support Officer. Members considered that they should take a stance, much as Wells City Council, however appertaining solely to the parish of Shepton Mallet.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the Town Council is in support of the views of Wells and other surrounding Councils and that this Town Council request Mendip District and Somerset County Council to instigate, and act on, as soon as possible, the necessary legislation required to enable the position of Car Parking Inspector to be enhanced to cover On-Street Parking offences so that an effective traffic management and street Traffic Warden system can be reinstated into the town of Shepton Mallet.

m) Regeneration Portfolio – Town Centre Trial Traffic Order

The Chairman reported emails from MDC and Somerset Highways requesting Council's consideration as to removing and amending some of the Traffic Order lineage recently applied to the highway and kerb edging of High Street North, in line with the trial TRO. In the Chairman's review he considered that he would not support removal of any of the existing lineage, after all the trial TRO is for an experimental 6-month period and appeared to be currently working. Vehicles using the town centre should know, and now are aware, of exactly where they stand and where they could and could not park, and the current situation should remain for the trial period. Several of the members considered that the road markings recently applied, especially those on the kerbs, were dreadful and not nice, however the experimental TRO was for a trial period and currently they agreed that the Order and highway lining was working. Mr Guy Braga, Area Regeneration Officer, in attendance was invited to address Council on the matter. Guy Braga confirmed that the Conservation Area involved, and the paintwork put down to the lineage, was not what MDC had expected. Quantities of excess paintwork and lettering had been put all over the place and he had received deep concerns from David Clarke, the Conservation Officer at MDC, who he had met with to find a reasonable solution. In MDC's opinion he considered that they should take out the extra strips along the kerb edging of the double yellow lines, take out the additional writing of the Loading Bay and Disabled Bays, and to then see if, during the trial period, there was a problem. If a problem did occur then they could always be re-applied in the appropriate manner. Members raised concern as to if Somerset County Council had indeed cleared the works with MDC prior to installation, and also enquire as to what supervision there was during installation. Guy Braga replied that he considered that Somerset County Council was fully aware of the Conservation Area and requirements and it was not for MDC to supervise Somerset County Council's contractors.

One member raised the point that the existing tegre blocks were very difficult to apply with a straight and tidy line and that they were originally put down in the area for pedestrianisation. If the trial TRO proved successful and the traffic was to use this area then, in future, all the tegre blocks should be taken up and pavements reinstated and the highway tarmaced to delineate the differential between pedestrians and vehicles. One member considered the situation which had been allowed to develop as farcical and that, if Somerset County Council went in and started burning off the recently-applied paint, there would be an outcry from the members of the public regarding wasting of taxpayers money, and that indeed the Town Council was not the authority in the matter.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, with a vote of 12 For with 2 Abstentions, that the Town Council does not wish to support MDC's proposals to remove some, and amend, road lineage recently put down by Somerset County Council in respect of the trial TRO, and that the matter should remain as existing and be reviewed in line with the trial TRO following a 6-month trial period.

n) Collett Park Portfolio – Item 14 – Collett Festival 2004 Final Accounts

Final financial accounts applicable to the Festival event had now been compiled and distributed to all Members (attached to these Minutes). The Chairman and Members congratulated Cllr Shearn on a successful event, which also provided a financial surplus of over £600 and, having carried out the organising of the event for the last 12 year period, it was unfortunate no volunteers had yet come forward to take on the job of organising the event in future years. Members enquired if the media would kindly cover the matter again to seek possible volunteers to firstly work alongside Cllr Shearn, with a view to taking over at some point in the future, and it was requested to be stressed that this would be on a purely voluntary basis and there was no remuneration provided.

Resolve: Proposed by Cllr Inchley, seconded by Cllr O'Connor T, by unanimous vote, that a big thank you is recorded to Cllr Shearn for organising Collett Festival over the last 12 year period, and that volunteers are once again requested from the community to work with Cllr Shearn with a view to taking over organising the event, which was to be undertaken on a purely voluntary, non-remuneration basis.

109. Planning Committee Matters

a) Mendip Open Space Strategy

Members were invited to a meeting at MDC on Thursday, 4 November at 6.30pm to pick up paperwork and plans to assist in audit and provide any missing data regarding Open Spaces within the Parish. The Vice Chair of the Planning Committee, Cllr Fone, was to attend and any other members were invited along also.

Resolve: by unanimous vote that the matter is noted.

b) Shepton Mallet International Treatment Centre

Cllr Champion reported on an executive decision as resolved by the Planning Committee on 19 October regarding a new but late application concerning the Shepton Mallet Treatment Centre. He explained the amendments from the previous application and wished endorsement of the executive decision made for the application to proceed.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Shearn, by unanimous vote, that the executive decision to the Planning Application for the Shepton Mallet International Treatment Centre, with the recommendation that the application should proceed, is endorsed.

c) Somerset Waste Local Plan

Cllr Champion announced that the schedule of proposed modifications were now included within a consultation document which would be on deposit for a 6-week period from 22 October until Friday, 3 December 2004.

Resolve: Proposed by Cllr Inchley, by unanimous vote, that the matter is noted.

110. Finance

Accounts for Payment by Cheque

Resolve; Proposed by Cllr Shearn, seconded by Cllr Marsh, by unanimous vote, that payments made by Cheque for November 2004 as per Appendix "A" attached to these Minutes, be approved.

Accounts previously paid by Direct Debit

Resolve; Proposed by Cllr Shearn, seconded by Cllr Marsh, by unanimous vote, that payments made by Direct Debit for November 2004 as per Appendix "A" as attached to these Minutes be approved.

Confidential Salaries for Payment by Cheque

Resolve; Proposed by Cllr Shearn, seconded by Cllr Marsh, by unanimous vote, that the Confidential Salary Payments for November 2004 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

111. Confidential Session

Resolve; Proposed by Cllr Inchley 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, which was complied with.

Breach of Bank Security

Following an interim report and setting up of a Working Group consisting of the Chairman, Cllrs Marsh and Shearn to investigate the matter, a Confidential Report of events was compiled with the Working Group's findings and three recommendations were considered by Members. Members raised concern as to the apparent lack of security with the Council's bankers.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Lovell, with a vote of 13 For and 1 Against, that the three recommendations from the Working Group are fully endorsed and the Clerk was instructed as to appropriate course of action to be taken in respect of a personal matter.

112. Agenda Matters for the Next Meeting

The next meeting to be held on 7 December 2004 at 7.00pm. No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 8.53pm.

Councillor C.C. Inchley

Signature _____

Chairman

_____ / _____ / 2004

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1875	Dyne Drewett Solicitors	5060	Land Registration - Allotments, Collett Parkl	£ 230.29
1876	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 24.01
1877	Hodges & Sons	6250	Shambles - Renew / replace tiles	£ 42.89
1880	Mr B White	5040	Internal Audit	£ 50.00
1881	Capita Business Services	5300/5320	July / Aug / Sept - Postage and Printing	£ 128.53
				£ 475.72
Payments by Direct Debit				
4.10.04	CGU Bonus	5200/6090	Insurance Premium	£ 324.83
6.10.04	Plusnet Tech Ltd	5160	Broadband Subscription	£ 32.89
18.10.04	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 300.46
20.10.04	BT - Office Tel / Lines / calls	5160	Office communications (non-internet)	£ 147.86
Sub Total				£ 806.04
Total =				£ 1,281.76

CONFIDENTIAL PAYMENTS

1878	Graham H Brown	5000	Town Clerk -Nov Salary 2004	£ 1,122.93
1879	Jeanette Lintern	5000	Admin Assistant - Nov Salary 2004	£ 439.00
Total				£ 1,561.93
Grand Total				£ 2,843.69

Councillor C.C. Inchley
Chairman

Signature _____

Date _____

Councillor K.J. Hurrell
Vice Chairman

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 7 December 2004, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.C. Inchley

Cllrs Mrs J.D. Bartlett, Mr R.R. Champion, Mr K. Hurrell, Mr N Jeremiah, Mr C.F. Locky, Mr M. Lovell (7.05pm), Mrs L. Manvill, Mrs J. Marsh, Mr T. O'Connor and Mr N. F. Shearn.

Mrs J.D. Lintern (Admin. Assistant), 4 members of the public and one member of the press were also 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.

Cllr Champion considered that MDC should be contacted to put up appropriate signage for the hard-of-hearing to ensure they were aware that this facility was available. The Clerk indicated that there was a sign within the Council Chamber, however members considered that it was in an inappropriate position and that District Council be asked to ensure that adequate signage was provided in the appropriate locations.

113. Apologies for absence – Cllrs Mr M.M. Cann (health), Mr J. Gilham (family), Mrs J. Lintern (health).

Cllr Locky raised the issue that, as the Council was striving for Quality Council Status, he noted that the Chairman had not worn his Chain of Office at several meetings, and he considered that this should be worn at each meeting of full Council. The Chairman replied that he had removed the Chain due to feedback being received through the microphone system, however he did promise that he would give it one further try at the next meeting of Council.

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, by unanimous vote, that the above Apologies are accepted.

114. Public Forum

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Champion, that the meeting be adjourned to transact the matter of Public Forum.

- a) **Paul Street Enhancement Works – Safety Audit** - Mr Stride raised concern that the outstanding defects had still not been corrected, and also that there was a further defect where the guttering downpipe by the National Westminster Bank, which ran water into thin grooves within the new pavement surface, filled up during inclement weather sending running water across the pavement surface which presented a hazard to pedestrians especially with the possibility of freezing conditions.
- b) **Townsend Roundabout** - Mr Stride raised concern, following his previous mention of the defects to the highway surface, that these had still not been attended to. The Chairman confirmed that the matter had been reported to Somerset County Council Highways, who were looking into the matter.
- c) **Police Performance** - Mr Stride raised concern that he had still not received any update following his written complaints to the Chairman, and he considered that if he did not hear anything in the near future he would be writing to the Chief Constable. Further to that he had received problems in Westway Lane with boy racers, revving and driving up the road sounding horns. He had written to the Police directly on this matter about 3 weeks' ago and he had still had no response to date. The Chairman confirmed that both himself and Cllr Hurrell had met with Sergeant Downing and that information and reports being provided to the Police were being registered and used. However, the Chairman would contact Sergeant Downing directly regarding lack of response, especially relating to problems within Westway Lane.
- d) **Amulet** - Mr Stride raised much concern that, although there had been a change in the Chief Executive of the District Council, no change had come about regarding the Amulet. It was closed for alleged problems relating to asbestos and the electrical installation and he understood that a confidential report had been provided within the District Council, but it would not be publicly available possibly until August 2005. He considered that revenue was being lost from such facilities as the pantomime, the carnival and Showerings' Sports & Social

Club which could be used to offset the cost to the ratepayers. He considered that, with the building being empty and no heating being on, the building would deteriorate and eventually end up costing 3 or 4 times as much at the end of the lease period. He considered that public money was funding the Amulet and therefore information should be readily available to the ratepayer. Mr Clive Pearson entirely agreed with Mr Stride and considered that there must be an answer from the District Council.

The Chairman confirmed that both he and the Clerk had met with the Chief Executive on 26 November and made all the relevant points directly to the Chief Executive. However, the Chief Executive had confirmed that the matter was currently confidential and was not willing to share the information at this point in time. The Chairman suggested that Mr Stride should attend the next meeting of Area Board, or indeed the Cabinet which was due to meet on Monday, and raise the same points to that meeting directly with Mendip District Council members.

- e) **International Treatment Centre** - Mr Clive Pearson reported rapid progress with the construction, however he informed that the current Project Director was due to stand down and leave Mendip Primary Care Trust at the end of the year. He had already asked for an update on transport and would talk to the Chief Executive of Mendip Primary Care Trust, Robin Smith, and Dr Geoffrey Sharp on this matter. He had also been in discussions with Mark Pedlar of Somerset County Council who informed that a meeting would take place on 6 January 2005, which would be a non-public meeting between Somerset County Council and First Bus at director level. A full report would follow from that meeting which would be provided to Clive Pearson and he would, hopefully, provide details for the Clerk to photocopy for all members and provide a full report at the February meeting of Council as he considered that information would not be available for the January meeting due to the Christmas holiday period.

Mr Pearson had also noticed that, within Mendip Primary Care Trust's Annual Report, it projected that the first patient would be admitted to the International Treatment Centre in August 2005. However, he considered that the construction work should be fully completed by May 2005 or sooner, and hoped that the first patient would be admitted before the August period.

- f) **Market Square/Town Centre** - Mr Pearson congratulated the Council on progress to the empty shops and considered that the area was looking a lot better. He was delighted to see progress with 10 Town Street being given a facelift, and also that the water fountain was being repaired. He hoped in the future that the Market Square would be an area to be proud of.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Lovell, by unanimous vote, that the meeting now be brought back into session.

115. Members Declarations of Interests

- a. **Collett Park Portfolio** - Members collectively made 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). This declaration also relates to Collett Park Covenants which was due to be considered in Closed Session at the end of the meeting.
- b. **Dorset & Somerset Air Ambulance – Community Grant** - Cllr Champion declared a personal and non-prejudicial interest as he was a member of the PPIH.
- c. **Collett Park Covenants** - Cllr Marsh declared a personal and prejudicial interest in the matter due to her residence in Kyte Road and would leave the meeting at the appropriate point.
- d. **Shepton Mallet Whist Club – Community Grant** - Cllr Shearn declared a personal and prejudicial interest in the matter as the group concerned meet in his Paul Street Community Hall, and he would leave the meeting at the appropriate point.
- e. **Jack & Jill Playgroup – Community Grant** - Cllr Shearn declared a personal and prejudicial interest in the matter as the group concerned meet in his Paul Street Community Hall, and he would leave the meeting at the appropriate point.
- f. **International Treatment Centre (Public Forum)** - Cllr Marsh declared a personal and non-prejudicial interest in the matter due to her employment with Mendip Primary Care Trust.
- g. **Precept 2005** - Cllr Marsh declared a personal and prejudicial interest in the matter due to her husband being the clock-keeper for the Town Council, and she would leave the meeting at the appropriate point.

Cllrs Champion and Jeremiah declared a personal and non-prejudicial interest in the Precept due to the part-funding of the School Crossing Patrol at Shepton Mallet Infants School, due to their office as School Governors.

Resolve: by unanimous vote that the above declarations are noted and duly recorded.

116. Minutes

The Minutes of the Meeting of the Town Council held on the 2 November 2004 were considered for accuracy and content.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Lockey, by unanimous vote, that the Minutes of the Town Council Meeting held on 2 November 2004 be approved as a true record and signed by the Chairman.

117. Matters Arising from the Minutes

a. MCTI /Shepton 21 Update – Minute 108 j.

One member raised concern that volunteers to assist the group had still not been contacted, and that the Council had agreed for the MCTI update to be a standard item on the Agenda and this had been omitted from the current Agenda. The Chairman apologised for this and the Clerk confirmed that this would now be a standard item on all future Agendas.

Cllr Champion provided an update and confirmed that Zena Pollard would be writing in the near future to those who volunteered their involvement. Unfortunately she was currently on holiday and this would be done on her return. Shepton 21's progress had been delayed somewhat with the Tesco development, which was a very important matter and was a must to get right. It could benefit the town over the next 50 year period, and that a press release would be made shortly.

b. Town Centre Traffic – Minute 108 i.

One member enquired if the TRO was currently in force and if the trial period had started. The Clerk reported that he was still awaiting erection of highway signs by Somerset County Council and currently the trial Order was not enforceable and that the trial period had not started, although he had been informed that the re-launch/expansion of the town's market had now been re-programmed for Friday, 7 January 2005.

c. Refuse/Recycling Bins on Public Pavements – Minute 101 h.

The Clerk read a written response sent on 10 November from Bill Crawford of MDC, confirming that it was acceptable practice for dustbins and refuse to be placed on the public highway for collections since it had become a responsibility of a Public Authority and that the Environment Protection Act 1990 gives the Authority powers as part of the refuse collection service. He indicated that, whilst the placing of bins is perceived as a hazard, in reality the risk of an accident is very small. The issue had been investigated as part of the statutory Risk Assessment. There had been no known incidents with Mendip since the introduction of wheelie bins in the mid-1990's and he was unaware of any incidents nationally.

Several members raised much concern that empty bins were being left out for several days after collection, which was an outrage and unsightly. One member informed that they had received complaints from some elderly town residents that they did not understand the complicated procedures of the differing collection times for different bins, and also that the brown food bins were not being emptied correctly leaving waste food to build up in the bottom of the bins. One member also raised concern that rats had been seen within the town, and that this was not surprising given the problems with the new recycling/food bins, however it was not known if the two matters were connected.

Another member raised concern as to a property in West Shepton which had no side entrance and that the wheelie bin was permanently left on the narrow pavement, which caused pedestrians to walk into the highway. Another member raised concern that some large families, who had green, non-recyclable waste wheelie bins overflowing, had requested additional bins which had never been forthcoming from the District Council.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Marsh, by unanimous vote, that, whilst the Council was not against recycling, it was important that feedback be provided to the District Council on all the above matters which included empty bins being left out on the pavements for several days after collection, and considered that a letter should be sent to householders requesting that they take them in shortly after the collection. Also that members of the community requesting additional bins had not received any and that the

brown waste-food bins were not being emptied in the correct manner, and more care should be taken by recycling operatives emptying them.

118. Planning Committee Minutes of the Meetings held on the 9 & 30 November 2004.

The Chairman requested members to note the contents of the Minutes relating to meetings held on 9 & 30 November 2004.

Resolve: Proposed by Cllr Champion, seconded by Cllr Lockey, by a unanimous vote, that the Minutes of the Planning Committee meetings held on 9 & 30 November 2004 are noted.

119. Chairman's Announcements

Meeting with the MDC Chief Executive, David Thomson, and the Town Council's response letter - The Chairman confirmed that a meeting had taken place with himself, the Clerk and the Chief Executive on Friday, 26 November, the outcome of which had been summarised in a response letter to the Chief Executive and had been copied previously to all members of the Council. The idea behind the letter was to mark progress to date and then to arrange for a meeting early in the New Year to consider further progress to all the matters within the letter. The Chairman also confirmed that the matter of increased initiative of cleaner streets within the town had been raised initially by Guy Braga from the District Council, and not himself.

Partnership Agreement - One member had raised this issue in the previous year and had not received a very auspicious answer back from the District Council. He sought clarification as to why MDC required to progress the partnership on issues rather than a paper contract.

CCTV - The User Group representatives, Cllrs Champion and Shearn, updated on a recent meeting of the User Group, and it would appear that MDC had found another pot of money to undertake maintenance of the cameras. They had been informed verbally, which had been reinforced, that the User Group funding and responsibility related only to the Control Room. All the rest of the infrastructure and costs were down to the District Council. With this information, which has been requested in writing, it would seem fairer that funding be spread equally between all the town/city partners in the scheme, and that an agreement had been reached with three of the towns for an annual funding of £6,000 and it was hoped to reach agreement with the fourth partner in the near future. However, matters regarding the Reserve Fund had not yet been discussed.

Cllr Jeremiah thanked the Chairman and the Clerk for what appeared to have been a positive meeting with the Chief Executive of MDC and

120. District Council Update

The Chairman confirmed that the previous meeting held with Ward Members and the Chamber of Commerce had taken place on Friday, 5 November 2004, and a copy of the Minutes had been distributed to all members. One member suggested that one or two members of the Town Council should attend future meetings of Area Boards and, in turn, District Ward Members should attend meetings of the Town Council to ensure there was a positive link.

Resolve: by unanimous vote that the Minutes of the meeting held with Ward Members on Friday, 5 November 2004 are noted.

121. a) Community & Leisure Portfolio – Item 1 Community Grants

Portfolio proposed, by unanimous vote, to recommend that the full Council consider merging current budgets of General Grants (£775) together with Sport & Arts Grants (£2,000), to be brought together for the remainder of the current year under one heading of General Grants, making a total sum of £2,775.

Resolve: Proposed by Cllr Lovell, seconded by Cllr O'Connor, with a vote of 6 For and 0 Against, with 5 Abstentions, that the current budget of General Grants (£775), Sports Grants (£1,000) and Arts Grants (£1,000) be merged under one budget heading of General Grants, having a revised total sum of £2,775.

b) Community & Leisure Portfolio - Item 1a Bath & District Samaritans (The Friends) – Community Grant

A prior meeting of Portfolio had resolved, by unanimous vote, that a grant of £200 is awarded. One member raised concern as to the wording of "awarded" and considered that this should read "recommended". The Clerk, however, confirmed that the revision of Standing Orders earlier in the year had empowered Portfolios to resolve and expend sums of up to £500 (in any one instance), that was in line with Council's policy and

within current budget headings. However, in this instance, and due to the numerous grants that were considered at the last Portfolio meeting, the total sum of grants to be awarded had gone above the budget heading of General Grants, and therefore Portfolio had awarded these grants subject to the consideration of Council in merging of current budget headings, as per the previous item.

- c) **Community & Leisure Portfolio – Dorset & Somerset Air Ambulance – Community Grant** – Portfolio resolved by unanimous vote that a grant of £500 is awarded.
- d) **Community & Leisure Portfolio – Shepton Mallet Air Training Corps – Community Grant** – Portfolio resolved by unanimous vote that a grant of £200 is awarded.
- e) **Community & Leisure Portfolio – Mid Somerset Camera Club – Community Grant** – Portfolio resolved by unanimous vote of Portfolio that a grant of £425 is awarded.

Cllr Shearn then left the meeting.

- f) **Community & Leisure Portfolio – Shepton Mallet Whist Club – Community Grant** – Portfolio resolved by unanimous vote that a grant of £75 is awarded.

Members then raised concern as to grant application forms not being fully completed, councillors being involved in both the issuing of grant application forms and the return of same, with a possible conflict of interest, and also that cheques payable were, in some instances, being made to individuals and not to the organisation/group applying for the grant.

Members considered that all applications should be processed through the Town Council offices and the Clerk. Anyone contacting councillors regarding application of a grant should be directed to the Clerk, who would then be able to liaise directly with the applicant, giving advice if required, along with assistance in completing the form and collection of any supporting information. The Clerk confirmed that he considered this part of his duty and he was more than happy to assist any applicant. He also raised awareness that the Council had in the past made cheques payable to individuals when there were no current facilities for cashing cheques, such as the starting up of a new group, or indeed very small groups that did not have bank accounts. He was also concerned as to the request by one member to put both the organisation and the individual on the cheque as he felt they may encounter difficulties in cashing the cheque as the cheques were crossed and therefore could only be cashed by the named payee. There was no existing Council policy on the matter and, indeed if they required this, then the application forms would need amending as it clearly stated information as to both the name of the group and to whom the cheque was to be made payable. One member considered that a requirement for the cheque to be made payable in the name of the organisation went against the intended use of the revised minor grants form which had been shortened for ease of completion with a view to assisting applications from start up/smaller groups within the community.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Bartlett, with a vote of 7 For, 0 Against & 4 Abstentions, that the Council endorse resolves by Portfolio and award community grants as follows:

Bath & District Samaritans (Friends)	£200
Dorset & Somerset Air Ambulance	£500
Shepton Mallet Air Training Corps	£200
Mid-Somerset Camera Club	£425
Shepton Mallet Whist Club (Mr D Lear)	£75

- g) **Community & Leisure Portfolio – Jack & Jill Playgroup – Community Grant**

The Portfolio Leader confirmed that, although this matter had been deferred at the last meeting of Portfolio, following discussions with the Chairman and as the consideration was time-sensitive, he requested that Council consider provision of a community grant of £130 to purchase play equipment.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Champion, with a vote of 8 For, 0 Against & 3 Abstentions, that a community grant of £130 is awarded to the Jack & Jill Playgroup.

Cllr Shearn then rejoined the meeting.

- h) **Community & Leisure Portfolio – Wells & District Opportunity Playgroup – Community Grant**

Cllr Bartlett raised some concern as to the reason for this group to be provided with a cheque of £500 within the proposed payment schedule when Portfolio had deferred the matter. One member confirmed that the reason for deferment was that a previous grant had been awarded earlier in the same calendar year. The Clerk confirmed that the reason for the listing within the Approved Payments listing was due to an administrative error and apologised.

Resolve: Proposed by Cllr Bartlett, seconded by Cllr Marsh, by unanimous vote, that Cheque No. 1894 shown within the proposed Payments list to Wells & District Opportunity Playgroup, for the sum of £500, is not paid and that the cheque is to be cancelled.

- i) Community & Leisure Portfolio - Item 5 – Swimming Pool** - The Portfolio Leader confirmed that MDC had indicated that they did have the capital required and that a decision may well be forthcoming following a meeting of Area Board on 10 January 2005 and a meeting to be held by MDC's Cabinet on 11 January 2005. Both the Chairman and Portfolio Leader had a meeting with MDC next Monday to discuss the matter, and that they would raise the issue that MDC should also continue to cover the full on-going revenue cost of the current and any enhanced facility.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Lockey, by unanimous vote, that the matter is noted.

- j) Community & Leisure Portfolio – Item - Road Closure Bowlsh Lane**

Members were informed of a temporary closure for 3 weeks from 30 December 2004 for construction of new drains which would run behind Shepton Community Hospital down to Finch Close.

Resolve: by unanimous vote that the matter is noted.

- k) Community & Leisure Portfolio – Accident Reduction Scheme, Somerset County Council**

Details of improvements due to recorded personal injuries on the B3136 stretch of highway from Shepton Mallet to Pilton had been provided by the County Council. Much of the improvements would take place outside the parish boundary and comments were requested by 20 December 2004. Cllr Champion also informed members that the next meeting of the Action A371 Group was due to take place in Croscombe Village Hall on 19 January 2005 at 2.30pm. The idea was to keep the Ridge Lane relief road of a high profile and that the matter should be raised at every available opportunity. Cllr Lockey confirmed, in his role as County Councillor, that he understood that the Walton by-pass was now not on the current list but that Ridge Lane was up for discussion at County Council.

Resolve: by unanimous vote that the matter is noted.

- l) Regeneration Portfolio – Item 4 – HERS, Shepton Mallet**

MDC had requested the Town Council to consider in principle partnership-funding of a possible Townscape Heritage Initiative (THI) project, for each of the 3 years from Year 2007/08 onwards. The Clerk confirmed that, following receipt of a summary of the THI bid which had been distributed to all members, a discussion had taken place with Kim Winter of MDC who, in an ideal world, would have liked the Town Council to have put some £12,500 per annum but would realistically look for a sum much the same as the present HERS funding plus indexation for inflation. Having discussed the matter with her own Council her initial bid for internal funding had also been reduced. However this would still leave at least a 10% shortfall of funding which would have to be obtained from sponsorship. One member considered that it was unfair to commit the next elected Council to such a commitment, however another member considered that the Council should be progressive and make decisions when in power.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Shearn, with a vote of 8 For, 1 Against and 2 Abstentions, that the Town Council agree in principle to fund a possible Townscape Heritage Initiative (THI project) to a sum of £5,500 per annum for a 3-year period from 2007-2009, in partnership with both the District and County Councils.

There then followed discussion as which members should attend future meetings of the HERS/THI initiatives at MDC on behalf of the Town Council. Although Cllr Cann was a nominated representative, the Chairman had attended several meetings on his behalf.

Resolve: Proposed by Cllr Bartlett, seconded by Cllr Champion, by unanimous vote, that the current Regeneration Portfolio Leader or their Deputy Leader is to attend future meetings of the HERS/THI projects on behalf of, and representing, the Town Council.

- m) Properties Portfolio – Item 3c – Tenancy Termination**

Members were informed that Allotment Plot H10 was terminated due to non-cultivation and that the current plot had now been split into two and re-let to new tenants.

Resolve: by unanimous vote that the matter is noted.

n) Properties Portfolio – Item 11 – Additional Allotment Plots

Following proposal received from the District Council and site meetings taken place with the Portfolio Leader, the Clerk and Andrea Kent from MDC, a report had been compiled (as attached to these Minutes) and distributed to all members. The report provided detailed information regarding MDC's proposal to transfer two allotment sites on the Allyn Saxon estate to the Town Council, with a provision of a detailed map, draft tenancy agreement and a list of tenants with their current annual rent fees. The report was summarised by the Portfolio Leader with the recommendation that the Town Council accept the recommendations of the report and agree to the transfer for the sum of £10 per site (£20 total) and conditions as set out by the District Council, and that the District Council be requested to carry out minor maintenance prior to handover as listed within the report. However the District Council may not undertake maintenance to the existing wooden fence on Area 2.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Champion, by unanimous vote, that the Town Council proceed and accept the transfer and conditions of the two allotment sites upon the Allyn Saxon Drive estate for the sum of £20 in total (£10 per site), and that the Portfolio Leader in consultation with the Clerk strive to obtain the required maintenance of both sites as listed within the report prior to handover, if at all possible.

o) Footpaths Portfolio – Item 14 – Community Access Funds, Bid for Repairs to Collett Park Footpaths

The Portfolio Leader confirmed with much regret that the Somerset County Council Community Access fund bid had been unsuccessful, mainly due to the amount of applications received. Initially she would have liked to obtain funding to upgrade the footpath to the rear of the Field Inn, but was unable to reach agreement with the owner in the timescale given and so had gone ahead and attempted to obtain funding for footpaths within Collett Park.

Resolve: by unanimous vote that the matter is noted.

p) Collett Park Portfolio – Item 8c – Tree Management

The Portfolio Leader confirmed that a written complaint had been received from a resident of Kyte Road regarding a Copper & Green Beech Tree within Collett Park at the bottom of his garden, which he alleged was of some concern and could cause damage to the foundations of his property. The Portfolio had inspected the site personally and could not see much to complain about, and there was the question over what had been there first, the tree or the building. He considered that the matter should be left without further action. The Clerk raised concern as to compliance with the Council's complaints procedure as this complaint was about a service of the Town Council and, to his knowledge, no qualified inspection had been carried of these trees to enable an informed and qualified decision to be made.

Resolve: Proposed by Cllr Shearn, seconded by Cllr O'Connor, by unanimous vote, that the complainant be informed that the Town Council's Tree Surgeon will be instructed to review the two beech trees in question early in the New Year and to give advice. Following further consideration an appropriate response will be made.

q) Administration Portfolio – Item 3 – Risk Assessments

The Chairman updated members that the action points raised by the Risk Assessments had now been complied with in that a shredder had been purchased for shredding of confidential documents, and a two-drawer lockable filing cabinet had been purchased for secure storage of confidential and financial documents within the office. One member raised concern as to who had authorised these purchases, to which the Chairman confirmed that the Council had already approved the Risk Assessment and for the appropriate action points arising from the Risk Assessments to be carried out. An executive decision had been made by the Chairman and Administration Portfolio Leader in consultation with the Clerk.

Resolve: Proposed by Cllr Bartlett, seconded by Cllr Champion, by unanimous vote, that the executive decision to purchase a paper shredder and lockable filing cabinet to comply with action points required by previously resolved Risk Assessments, are endorsed.

r) Administration Portfolio – Item 4 – Loan of Oil Painting

The Clerk informed that the loan agreement conditions and insurance cover had now been confirmed by Highcliffe Castle and the next review was due in November 2006.

Resolve: Proposed by Cllr Lockey, by unanimous vote, that the matter is noted.

s) Administration Portfolio – Item 5 - Quality Council Newsletter

The Chairman, in consultation with the Clerk, had provided a draft newsletter which had been copied to all members. Portfolio had previously agreed to provide, on an annual basis, one newsletter to all householders within the MDC publication "My Mendip". A stand alone publication would be made by the Town Council to all addresses within the Parish, and then two further newsletters would be provided at the relevant information points such as the TIC and Library. Members considered that the draft newsletter was full in content and fully supported the first attempt, although consideration should be made to repetition of words and a grammar check.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Jeremiah, by unanimous vote, that the provision of a first newsletter to information points only, as attached to these Minutes, is approved subject to review and amendment in respect of grammar by Cllr Jeremiah.

t) Administration Portfolio – Item 7 – Town Website

The Clerk summarised a report on strengths, weaknesses and ratings of four number website providers contacted, of which 3 had provided presentations to a Working Group for the possible provision of a new town website (report attached to these Minutes). The Chairman concluded with the summary of the report that Market Towns should be the preferred bidder to provide a new website, and that a Working Group should be set up to consider the matter further. However, at this point in time, financial considerations had to be taken within the Precept review to be considered later at the meeting.

Several members of the Working Group reported their interpretation of the presentations. One member was impressed with Market Towns and would definitely choose them as the preferred provider. A further member had not been at the Market Towns presentation but had reviewed their site on the web, and considered it had good speed but was concerned as to the small pages, and would wish to keep the Shepton-mallet.org address and possibly the current front page which was colourful and of good content.

Members then debated the matter and considered that a preferred bidder should be resolved. A Steering Group should be set up with specific roles and responsibilities and that all the administration should not be left to the Clerk, also that it was imperative that a newsletter would run in parallel with the website as a considerable number of the community were not computer users or had online facilities. However, children at infants schools were now using computers and going on the internet, and the Town Council should look to the community of the future, the majority of whom would be online users.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah with a vote of 9 For & 2 Abstentions that Market Towns are the preferred bidder of the Town Council to provide a new website and that a Steering Group is set up and to negotiate further with Market Towns. Also that any member of the Council or interested external group or organisation is welcome to attend, and that a meeting be set up early in the New Year.

u) Administration Portfolio – Item 10 – Casual Vacancy/Election

The matter was now to be resolved by way of a by-election early in the New Year, the timetable of which had been received, copied to all members and relevant public notices put on display.

Resolve: by unanimous vote that the matter is noted.

v) Administration Portfolio – Item 14 & 20 – Standards Board Guidance Booklets

Guidance notes applicable to lobby groups, dual-hatted members and the Code of Conduct, along with booklet notes applicable to Monitoring Officers and Standard Committees relating to local investigations had been received. Some of which had been distributed to all members for their information and further information was available from the Clerk's office.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lovell, by unanimous vote, that the matter is noted.

w) Administration Portfolio – Item 19 – Mendip Strategic Partnership (MSP)

Members had been informed that a conference was to be held in MDC's Chamber on Friday, 17 December 2004 at 10.30-4.00pm for the purpose of Voluntary Sector colleagues to network and to receive update on progress of the MSP and to elect three Voluntary Sector places on the Board. Nominations had to be in by the 3 December. The Chairman confirmed that the Clerk had written to the Parish representative, Cllr Nick Cottle, to enquire as to an update on the progress of the MSP and was still awaiting a response.

Resolve: Proposed by Cllr Inchley, by unanimous vote, that the matter is noted.

x) Administration Portfolio - Precept 2005

Members considered the draft Precept as supplied with the Agenda and reviewed the budget headings by account code and heading. Members debated amendments to certain budget headings and sums of money, and one member enquired to the Clerk if, by way of taking £10,000 from Reserves, the Council would be left with suitable amount of reserve funds. The Clerk confirmed that the Precept Working Party had been advised that reserve funds of some £17,000 were available and had agreed to take some £10,000 of this in the current year, leaving £7,000 available for future use. This was over and above the 1.5 months' turnover as advised by the external auditor to be kept for working capital.

Cllr Marsh then left the meeting due to her previous Declaration of Interest

Improvement Projects – Code 6080 – The Clerk had provided a report regarding provision and renewal of 12 number litter bins and had negotiated with the Parks contractor, Quadron, for a reduction in their fixing cost.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Manvill, with a vote of 8 For, 1 Against & 2 Abstentions that the above sum is increased to £2,170 to provide for the renewal of all litter bins and that if any monies are saved from this budget heading that they are returned to Council reserves.

Community Projects - Members considered that the Town Centre Drop-In facility should be removed and that the £1,000 budget should be dropped down into the Community Projects budget to make a total sum of £6,000.

Resolve: by unanimous vote that the £1,000 budget for the Town Centre Drop-In facility should be dropped down into the Community Projects budget to make a total sum of £6,000.

Website On-going Revenue Costs - Following the resolve earlier regarding the preferred bidder, this would now have additional financial implications of £60 per month (£720 per annum) that would require funding.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Jeremiah, with a vote of 9 For & 2 Against, that £720 is allocated to on-going revenue costs for website provision and that these monies are taken from Council reserves, and that the total monies from reserves for the Precept for 2005 would be the sum of £10,720.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Champion, with a vote of 10 For, 0 Against & 1 Abstention that the overall expenditure budget for 2005 of £139,527, taking £10,720 from Council reserves, resulting in a 2005 Precept from Mendip District Council of £125,817 estimated to be equivalent to a Band D household parish rate of £41.63.

Cllr Marsh then rejoined the meeting.

122. Finance

a) Accounts for Payment by Cheque

One member enquired as to the proposed payment to the Festive Lighting Company for extra displays at a cost of £1,630.25, as they considered that these had been sponsored by others. Also a proposed payment to MLAN Engineering Limited of £2,000 for contract work to the Christmas lights as they understood that the cost of the Christmas lights would be reduced in the future.

The Clerk confirmed that the payment to Festive Lighting Company had received donations of £1,000 from Michael Eavis and a further £800 from the late Mr Marsh's family, both of which had been provided to the Chamber of Commerce who held a bank account for the Christmas lighting, and this was drawn off by the Clerk and a sum of some £2,000 had already been paid in to the Town Council's account to fund these payments. The accounts applicable to the Christmas lights could be viewed at any time in the Town Council offices and a final account, when known, would be provided at a future meeting of Council. The Clerk did raise some concern that members were currently unaware of any income which had been made to the Town Council as and when received. He also confirmed that the agreed contract with MLAN contractors was for the sum of £4,200 per annum for the current year, and that a contract had been agreed for a 3 year term. The Chairman wished it to go on public record of the hard work that the Clerk carried out in administrating the Christmas lights and was of the view that the Christmas lights in the town were the best in the area.

A further member raised concern as to the monthly payment to Plusnet Limited for the Broadband subscription at a cost of £32.89 when Broadband connection was being advertised at around £18. The Clerk provided information that the Council was classed as a company and not an individual.

The Council had taken up a 12 month contract with Plusnet nearly a year ago and all the equipment had been provided free, which had increased the monthly subscription, and of that subscription some £4.90 was reclaimable VAT. The Clerk had already advised members that, now the contract was complete, he had, in agreement with the Portfolio Leader, revised the contract. The net result of which was a faster Internet connection and also a reduction in costs of £7 per month.

Resolve; Proposed by Cllr Inchley, seconded by Cllr Hurrell, by unanimous vote, that payments made by Cheque for December 2004 as per Appendix "A" attached to these Minutes, be approved, with the exception of Cheque No. 1894 with payment to Wells & District Opportunity Playgroup for the sum of £500 is to be omitted and cancelled. The Clerk's explanation of certain payments were noted and approved.

b) Cleanaway Limited – Waste Disposal Collett Park – Payment by Direct Debit

Members were requested to consider future payment by Direct Debit to Cleanaway Limited for waste disposal from Collett Park throughout the year with a variable sum to be paid on a monthly basis.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Champion, by unanimous vote, that the setting up of a Direct Debit for payment of charges applicable to collection of waste from Collett Park by Cleanaway Limited is approved, and the variable monthly Direct Debit Mandate is signed by the Chairman and one other member of the Bank Mandate.

c) Accounts previously paid by Direct Debit

Resolve; by unanimous vote that payments made by Direct Debit for December 2004 as per Appendix "A" as attached to these Minutes be approved.

d) Confidential Salaries for Payment by Cheque

Resolve; by unanimous vote that the Confidential Salary Payments for December 2004 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

123. Office Closure – Christmas Period

A memo had been provided to all members informing of dates when the office would be open during the Clerk's absence for annual leave, from 10 December to 4 January 2005. The Chairman confirmed that, during the Clerk's absence, any contact should be made directly with himself.

Resolve: by unanimous vote that the matter is noted.

124. Confidential Session

Proposed by Cllr Champion, seconded by Cllr Jeremiah, by unanimous vote that, in view of the nature of business to be transacted it was requested that members of the press and public should leave the meeting. This request was fully complied with.

Cllr Lockey then left the meeting.

a) Risk Assessments – Collett Park – Members considered action to comply with Risk Assessments as carried out by the Council's insurers. Items outstanding included the painting of the edge of the lake, and also removal of the razor wire at the Depot's boundary with Collett Park, which was currently in hand with the Park's contractor. Also the requirement to remove the two weirs within the lake and provide covers over the outlets.

The Clerk confirmed that two quotations had been received, one to the value of £3,751 and a further one to the value of £790. Following some consideration, a site meeting was undertaken with the Chairman and Portfolio Leader, along with the Clerk, with the lowest tenderer to confirm the specification and work to be carried out. A basic drawing and specification had now been received with an updated quoted price of £745 + VAT from Alan Connock along with an estimated completion date of mid-February 2005. (At a later stage and during the annual drain of the lake both weirs would require removal.)

Resolve: Proposed by Cllr Champion, seconded by Cllr Shearn, by unanimous vote, that the work to provide two sluice gates to the lake, as per quotation received from Alan Connock for the sum of £745 + VAT is approved, and an order raised requesting a completion date of mid-February 2005.

Cllr Marsh then left the meeting.

b) Covenants – Collett Park

Members, having previously declared an interest in the matter as Trustees of the Shepton Mallet Recreational Ground Trust (Collett Park) considered application from the owners of 4 Kyte Road, Shepton Mallet for the release of Covenants as existed from the 1930's with John Collett Kyte. Members considered advice received from the Council's solicitors and a valuation company.

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, with a vote of 4 For, 3 Against that the Town Council (Trustees), and subject to further advice from the Council's solicitors, offer to release, if legally permissible, Covenants applicable to 4 Kyte Road for a minimum sum of £500 plus applicable legal costs. It was agreed that the Chairman and Cllr Champion, in consultation with the Clerk, would progress the matter following a meeting with and obtaining further advice from the Council's solicitors.

125. Agenda Matters for the Next Meeting

The next meeting to be held on 4 January 2005 at 7.00pm. No matters were raised.

The Chairman thanked members for their attendance, apologised for the time and closed the meeting at 9.43pm.

Councillor C.C. Inchley

Signature_____

Chairman

_____/_____/2004

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1883	SM Drifters Model Boat Club	6650	Community Grant - Storage Facility	£ 200.00
1886	G B Sport & Leisure	6085	Collett Park - Safety Surfaces	£ 5,533.52
1887	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 24.83
1888	The Festive Lighting Company	6600	Christmas Lighting - Extra Displays	£ 1,630.25
1889	MLAN Engineering Ltd	6600	Payment on Account - Repayment Chamber	£ 2,000.00
1890	Bingo Office Supplies	5300	Office Paper Shredder (As risk assessment)	£ 70.49
1891	Whitstone Press	5300	Christmas Cards	£ 261.43
1892	TJ Electrical	6040	Collett Park - Vandalism to Toilets	£ 155.00
1893	The Samaritans	6650	Community Grants - General	£ 200.00
1894	Cheque Cancelled	n/applic		£ -
1895	Dorset & Som' Air Ambulance	6650	Community Grants - General	£ 500.00
1896	1182 Sqd Air Cadets	6650	Community Grants - General	£ 200.00
1897	Mid Somerset Camera Club	6650	Community Grants - General	£ 425.00
1898	SM Whist Club - D Lear	6650	Community Grants - General	£ 75.00
1899	Somerset Playing Fields Ass	5400	Annual Subscription	£ 10.00

£ 11,285.52

Payments by Direct Debit

1.11.04	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Apr	£ 2,372.17
1.11.04	Mendip District Council	5100	Quarterly rent offices	£ 1,500.00
2.11.04	CGU Bonus	5200/6090	Insurance Premium	£ 324.83
8.11.04	Plusnet Tech Ltd	5160	Broadband Subscription	£ 32.89
16.11.04	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 300.46

Sub Total £ 4,530.35

Total = £ 15,815.87

CONFIDENTIAL PAYMENTS

1884	Graham H Brown	5000	Town Clerk -Dec Salary 2004	£ 1,122.93
1885	Jeanette Lintern	5000	Admin Assistant - Dec Salary 2004	£ 434.60

Total £ 1,557.53

Grand Total £ 17,373.40

Councillor C.C. Inchley
Chairman

Signature _____

Date _____

Councillor K.J. Hurrell
Vice Chairman

Signature _____

Date _____