



Minutes of the Meeting of the Shepton Mallet Town Council held on 4 January 2005, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.C. Inchley

Cllrs Mr R.R. Champion, Mr T. Fone, Mr N. Jeremiah, Mr C.F. Lockey, Mrs L. Manvill, Mrs J.M. Marsh, Mr T. O'Connor and Mr N. F. Shearn.

Mr Robin Smith, Chief Executive of Mendip Primary Care Trust (MPCT).

Approximately 5 members of the public and one member of the press in attendance.

The Chairman opened the meeting, welcoming members and the general public. He hoped everyone had had a Merry Christmas and wished everyone a happy New Year for 2005, and hoped that this would be a successful year for Shepton Mallet. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised. The meeting was also informed that audio-tape recording would be taking place for internal use only.

A one-minute silence was held in respect of the global disaster which occurred in the Indian Ocean over the holiday period, resulting in a large number of fatalities in several countries.

The Chairman considered that the Town Council should, on behalf of the town, provide a donation to the disaster fund for the Indian Ocean earthquake.

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, that a sum of £500 is provided by way of a donation to the Disaster Fund for the Indian Ocean earthquake disaster.

Cllr Lockey thanked the Chairman for wearing his Chain of Office, however raised some concern over what he considered was a Party Political statement made in the Shepton Mallet Journal, which was printed as from Cllr Inchley, Chairman of the Town Council. The Chairman provided a copy of the e-mail and the correspondence in question sent to the media which was clearly signed by Chris Inchley and made no mention of the Town Council or his chairmanship. The Chairman requested Cllr Lockey to accept this evidence and withdraw his comments to which he refused. The media was requested to correct the matter in their next edition and the Chairman requested Cllr Lockey to provide a written withdrawal and apology to his allegations.

126. Apologies for absence – Cllrs Bartlett, Cann, Hurrell, Lintern, Lovell (all family commitments)

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, by unanimous vote, that the above Apologies are accepted.

127. Mendip Primary Care Trust – Out of Hours Emergency Medical Service – Presentation by Mr Robin Smith, Chief Executive

Cllr Marsh declared a Personal and Prejudicial Interest in the matter due to her employment with MPCT. Mr Robin Smith provided a 35-minute presentation, including a question and answer session on the out-of-hours emergency medical service and also provided details on the type, profile and date/day/time of calls received within the first 3 months of the service (as attached to these Minutes). The essence of this service was to provide an emergency response system when routine health care was not available, with a 24 hour, 365 day service with the same access as previous service provision. On one of the busiest days they had received 796 telephone calls and over the period of operation to date had only received 14 complaint letters. He confirmed that every complaint had been reviewed in detail and considered that the complaints mainly related to operator error rather than system or structure. The system would develop in the future by fine-tuning both distribution and demand.

The Chairman thanked Robin Smith for attending the meeting and for the provision of health care to the community. He had recently visited the new Stroke Centre at the Community Hospital and had also seen the development work at the new International Treatment Centre, along with the works to date in both Glastonbury and Frome which he considered were tremendous.

Mr Robin Smith then left the meeting.

128. Public Forum

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, that the meeting be adjourned for the purpose of transacting the matter of Public Forum.

- a) **The New Stroke Unit and Development of the New International Treatment Centre** - Mr Pearson reported that, as a Member of the League of Friends, he had been provided with a tour of the new Treatment Centre and had also attended the opening ceremony of the new Stroke Unit in the Community Hospital, which he was very impressed with and he felt would enhance health facilities offered to the community. He had written to Robin Smith (MPCT) regarding matters in the previous Minutes and had received no response to date.
- b) **War Memorial** - Mr Pearson commented as to the Tesco proposals and ideas put forward by others to relocate the War Memorial. He was adamant that the War Memorial should remain on its current site where it had stood for 84 years and that, if at all, an island should be made to protect the monument.
- c) **The Amulet** - Mr Pearson raised concern regarding the confidential report by MDC on the matter, and the figures now quoted in the press. Taking this into account, MDC may well have spent £1.2million of public money to date and he requested the Town Council to arrange a public meeting to discuss the matter. He considered that MDC should not keep pouring public money into the Amulet. Mr Stride confirmed that he had attended the MDC Board meeting regarding the Amulet but had not been able to speak and had since written to the Chief Executive on the matter.

The Chairman thanked Mr Pearson in his attempts to get public transport to the Community Hospital, he confirmed that there was no proposal within the Town Council to relocate the War Memorial and that the Amulet is a Mendip District Council matter.

- d) **The 60th Anniversary of World War II** - Mr Vincent requested the Town Council to consider arranging a special event for those within the town who had served in World War II. He considered an event such as a civic function to honour those that served. The Chairman confirmed that a member of the Community & Leisure Portfolio would meet with Mr Vincent to discuss the matter and put forward on a future Agenda for consideration, and Mr Vincent confirmed that he would await contact.
- e) **Paul Street Safety/Enhancement Works** - Mr Stride wished all members a Happy and Prosperous New Year and enquired as to progress regarding the matters documented within Minute 114a) at the previous meeting. He thanked the Chairman for his assistance regarding matters held under Minute 114c) Police Performance and confirmed that all problems had now been sorted for the present. The Chairman confirmed that a letter had been received from Somerset Highways regarding Paul Street and this would be discussed later in the meeting.
- f) **Swimming Pool** - Mr Stride requested the Council to ensure that MDC would continue to pay for the full on-going maintenance and revenue support required for the facility once any upgrade to a Lido was complete.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr O'Connor, by unanimous vote, that the meeting now be brought back into session.

129. Members Declarations of Interests

- a) **Collett Park and Covenants Relating to Collett Park** - 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).

Cllr Marsh also declared a Personal and Prejudicial Interest in the matter of Collett Park Covenants due to her residence in Kyte Road and would leave the meeting at the appropriate point.

- b) **Mendip Primary Care Trust** – Cllr Marsh had previously declared a Personal and Prejudicial Interest in the matter.
- c) **Shepton Mallet Community Infants School – Crossing Patrol** – Cllrs Jeremiah and Champion both declared a Personal, Non-Prejudicial Interest in the matter as School Governors, and Cllr Inchley declared a Personal and Prejudicial Interest in the matter due to a relative being employed by the School.

Resolve; that the above declarations are noted and duly recorded.

130. Minutes

The Minutes of the Meeting of the Town Council held on the 7 December 2004 were considered for accuracy and content.

Resolve: Proposed by Cllr Champion, seconded by Cllr O'Connor, by unanimous vote, that the Minutes of the Town Council Meeting held on 7 December 2004 be approved as a true record and signed by the Chairman.

131. Matters Arising from the Minutes

a) Paul Street Footway Widening and Shuttle Working - SCC Highways

The Clerk read a letter received from Somerset Highways, dated 10 December 2004, which confirmed that Highways considered that the operation cycle of the new traffic signals was correct and provided some details of their operation and informed that they would not change things for the immediate future. However, matters relating to the pooling of surface water at Commercial Road, the access from Regal Road to Paul Street junction with the entrance to NatWest Bank, delivery vehicles outside the Co-op and also the new paved surfacing and surface water from drains outside NatWest would all be reviewed in the near future under their Stage 3 Safety Audit.

Resolve: by unanimous vote that the matter is noted.

b) Minute 121 n) – Transfer of Allotment Sites from MDC.

Mendip District Council had confirmed that they would undertake the minor maintenance requested by the Town Council to both sites and were arranging for the works to be completed by the end of February 2005 at the latest. They also requested contact details of the Town Council's Solicitors in order to instruct their Legal Department to arrange completion of the transfer of both sites.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Manvill, by unanimous vote, that the matter is noted and contact details of the Town Council's Solicitors are provided to enable MDC to arrange completion of the transfer of both the existing allotment sites presently operated by MDC.

132. Planning Committee Minutes of the Meeting held on the 14 December 2004.

The Chairman requested members to note the contents of the Minutes relating to meetings held on 14 December 2004.

Resolve: Proposed by Cllr Champion, seconded by Cllr Lockey, by a unanimous vote, that the Minutes of the Planning Committee meetings held on 14 December 2004 are noted.

Tesco Stores, Shepton Mallet

The Clerk informed of late notice due to the holiday period of the Transfer of Licence for Tescos at Mendip Avenue, Shepton Mallet which was to be heard at the Court House in Frome at 10am on Tuesday, 11 January 2005. Cllr Champion also updated members that the planning applications relating to the Tesco development on the Griggs/Huntsman site may well be considered by MDC in February.

Resolve: by unanimous vote, that both matters are noted.

133. Chairman's Announcements

Community Hospital and International Treatment Centre - The Chairman reaffirmed his previous announcement that he had visited both sites which would enhance existing and provide excellent additional health care facilities within the town.

134. District Council Update

a) **Partnership Meeting** - The Chairman confirmed that the meeting scheduled for December had been postponed due to the non-availability of District Cllr Paul Treby and was now re-arranged for the 14 January 2005.

b) **Town's Market** – An e-mail had been received from Mendip District Council which informed that the proposed start date for the expansion of the market on 7 January 2005 had now been postponed as there had been some changes within Market Initiative Ltd and they would keep the Town Council informed when a new date has been identified. Members raised much concern as various dates had been given over the last 12 months.

period, none of which had come to fruition. The trial Traffic Regulation Order had been put in place for the reason of allowing the market to expand into the highway area and there was no current way to evaluate the success of the TRO without the market being in place.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that a letter is sent directly to David Thomson, MDC's Chief Executive, outlining the current situation and explaining that the market re-launch/expansion had been promised at various dates throughout the last 12 month period without coming to fruition. The Town Council had instigated a trial Traffic Regulation Order to allow for the market expansion, both of which were an integral part of the regeneration of the town. The Town Council is requesting his personal intervention to ensure that the market re-launch/expansion does take place within the next four week period, and that he concludes the matter personally.

135. Shepton 21 Update

Cllr Champion confirmed that there was no further update since the last Regeneration Portfolio meeting which was held just before the Christmas recess.

Resolve: That the matter is noted.

136. Reports from Portfolios

a) Swimming Pool - Community & Leisure Portfolio

Cllr Lovell, absent from the meeting, had submitted his views, which were read to members, regarding the swimming pool, and both Cllr Inchley and O'Connor informed members of a meeting held with MDC officers and members regarding the swimming pool on 13 December 2004. Cllr Inchley considered that the Town Council should now review the Saunders report to ensure that there would be provision of heated and suitable changing rooms, to obtain formal agreement from MDC to undertake all maintenance and revenue costs beyond the next 10 year period and that the Council should consult further with the community due to the size of public funds. Cllr O'Connor raised much concern as to MDC only looking to provide maintenance and revenue costs for the next 10 year, or possibly only a 5 year, period for the facility. A further member considered that the Town Council should not part with any money until full detailed plans of the proposed Lido were available and that the facility provided all the facilities that the Town Council wanted to see. Members considered the matter at some length and felt the Council should remain positive, work in principle with Mendip District Council and the Steering Group until a quality scheme was formalised, and then provide further consideration to the matter. The matter had been agendaed for MDC meetings still to take place on 10 and 11 January.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Shearn, with a vote of 7 For and 0 Against, that the Town Council continue to work in partnership with MDC regarding the proposals to upgrade the existing facility to a Lido and are happy to take part in a Steering Group to produce a firm and detailed proposal for further consideration by the Town Council. The Town Council would not commit monies until a quality scheme had been achieved and that MDC review the length of commitment to the ongoing maintenance and revenue cost for the facility.

b) Ridge Relief Road Proposals - A371 Group – Community & Leisure Portfolio

Both the Chairman and Cllr Champion updated on the Ridge Road proposals following a recent meeting by Somerset County Council, recommendations of which were going to SCC Executive Board in February 2005. Various documents provided marks, scores and rankings for the various projects, some of which showed the Ridge Road proposal as a High and some as a Medium-Low priority. It appeared that SCC was willing to abandon the Ridge Relief Road scheme in lieu of North/South Relief roads. The outcome appeared that it is likely that SCC would spend two pots of money in Glastonbury providing improvements for their local area only. Jo Sackett of the A371 Group had requested the Town Council to host a meeting to be held on 19 January at Croscombe Village Hall to discuss the matter with various stakeholders including District and County Councillors and also it was hoped that the local MP would also be in attendance.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Champion with a vote of 7 For & 1 Against, that the Town Council will host a meeting to be held at Croscombe Village Hall on Wednesday, 19 January 2005. A start time of the meeting is to be agreed with Jo Sackett of the A371 Action Group.

c) A371 Fosse Way, Lydford on Fosse Temporary Road Closure – Community & Leisure Portfolio

The highway would be closed for works for 1 week starting 25 January 2005. Diversion route to Yeovil would take in Evercrech and Castle Cary.

Resolve: by unanimous vote that the matter is noted.

d) Safety Camera Partnership – Community & Leisure Portfolio

An event had been arranged to explain the role of the partnership, to be held on 25 January 2005 at the Winter Gardens, Weston-super-Mare. The Chairman requested a volunteer member to attend.

Resolve: by unanimous vote that no councillors were available to attend and that the matter is noted.

e) Proposed Stopping Up Order – The Batch – Community & Leisure Portfolio

The County Council had requested confirmation from the Town Council to consider no objection to the Stopping Up Order, however this had previously been resolved by Council, and the matter concluded.

Resolve: Proposed by Cllr Champion, seconded by Cllr Shearn, by unanimous vote, that the previous resolve of the Town Council, in that it has no objection to the Stopping Up Order, and for matters to proceed, are to be reaffirmed to Somerset County Council

f) Shepton Mallet Community Infants School Crossing Patrol – Community & Leisure Portfolio

Cllr Inchley then left the room, having previously declared an interest.

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, by unanimous vote, that Cllr Shearn chairs the meeting to consider this matter. Cllr Shearn then assumed chairmanship of the meeting.

The Clerk had discussed the matter with Naomi Pauley, Headteacher of Shepton Mallet Community Infants School and confirmed that a Crossing Patrol person had not been employed from 31 August to 13 December 2004, a period of some 3.5 months, and, given the Council's funding for the year of £637, this equated to a sum of £185.78 for the period. Three options had been agreed for consideration. One, to give discretion for the sum; two, to request a percentage to be paid back in the current year; or to deduct the percentage to be paid back from next years' precepted commitment.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Lockey, with a vote of 6 For & 2 Abstentions (Cllr Champion and Jeremiah), that the Town Council undertake and inform Naomi Pauley of Shepton Mallet Community Infants School that the percentage sum of £185.78 for the period when no School Crossing Patrol person had been employed would be deducted from Years 05/06 funding, which had been included within the Precept Budget commitment for this period.

Cllr Inchley then rejoined the meeting and reassumed chairmanship.

g) Additional Street Light – Great Gardens - Regeneration Portfolio

Information received from Somerset County Council confirmed that Her Majesty's Prison Service had refused permission to install the light on their boundary wall, and wished Council's consideration whether they required a refund or the monies paid for the works which would now not take place.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr O'Connor, by unanimous vote, that the Council request a refund from Somerset County Council of the net sum of the works of £940.60.

Resolve: by unanimous vote, to accept a new consultation policy whereby any member of the community requesting an additional street light is required to provide the Council with both evidence of need and a petition from those in the surrounding neighbourhood in favour of the provision, and the matter to then be further considered by Portfolio who may consider undertaking more consultation, including a visit to the location by two councillors to ascertain the necessity and further written consultation, if needed.

h) May Day Event – Regeneration Portfolio

Guy Braga of MDC advised that planning for the above event was progressing and he seeks possible helpers.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Manvill, by unanimous vote, that the matter is noted.

i) Public Footpath 21/36 Diversion – Footpaths Portfolio

Cllr Manvill confirmed that the footpath runs from Old Wells Road to St Peters Road on the St Peters estate, and basically straightened the direction of the existing footpath.

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

j) Financial Budgets - Administration Portfolio

Attached to the Agenda, the Clerk had provided Expenditure Budget as of the 31 December 2004. The Chairman requested members to also consider the Town Centre Elderly Drop-In Centre.

Resolve: by unanimous vote that the Expenditure Budget spreadsheet as of 31 December 2004, as attached to these Minutes, is noted, and that Cllrs Bartlett and Shearn are to represent the Town Council at a meeting to be held with stakeholders at Age Concern within the town centre on Monday, 10 January 2005 at 11am regarding the Drop-In Centre.

k) Parish Newsletter - Administration Portfolio

Following a formal request by Town Council for the District Council to provide a free page on an annual basis within the District Council's publication, Council's reaction had been requested by Malcolm Williams of MDC to the prospect for each Town Council to be offered space in a once a year special edition.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the Town Council would be very pleased for the District Council to afford provision for a Town Council newsletter in a once a year special edition to be provided, funded and distributed by the District Council. This provision would go some way towards distribution of quarterly newsletters to be provided for compliance with Quality Parish Council status.

l) Voluntary Sector Representatives to Mendip Strategic Partnership (MSP) – Administration Portfolio

Nominated candidate's details and ballot paper had been received from the MSP for consideration by the Town Council and return by no later than noon on 14 January 2005. 7 candidates in total had been provided of which the Town Council could select no more than 3 representatives.

Resolve: Proposed by Cllr Shearn, seconded by Cllr Champion, with a vote of 6 For & 1 Abstention (Cllr Jeremiah), that the Town Council nominate, by way of the ballot paper, for election as Voluntary Sector Representatives to the MSP Mr Terry Cray, Mrs Sonia Pike and Mrs Lillian Romford. The ballot paper to be duly returned prior to the deadline date of noon on 14 January 2005.

m) Freedom of Information

Following the matter being raised by a member, the Clerk confirmed that the Town Council already had an approved Freedom of Information policy which clearly defined information available to the general public, the type of media available to which currently there were no charges levied. He considered that the Council should monitor the situation for the next 3 months regarding the level of uptake, if any.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Fone, by unanimous vote, that the Council monitor any uptake of information to be supplied to the public in relation to the current Freedom of Information policy and to review the matter following a 3 month period.

n) Casual Vacancy – Administration Portfolio

MDC had now confirmed that an election would take place on 27 January 2005. The Clerk confirmed that relevant notices had been erected and there were three candidates; Sandra Lord (Independent), Wendy Madden (Labour), Margaret Robinson (Conservative).

Resolve: by unanimous vote that the matter is noted.

o) Drifters Model Boat Club Storage

The Chairman confirmed that a thank you letter had been received from the Chairman of the Drifters MBC, Barry Stevens for the community grant issued and also for provision of an area for storage of the container within Collett Park Depot.

Resolve: by unanimous vote that the matter is noted.

p) Decriminalisation of Parking

The Clerk confirmed he had received an invitation by e-mail to a meeting to be held on 20 January 2005 at 2.00pm in the Conference Room at MDC whereby officers from the District Council, Clerks from the five towns and representatives from the Police would be in attendance to consider the matter, and he requested guidance from Council in principle as to their involvement.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Jeremiah, by unanimous vote, that the Town Council support, in principle, the decriminalisation of parking and that for the District Council to undertake the duty/service.

137. Finance

Accounts for Payment by Cheque

Resolve; Proposed by Cllr Champion, seconded by Cllr Fone, by unanimous vote, that payments made by Cheque for January 2005 as per Appendix "A" attached to these Minutes, be approved.

a. Accounts previously paid by Direct Debit

Resolve; Proposed by Cllr Champion, seconded by Cllr Fone, by unanimous vote, that payments made by Direct Debit for January 2005 as per Appendix "A" as attached to these Minutes be approved.

b. Confidential Salaries for Payment by Cheque

Resolve; Proposed by Cllr Champion, seconded by Cllr Fone, by unanimous vote, that the Confidential Salary Payments for January 2005 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

138. Confidential Session

The Chairman requested members to consider that, in view of the nature of the business to be transacted, it was advised in the public interest that the press and public be excluded and that they be instructed to withdraw.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Champion, by unanimous vote, that the Council now move to Confidential Session, and that the public and press be excluded and instructed to withdraw, which was complied with.

Cllr Marsh then left the meeting.

Collett Park Covenants

Following a meeting of a Working Party with owners of No. 4 Kyte Road, and advice received from the Council's Solicitors Dyne Drewett, members were further advised of the possible obligation that certain land transactions fall within the protection of Section 36 of the Charities Act 1993 which requires Charitable Trusts to follow certain procedures before dealing with disposal and interest in any land. This matter, however, had still to be investigated.

Resolve: Proposed by Cllr Shearn, seconded by Cllr Manvill, by unanimous vote, that the Town Council write to the Charity Commission seeking their clarification with reference to release or disposal of a Covenant in land not owned by the Council or Charitable Trust, and seeking their permission to proceed without breaching Section 36 of the Charities Act 1993.

139. Agenda Matters for the Next Meeting

The next meeting is to be held on 1 February 2005 at 7.00pm. No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 9.04pm. Following closure of the meeting Cllr Shearn informed members that the late Cllr Kerslake's son had been awarded a knighthood in the Queen's New Year's Honours List, which was noted by members still at the meeting.

Councillor C.C. Inchley

Signature _____

Chairman

_____/_____/2005

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1902	Inland Revenue	5000/5020	Month 7 - 9 Tax and NI	£ 1,815.58
1903	MLAN Electrical Contractors	6600	Balance of Christmas Lighting Contract plus extra works (Timers)	£ 3,273.99
1904	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 24.01
1905	The Consortium	5300	2 Draw filing cabinet - Lockable	£ 93.94
1906	Jack and Jill Playgroup	6650	Community Grant - Resolved 7/12/04	£ 130.00
1907	Mrs Sheila Bays	5600	Flower Guild, Sponsor Christmas Tree	£ 15.00
				£ 5,352.52
Payments by Direct Debit				
30.11.04	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Apr	£ 2,372.17
2.12.04	CGU Bonus	5200/6090	Insurance Premium	£ 324.83
8.12.04	Plusnet Tech Ltd	5160	Broadband Subscription	£ 32.89
16.12.04	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 300.46
Sub Total				£ 3,030.35
Total =				£ 8,382.87

CONFIDENTIAL PAYMENTS

1900	Graham H Brown	5000	Town Clerk -Jan Salary 2005	£ 1,123.15
1901	Jeanette Lintern	5000	Admin Assistant - Jan Salary 2005	£ 433.10
Total				£ 1,556.25
Grand Total				£ 9,939.12

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 February 2005, 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 J.E. Gilham, Mr K. Hurrell, Mr N. Jeremiah, Mr C.F. Lockey, Mr M. Lovell, Mrs L. Manvill, Mrs J.M. Marsh, Mr T. O'Connor, Mrs M.R. Robinson and Mr N. F. Shearn.

Also present: Mr Keith Bush - Disability Officer, MDC and Matt Williams - Police Community Support Officer (PCSO)

Approximately 3 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 Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised. The meeting was also informed that the meeting would be audio-taped for internal use only.

The Chairman welcomed Cllr Margaret Robinson to the meeting and congratulated her on her election to the Town Council, and hoped that she would enjoy the next two years up until the next election, and that she would provide a positive contribution to the Town Council. It was confirmed that Cllr Robinson had completed her Acceptance of Office and Declaration to abide by the Code of Conduct and she now had 28 days to submit, through the Clerk, to the Monitoring Officer at MDC, her Declarations of Interest, Gifts and Hospitalities. Cllr Robinson thanked the Chair and hoped that she would enjoy her term of office which received unanimous applause.

140. Apologies for absence – Cllrs Mr T. Fone and Lintern (work), and Mr Guy Braga – Regeneration Officer, MDC

Resolve: Proposed by Cllr Champion, seconded by Cllr O'Connor, by unanimous vote that the above Apologies are accepted.

141. Information/Advice Point (Town Centre Drop-In Facility) - Following proposal by the Chairman and by unanimous agreement the matters was brought forward brought forward on the Agenda as Matt Williams, the PCSO was the only local officer on duty and may well be called away.. Cllr Bartlett updated the meeting held with Age Concern and the District Council, which was attended by both Cllr Shearn and the Clerk, and appraised two reports submitted at the meeting, one being from Guy Braga of MDC and the second, a research document of the operating times and funding arrangements of current facilities in Street, Glastonbury, Wells and Frome. Cllr Bartlett raised concern regarding the difficult access of the Age Concern location which was not adjacent to transport interchange. She also considered that other sources / agencies provided much the same information as Age Concern and also raised questions regarding the Police attendance due to their low resource levels. Cllr Bartlett also highlighted that only 20% of the total budget appeared to be for Shopmobility. However, Cllr Bartlett considered that Mr Guy Braga should be commended for his work to date but that the Town Council was currently being asked to part fund services already provided by others. Cllr Bartlett proposed, seconded by Cllr Marsh that the Council should pressurise Mendip District Council to provide a Shopmobility facility for the elderly 6 days a week, fully funded by the District Council. Cllr Shearn also raised the issue of poor access arrangements and that communities outside Shepton Mallet would also be using the facility and, while he was supportive of Age Concern raising their profile, he was not convinced that Shopmobility was required.

Mr Keith Bush then clarified several matters in that the Glastonbury facility's reduction of hours relating to the winter period only, and was in much the same situation as Shepton Mallet with regard to the Town Centre layout problems. However, he estimated that usage would be much the same as Shepton Mallet in that currently there are 250 members in Glastonbury, Wells has 600 members and Street had 12,300 members. He expected a difficult and slow start-up to a facility in Shepton, however working with Age Concern and with the Police in partnership he considered that this would provide added value to the project, and overall set-up costs were very small when compared with other schemes. He commended the scheme to the Town Council for consideration and gave his assurance that he would make it work for the benefit of the town.

Matt Williams, the PCSO, also confirmed his commitment to the project and there then followed a Question and Answer session, with the following specific points:-

Q Could the facility be sited in Commercial Road car park by the new toilets? **A** Insufficient budget to provide portakabin – not financially viable. **Q** Why would the facility only be open for 3 days? **A** Due to costings.

Cllr Cann proposed that the Town Council accept the scheme. This would provide a new service with powerful partnership working and provide good value for money over a trial 12-month period. Cllr Gilham considered that Mr Keith Bush's record of achievement was good in other towns and could see no reason not to proceed. Cllr Marsh considered that Shepton Mallet should have a Shopmobility facility, however she had reservations in that the town's community would be paying for users from the hinterlands. There was a meeting next week regarding re-development of Haskins' properties within the Town Centre and perhaps a suitable location could be amalgamated in that development, and Cllr Marsh also considered that at least three agencies already provide most of the services as would be duplicated by Age Concern, these included the Citizens Advice Bureau, FAB, Social Services & Care Direct. Cllr Shearn raised concern that, once involved, this was a project that the Town Council could not just drop. Keith Bush confirmed that other agency providers did provide similar added-value services other than the Shopmobility, however he considered this current provision was fragmented. He had no way of telling how much uptake there would be to the Shopmobility scheme, however there was a need and that it may well be possible to review charging for the facility in the future.

Resolve: Proposed by Cllr Cann, seconded by Cllr Gilham, with a vote of 7 For & 4 Against, that the Town Council provide funding of £4,000 for a one-off one year trial period to the Older Person Drop-In Centre, in partnership with both Mendip District Council and Age Concern. There was no on-going commitment for future funding, and indeed no budget allowed for Year 05/06, but that the current budget of £4,000 be rolled over if not paid in the current year, and that the matter be further reviewed after the trial period.

Keith Bush and Matt Williams both then left the meeting.

142. Public Forum

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Lockey, by unanimous vote, that the meeting be adjourned for the purpose of transacting Public Forum.

- a) **International Treatment Centre** – Mr Clive Pearson provided Council with an update and confirmed that funding of £9 million was provided by Central Government. It was hoped that the first intake of patients would take place in August 2005, and be from within the Mendip area. The operators of the facility would be bringing over from America 40-50 staff on a 5-year contract and they would not be poaching staff from the existing NHS facilities. The staff were expected to arrive during June/July 2005 and Mr Pearson considered that an obvious choice for accommodation was the current development at Norah Fry. However, no such uptake had been taken to date.
- b) **Public Transport** – Mr Pearson informed members that he had still not received a reply from Mr Mark Pedlar, Somerset County Council. He had been informed of, and seen sight of a large strategy document presently held in the Clerk's office. Although he considered time was going on he was carrying out his best endeavours.
- c) **60th Anniversary World War II** – Mr Vincent from the British Legion considered that the Town Council should undertake hosting and organising of the event, and not the Royal British Legion. Cllr Lovell confirmed that he had had discussions with Mr Vincent and the Town Council had previously agreed in principle to host the event for the benefit of members of the community and their families who had served in the last War. The event should take the form of a Church and Thanksgiving Service with a possible meal at the venue of Whitstone School. However numbers who may be involved were not currently known.

Resolve: Proposed by Cllr Lovell, seconded by Cllr O'Connor, by unanimous vote, that the Town Council host, on a date yet to be agreed, but possibly in August 2005, an event consisting of a Church/Thanksgiving Service followed by a suitable function possibly being held at Whitstone School, for members of the community and their immediate families who had served in World War II. Also that monies for the event would be provided from the budget heading Civic Duties and Activities.

- d) **Commercial Road Water Pooling Problem** – Mr Stride raised concern as to the comments of Highway services in the local media, and also considered that the channel drainage installed would cause problems in the future.
- e) **Commercial Road/Paul Street Traffic Lights** – Mr Stride once again raised concern and was aware of complaints that had been submitted to the Clerk especially from the Schools regarding the extended time factors for signalling of pedestrians to cross. He requested that the Town Council request Highways to recall and review the situation again.

- f) **The Amulet** – Mr Stride enquired if the Town Council could do anything to bring the employees within the District Council to book who had tied the Town up in a lengthy lease with considerable liabilities.
- g) **Leaking Water Mains and Pipes** – Mr Stride raised some concern, and made members aware, that the Water Boards were currently canvassing for occupiers to take up insurances to cover personal liability for leaking pipes from the water mains in to, and upon, their properties. Mr Stride considered that this was indeed false information and that members of the public were being conned, and in fact the responsibility and liability for repair remained with the Water Board and not the occupier.

The Chairman thanked Mr Pearson for his ongoing commitment to Public Transport, informed Mr Stride that Somerset Highways was still to return and carry out a Safety Audit regarding the Paul Street traffic lights, and also that the Amulet was an MDC matter. However all the other points were noted.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Lovell, by unanimous vote, that the Town Council now be bought back into session.

143. Members Declarations of Interests

- a) **Collett Park and Covenants Relating to Collett Park** - 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). Cllr Marsh also declared a Personal and Prejudicial Interest in the matter of Collett Park Covenants due to her residence in Kyte Road and would leave the meeting at the appropriate point.
- b) **Confidential Session – Administration Assistant** – 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.

144. Minutes

The Minutes of the Meeting of the Town Council held on the 4 January 2005 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 4 January 2005 be approved as a true record and signed by the Chairman.

145. Matters Arising from the Minutes

Indian Ocean Earthquake Disaster – Unfortunately the resolve at the January meeting was unlawful in that the Town Council was unable to donate monies to a non-UK charity, therefore the Council had undertaken this as a gesture only, however the Chairman felt that the heart of the Council was in the right place.

Resolve: by unanimous vote that the matter is noted.

146. Planning Committee Minutes of the Meeting held on the 11 & 25 January 2005.

The Chairman requested members to note the contents of the Minutes relating to meetings held on 11 & 25 January 2005. Cllr Champion informed members that he had further information resulting from the meeting on 11 January 2005, and this would be announced during Confidential Session.

Resolve: by a unanimous vote, that the Minutes of the Planning Committee meetings held on 11 & 25 January 2005 are noted.

147. Chairman's Announcements

Meetings with the Police – The Chairman confirmed that a meeting had taken place. The Police were happy that serious crime was down, however he raised the issue of the type of incident that was covered by the heading "voilent crime" and also had been informed several members within the community were tagged, which was also working.

Upgrading of Swimming Pool to a Lido – The Chairman confirmed that he had spoken on the matter at the last meeting of the Area Board and Executive Board of the District Council and that the matter was to be considered later on the Agenda.

148. District Council Update

Partnership Meeting – The Minutes of the Partnership meeting held on Friday, 14 January 2005 had been previously distributed to all members. One member raised concern that Item 6 was incorrect and that this should read “the District Council” and not “the Town Council”, and the Chairman also raised concern as to the effectiveness of meetings and considered that they should be reviewed in the future.

Resolve: by unanimous vote that the matter is noted.

149. Shepton 21 Update – Cllr Champion updated the meeting and that matters with Shepton 21 were proceeding. Tesco were currently off the Agenda. Sub-groups had been set up, the vision statement written and currently a website was being set up with links. A request was currently going out to community volunteers to get involved and, at a meeting held last night, he was also provided a Programme of Events for the next 12 months with a final outcome being published in December 2005.

Resolve: by unanimous vote that the matter is noted.

150. Reports from Portfolios

a) HERS - Shepton Mallet – Regeneration Portfolio- Item 4

Last meeting was held Friday, 21 January 2004 which both the Chairman and Clerk attended. Minutes had been distributed via email and a hard copy attached to the Agenda of this meeting.

Resolve: Proposed by Cllr Hurrell, seconded by Cllr O'Connor, by unanimous vote, that the matter is noted.

b) Swimming Pool Lido – Regeneration Portfolio - Item 5

Formal confirmation had now been received regarding MDC's policy decision to proceed. The Chairman had already informed the meeting that he had attended Mendip's meeting of their Area and Executive Boards, and he had also provided an update to members at last week's Planning meeting. Members considered that they should internally review the detailed scope of the project, and that the initial Saunders Architects Report should be the platform to start from. A draft Steering Group had been proposed to Mendip District Council, with members from the Town Council consisting of the Chairman, Community & Leisure Portfolio Leader, the County Councillor and Clerk.

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

c) Town Market - Regeneration Portfolio – Item 12

Formal confirmation had been received from Cathy Day, MDC that they would terminate the existing contract with Market Initiatives Limited as of 15 April 2005, and it was proposed that the District Council would take the matter in house. One member raised concern that the pre-Christmas markets held in Wells had an adverse trading effect on the Shepton Mallet market, and that the District Council should be made aware of this. A further member raised concern that the market could not expand until the traffic situation in the Town Centre had been finalised and that a Service Level Agreement with the District Council would be a fundamental requirement.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, that the matter is noted. Cathy Day of MDC is to be invited to a future meeting of the Town Council to discuss the matter.

d) Shepton Mallet in Bloom – Capital Projects – Community & Leisure Portfolio – Item 14

The Town Council currently held a budget of £1,500 allocated for capital projects, of which a formal request for release of the monies and details of the capital projects concerned had been received from Shepton Mallet in Bloom.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Gilham, by unanimous vote, that the sum of £1,500 is released to Shepton Mallet in Bloom for them to undertake capital projects within the town, and that Cllr Lovell is to continue to liaise with Shepton Mallet in Bloom regarding the actual projects to be completed.

e) Public Toilet Facilities – Regeneration Portfolio

Following the Town Council's request for further information regarding the public toilet facilities sent to the District Council on 2 December 2004, a response had been received from Stuart Finney, which confirmed the capital cost of the project at approximately £150,000. There would be no return of funds to the town or monies into reserves and he again specified that the facility of one beacon public toilet would be the same throughout the district.

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

f) Somerset Direct Parish Survey – Community & Leisure Portfolio

Following a Parish Survey being carried out regarding Somerset Highways' performance, a summary of the results of the survey had now been provided and were available from the Clerk's office.

Resolved: Proposed by Cllr Lovell, seconded by Cllr Champion, by unanimous vote that the matter is noted.

g) Roads Review Phase 4 and Local Transport Plan for 2006-2011 – Community & Leisure Portfolio

Following a meeting held at Croscombe Village Hall with the A371 Action Group, the outcome of which was sent in letter format to designated Somerset County Council Officers, Members and Central Government. A letter of acknowledgement had been received from Tim Carroll, who informed that the matter would be taken to the Somerset County Council meeting where a final decision would be resolved, also a further acknowledgement-only letter was received from Nigel Farrow, Somerset County Council. Several members raised disappointment that Pilton Parish appeared not to be providing support for the proposal.

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

h) Victoria Fountain Restoration – Properties Portfolio – Item 9

The Chairman confirmed that the Town Council was still awaiting results of a grant application for the sum of £12,000 which would hopefully be known on Thursday, 3 February. In the interim three restoration companies had been contacted, one of which had already attended a site meeting, and two further appointments were arranged with the Clerk next week. A considerable amount of work had been carried out by Kim Winter regarding the restoration specification and matters were now awaiting the, hopefully, positive decision by Somerset County Council Aggregates Levy Fund as to the grant application.

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

i) Minutes of Collett Park Portfolio Meeting 18 January 2005

The Chairman confirmed that resolves were now being passed by this Portfolio and therefore Minutes had been collated in lieu of Reports. A copy of the Minutes had been previously distributed to all councillors and he requested members to note the contents. Cllr Shearn updated members that the Park had been offered more birds and these would be delivered tomorrow. He had met with the Tree Consultant and Rob Hunter regarding the beech trees and the works would be included within the next Tender. Other members reported concern as to the warning sign which had been placed on the island and that youths were seen running through the water to the island and back.

Resolve: by unanimous vote that the Minutes of the Collett Park Portfolio meeting held on 18 January 2005, and the above update, are noted.

j) Town Website - Administration Portfolio – Item 7

The Council had already agreed to proceed with the proposed bidder of Market Towns. The Clerk had provided a summary to all members with the Agenda of what the website would consist of along with costings of £2,250 for building the website, which would include uploading the last 6 months' data through the Council and business/community groups, placing 300-400 pages on the site, publishing the first newsletter and training the basic use of the website. Along with the initial cost there is an on-going monthly charge of £60 which covers secure hosting, maintenance, email, hits statistics and helpline. It was considered that the Town Council should proceed and a Steering Group consisting of the Chairman, all Portfolio Holders, Cllr Jeremiah and the Clerk be set-up.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, with a vote of 10 For & 0 Against, that the Town Council proceed with a new website as per the quotation received from Market Towns for the sum of £2,250 for building of the website, and an on-going monthly charge of £60. Any additional monies from the current budget heading are to be taken from Reserves, and that the Clerk arrange a meeting with Market Towns and the Steering Group as soon as possible.

k) Society of Local Council Clerks – Annual Subscription Renewal - Administration Portfolio

The Council was requested to consider renewal of the current Annual Subscription for 2005 at a rate of £130. The Clerk was requested to summarise what benefits were achieved through this subscription which he complied with.

Resolve: Proposed by Cllr Lockey, seconded by Cllr O'Connor, with a vote of 11 For & 0 Against, that the Annual Subscription for the sum of £130 for membership of the Society of Local Council Clerks is approved.

151. Finance

Accounts for Payment by Cheque

The Clerk requested members to consider approval of the payment to R Shylan regarding tree works tendered in Collett Park to be approved, pending that the cheque be held until confirmation had been received from the Tree Consultant, Stephen Clark, that the works had been fully completed to a satisfactory standard, now in consultation between the Clerk and the Portfolio holder, and the cheque to be released as soon as possible thereafter.

Resolved: by Cllr Champion, seconded by Cllr Gilham, by unanimous vote, that the payment to R Shylan for tree works tendered to Collett Park be approved, pending that the cheque be held until confirmation received from the Tree Consultant that the works had been fully completed. The Clerk to then liaise with the Portfolio Leader for the cheque to be released and that payments made by Cheque for February 2005 as per Appendix "A" attached to these Minutes, be approved.

a. Accounts previously paid by Direct Debit

Resolve; by Cllr Champion, seconded by Cllr Gilham, by unanimous vote, that payments made by Direct Debit for February 2005 as per Appendix "A" as attached to these Minutes be approved.

b. Confidential Salaries for Payment by Cheque

Resolve; Proposed by Cllr Champion, seconded by Cllr Gilham, by unanimous vote that the Confidential Salary Payments for February 2005 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

152. Confidential Session

The Chairman requested members to consider that, in view of the nature of the business to be transacted, it was advised in the public interest that the press and public be excluded and that they be instructed to withdraw.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Champion, by unanimous vote, that the Council now move to Confidential Session, and that the public and press be excluded and instructed to withdraw, which was complied with.

a) Quality Council Status Application – The Chairman and Clerk both provided a detailed report as to the collation of a Portfolio of Evidence, which was now almost complete, to support the Council's application to obtain Quality Council Status. The final document related to a newsletter to be published in "My Mendip" during April 2005, proof of which was required to the publishers by mid-February. The Clerk acknowledged support of the Chairman in the above matter and thanked him for his input. The seven mandatory tests and Portfolio of Evidence were considered. One member considered that additional communication and consultation could take place with the community if members were to support the commitment to provide a Town Council information/consultation point at this year's Collett Festival, and a further member considered that the Town Council could also use the Older Persons Drop-In Centre facility, as the Council is funding this facility as agreed earlier in the meeting, as a means of communicating with the community. The Clerk informed members that the final amendments to the portfolio could now be submitted and that an application would cost £100 + VAT.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, that the Clerk submits, following final amendments and inclusions, both the Portfolio of Evidence and Application to enable the Council to obtain Quality Council Status, and that the application fee of £100 + VAT is approved. Also that thanks be recorded to the Clerk for his hard work in the matter.

- b) Legal Costs and Charges** – Members considered performance and charges appertaining to obtaining legal advice and services from the Council's Solicitors.

Resolve: Proposed by Cllr Inchley, seconded by Cllr O'Connor, by unanimous vote, that, following completion of matters currently in hand with the Town Council's Solicitors, Dyne Drewett, that a review of other providers of legal services are undertaken prior to any further works being ordered.

- c) Transfer of MDC Allotments at Allyn Saxon Estate to the Town Council** – The Clerk updated Council with advice received from the Council's Solicitors, Dyne Drewett, regarding draft title documents from the District Council. Recommendations for amendments to the draft document were considered, along with the financial sum for legal costs appertaining to the transfer estimated in the region of £225-£250.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lockey, by unanimous vote, that the Town Council proceed with the transfer documentation, subject to amendments which are to include provision of compensation should any damage occur when a third party is installing services, rights be obtained for bringing services into the land such as water supplies and the estimate for the financial cost appertaining to legal fees of between £225-£250 are accepted.

- d) Collett Park Covenants** – Cllr Marsh then left the meeting, having previously declared an interest. The Chairman and Clerk both reported on further advice received from the Council's Solicitors and also directly from the Charity Commission, who have now confirmed that the Town Council must, mandatory obtain independent valuation as to the benefit of the release of any Covenant so as to comply with the Charities Act.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, by unanimous vote, that the Town Council proceed with the release of the Covenant to No. 4 Kyte Road, and that the services of Independent Valuation Services are ordered at an estimated cost of £300, with a view to proceeding with the release of the Covenant. At the same time a letter of deep concern is sent to the Senior Partner of the Council's Solicitors highlighting the Town Council's dis-satisfaction regarding incorrect and/or incomplete advice being received, and also the high cost and charges being applied, and to seek their consideration in the matter. Should an unsatisfactory response be received, then the Council should reconsider contacting the Ombudsman for Legal Services.

Cllr Marsh then rejoined the meeting.

- e) Clerk's Retained Duties – Somerset Fire and Rescue Service** – The Clerk submitted a report to Council requesting consideration of flexible working arrangement for him to undertake project work on behalf of the Fire Service for a one-year period, running from February 2005 to the end of January 2006. Full details of his work to date, both Fire Service and the Council, along with details of the project and his proposals for managing both the Town Council and Fire Service commitments were submitted. These included three options for consideration by Council. Members were invited to question the Clerk on any matters, following which the Clerk left the meeting for members to carry out their considerations.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote, that the Clerk is permitted to carry out flexible working arrangement and hours to undertake project work on behalf of Somerset Fire and Rescue Service for a one-year period from February 2005 to end of January 2006, and that his hours' worked are evaluated and adjustments made, if needed, on a monthly basis.

The Clerk then rejoined the meeting, was informed of the Resolve, and thanked Council most sincerely for their kind consideration, resolve and support in the matter.

- f) Administration Assistant** – Cllr Gilham then left the meeting, having previously declared an interest.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, by unanimous vote, that the Chairman, Cllr Marsh and the Clerk undertake staff appraisal of the Administration Assistant in line with ACAS procedures, and take appropriate action.

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- 153. Parish Forum Meeting Dates and Venues** – The Chairman updated members with information regarding dates and venues for Public Parish Forums from February through to May 2005, and informed that further details were available from the Clerk if required.

Resolve: by unanimous vote that the matter is noted.

154. Agenda Matters for the Next Meeting

The next meeting to be held on 1 March 2005 at 7.00pm. No matters were raised,

The Chairman thanked members for their attendance and closed the meeting at 9.07pm.

Councillor C.C. Inchley

Signature_____

Chairman

_____/_____/2005

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1910	R G Shyland	6065	Collett Park Tree Works - Tender Phase two	£ 3,137.25
1911	Royal Bath & West Society	5400	Annual Subscription	£ 80.00
1912	Shepton Mallet In Bloom	6650	Sponsorship of Capital Project	£ 1,500.00
1913	Society of Local Council Clerks	5400	Annual Subscription due January 2005	£ 130.00
1914	Croscombe Village Hall	5600	Hire of Hall to host Action A371 Meeting	£ 14.52
				£ 4,861.77
Payments by Direct Debit				
30.12.04	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Apr	£ 2,372.17
4.1.05	Bristol & Wessex	6140	Allotments WR	£ 41.30
5.1.05	CGU Bonus	5200/6090	Insurance Premium	£ 324.83
10.1.05	Plusnet Tech Ltd	5160	Broadband Subscription	£ 29.99
17.1.05	Somerset County Council	5010	Pension Scheme - Monthly Contribution	£ 300.46
18-Jan-05	BT - Office Tel / Lines / calls	5160	Office communications (non-internet)	£ 118.05
18.1.05	Plusnet Tech Ltd	5160	Broadband Subscription / Revised	£ 23.99
Sub Total				£ 3,210.79
Total =				£ 8,072.56

CONFIDENTIAL PAYMENTS

1908	Graham H Brown	5000	Town Clerk -Feb Salary 2005	£ 1,122.93
1909	Jeanette Lintern	5000	Admin Assistant - Feb Salary 2005	£ 433.00
Total				£ 1,555.93
Grand Total				£ 9,628.49

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 Tuesday 1 March 2005, 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 J.E. Gilham, Mr K. Hurrell, Mr N. Jeremiah, Mr C.F. Lockey, Mr M. Lovell, Mrs L. Manvill, Mrs J.M. Marsh, Mrs M.R. Robinson and Mr N. F. Shearn.

6 members of the public and no 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. The meeting was also informed that the meeting would be audio-taped for internal use only.

155. Apologies for absence – Cllrs Mr T. Fone (work) and Mr T.S. O'Connor (family)

156. Public Forum

Resolve: Proposed by Cllr Lockey, seconded by Cllr Champion, by unanimous vote, that the meeting be adjourned for the purpose of transacting Public Forum.

- a) **International Treatment Centre** – Mr Clive Pearson updated Council, anticipated the opening date to be 15 July 2005 and informed that there was no further progress regarding transport and would update Council at April's meeting.
- b) **The Amulet** – Mr Clive Pearson stated that MDC owed it to the Town Council to provide an update and requested the Town Council to contact District Cllr Harvey Siggs, the Portfolio holder, regarding this matter. Mr Taffy Stride also commented that, to his knowledge, the cost of repairs were now escalating. The Chairman confirmed that this matter was in hand by the District Council and he had been informed by District Cllr Paul Treby that their Council would resolve the matter within several months. The Chairman considered that this would be best left in the District Council's hands at present but that the Town Council supported the District Council in obtaining a positive solution to The Amulet, highlighted the importance of this property right in the town centre and hoped that any successful outcome would increase footfall within the town centre.
- c) **Community Hall/Town Council Offices** – Mr Clive Pearson enquired as to what progress had been made with this matter as it appeared that nothing had transpired to date.
- d) **Responsibility for Leaking Water Service Pipes** – Mr Taffy Stride updated Council in his continued endeavours to obtain clarity in this matter and that his correspondence with Wessex Water was ongoing.
- e) **Legality of Fixed Penalty Fines** – Mr Taffy Stride informed Council of articles in the Press where one member of the public had challenged the legality of Fixed Penalty Fines under the Bill of Rights. Again, this matter was ongoing. He did highlight that the matter related to all Fixed Penalty Fines.
- f) **Post Office Building, Market Place** – Mr Taffy Stride informed that he had talked to surveyors looking at the front of the building, who informed him that the Post Office would be carrying out a facelift to the front of the building. He also understood that Wetherspoons were still interested in the building and that currently there were plans for the Post Office to open this area for the collection and delivery of public parcels.

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

Resolved: Proposed by Cllr Champion, seconded by Cllr Lovell, by unanimous vote, that the meeting of the Town Council now be brought back into session.

157. Members Declarations of Interests

- a) **Financial Payments** – Cllr Marsh declared a Personal & Prejudicial Interest in the matter due to the payment to her husband for clock-winding duties, and Cllr Inchley also declared a Personal & Prejudicial Interest in the matter reference his final payment for Chairman's Allowance.

b) **Collett Park and Covenants Relating to Collett Park** - 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) **Staff Appraisals** – Cllr Gilham declared a Personal & Prejudicial Interest in the matter as he was a neighbour friend of the Administration Assistant.

Resolve; by unanimous vote, that the above declarations are noted and duly recorded.

158. Approval of Minutes

The Minutes of the Meeting of the Town Council held on the 1 February 2005 were considered for accuracy and content.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Jeremiah, by unanimous vote, that the Minutes of the Town Council Meeting held on 1 February 2005 be approved as a true record and signed by the Chairman.

159. Matters Arising from the Minutes

a) **Minute No. 150b – Swimming Pool/Lido** – A draft project structure, membership and procedure document had been received from Mendip District Council, copied to all members. The Chairman requested members' consideration of this document for approval.

Resolved: Proposed by Cllr Gilham, seconded by Cllr Cann, by unanimous vote, that Mendip District Council's Swimming Pool Project Initiation document (copy attached to these Minutes) is approved, and that Mendip District Council be duly informed.

160. Planning Committee Minutes of the Meeting held on the 15 February 2005.

The Chairman requested members to note the contents of the Minutes relating to meeting held on 15 February 2005. Cllr Manvill considered that the item under the Planning Minutes, of Minute No. 166 item d, was incorrect and that it was not a unanimous vote. The vote should read 9 For & 2 Against. Cllr Champion also updated regarding Minute No. 166, item a, and that he had revisited the site and was still unable to see the new car parking area. However, he confirmed that the ground level height had been made up significantly. Hedgerows and bushes had now been removed and the occupiers in the area could now actually see the hospital.

Resolve: by a unanimous vote, that the Minutes of the Planning Committee meeting held on 15 February 2005 are noted. Amendments to the Resolve of Item 166, item d should be further considered at the next meeting of Planning Recommendations Committee when the Minutes would be tabled for approval, and that the Clerk chase Development Control, raise awareness and ask them to look into the extended car parking area of the Community Hospital with a view to ensuring that the wall is upgraded and rebuilt to provide retaining qualities for the raised ground level, and also that hedgerows and bushes etc are reinstated.

161. Chairman's Announcements

The Chairman confirmed that he had been invited to a function at the Tythe Barn for an opening ceremony on 1 April at 12.30, and that all other members of the Town Council had been invited to attend. He informed that two memorial trees had been planted, with a short ceremony being held on Monday 28 February, which all went well. He also requested members to consider proposals for purchasing of a plaque consisting of castings of the Town Council's logo, the Market Cross. Information had been received that four castings were made originally, two of which were held by the Showering family, one other held by the family of the Surveyor who had the castings made, and the one now with the Town Council was offered for sale at a cost of £100.

Resolved: Proposed by Cllr Lockey, seconded by Cllr Jeremiah, with a vote of 13 For & 1 Against, that the Town Council request the owner of the Market Cross plaque to consider donation of the item to the town free of any charge.

162. District Council Update

Members were informed that the Homeless contract had now been taken back in-house by the District Council. Portakabins had been put in place in the car park, and the contract was due to operate from mid-March 2005.

Resolve: by unanimous vote that the matter is noted.

163. MCTI/Shepton 21 Update

Cllr Champion confirmed that the Shepton 21 vision statement was now complete and that they would shortly be getting in touch with volunteers. The Chairman confirmed that it was almost 12 months' ago that Shepton 21 carried out a Public Consultation exercise, of which the volunteers on that day had still not received contact, and that this was a very long time ago. He also confirmed that the Town Council would like to assist Shepton 21 in any way possible.

164. Heritage Scheme – Shepton Mallet

Copies of the Minutes of the HERS meeting held on Friday, 28 January 2005 were provided to members at the meeting, to which the Clerk and Chairman both attended. English Heritage had offered an extra £13,000 grant to the scheme in the current year, subject to partnership-funding of the same magnitude. Given the current ratio of funding by Somerset County Council, Mendip District Council and the Town Council, this equated to a 4.23% on behalf of the Town Council with a sum of £550. The Chairman also confirmed that Mendip District Council's HERS officer, Kim Winter, had left employment with the District Council on 28 February and that he had expressed the gratitude of the Town Council on all her excellent work while at the District Council. This would, indeed, be a sad loss for the town and the District Council.

Resolved: Proposed by Cllr Shearn, seconded by Cllr Gilham, by unanimous vote, that the above matters are noted and that the Town Council, in principle, provide additional funding of £550 to secure the additional monies proposed by English Heritage, subject to partnership-funding being forthcoming from both Mendip District Council and Somerset County Council at the current ratio levels. Also that the monies be taken from the £6,000 within the budget heading Community Projects in Year 05/06.

165. Minutes of the Community & Leisure Portfolio held on 22 February 2005

Members had been previously provided with a copy of the Minutes. Cllr Lovell confirmed that a Working Party had been set up to undertake the Veterans' function and that also the same group would be undertaking the organising and running of the Misburg reception, and that things were progressing.

Resolved: Proposed by Cllr Lovell, seconded by Cllr Jeremiah, by unanimous vote, that the Minutes of the Community & Leisure Portfolio meeting held on 22 February 2005 is noted.

166. Waterloo Bridge – Community & Leisure Portfolio

Information had been received from Somerset Highways regarding proposed repair work to Waterloo Bridge. This work to start in mid-March 2005 and expected to last 4 weeks.

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

167. Clean Neighbourhoods and Environmental Bill – Community & Leisure Portfolio

A letter and outline of measures within the Bill had been received from the Right Honourable Alun Michael MP from the Department for Environment, Food and Rural Affairs.

Resolved: Proposed by Cllr Lovell, seconded by Cllr Champion, by unanimous vote, that the matter is noted.

168. Removed Street Light for Great Gardens – Regeneration Portfolio

The Clerk confirmed that monies had now been fully refunded by Somerset County Council and that the resident in question had been informed of the current situation.

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

169. Minutes of the Properties Portfolio Meeting held on 8 February 2005

Copy of the draft Minutes had been distributed to all members previously and the Chairman requested Council to consider and, hopefully adopt, policy as to the Portfolio Resolves to Minute Nos. 4 & 5, which equated to allotment rents and allotment maintenance.

Resolved: Proposed by Cllr Gilham, seconded by Cllr Champion, by unanimous vote, that the Resolve of the Properties Portfolio held on the 8 February under Minute 4, which relates to the size and rent charges for individual plots, is agreed and that the Portfolio carry out and submit recommendations to Council for a comprehensive, full review of allotment rents prior to the end of 2005, and that this review should also consider that the function of allotments should be self-funding. Also to include revenue costs for repairs and renewals for such matters as the wall at Hitchen Lane and the fencing at Whitstone Road. The current levels of rent levied by the District Council to tenants which are being transferred to the Town Council as from 1 April 2005 are also to be included within the review, and that it would be advantageous to have one standard for both sizing and rent charges for all Town Council-owned allotments.

Resolved: Proposed by Cllr Gilham, seconded by Cllr Champion, by unanimous vote, that the existing Allotment Maintenance Contract with Mr Adrian Crozier is continued. The existing annual sum of £132.50 is increased with a standard percentage of the contracts and that additional works to the ongoing cutting of grass to the footpaths to each allotment site are also included for a total sum of £64 for the complete year, and that this will commence as from 1 April 2005, which makes the revised Annual Contract Sum now £200.41.

170. Overdue Allotment Rent Renewals – Properties Portfolio

The Portfolio Leader confirmed that there were now three outstanding and overdue rent renewals despite the repeated requests and, as previously advised to each tenant, that the rent was due on 1 February and that, if no monies had still not been paid by 1 March, then automatic termination would be put in hand.

Resolved: Proposed by Cllr Shearn, seconded by Cllr Robinson, by unanimous vote, that all tenants with outstanding and overdue payments for rents which were due on 1 February 2005 are terminated in line with Council existing procedures, and that the allotments be re-let to members of the community from the current waiting list.

171. Repair/Conservation/Restoration of the Victoria Fountain, Market Place – Properties Portfolio

A contracts meeting had been held on 18 February 2005 to finalise scope of the contract. Orders had now been placed with Carroll & Partners Architects, Selwood & Duncan Architectural Historian and Cliveden Conservation Contractor to undertake the works. Somerset County Council had set contractual requirements for the work to be invoiced by 5 March and completed by 31 April 2005. The Clerk confirmed that the work had now been invoiced and despatched by Recorded Delivery.

Resolved: Proposed by Cllr Jeremiah, seconded by Cllr Champion, by unanimous vote, that the matter is noted.

172. Memorial Trees and Seats, Collett Park – Collett Park Portfolio

The Portfolio Leader confirmed that all the memorial trees had now been planted and the matter completed. The memorial seats were in hand and he confirmed that total costings would be paid for by donations.

Resolved: by unanimous vote, that the matter is noted.

173. Improvement Works by Contractor – Collett Park Portfolio

The Chairman confirmed that there was an unacceptable slippage of completion dates by the contractor, some relating back to October/November 2004 and that new dates had now all been agreed for the 31 March 2005. It was made clear to the contractor, in no uncertain terms, that these were final completion dates and that no further slippage or extension would be given and that, if the work was not completed, the Council would be serving Default Notices as per the contract requirements.

Resolved: Proposed by Cllr Inchley, seconded by Cllr Robinson, by unanimous vote, that the Town Council accept the completion date for all outstanding improvement works to be fully completed by 31 March 2005. No additional extension or slippage of times would be accepted and, if the works were not completed by the final date, then Default Notices would be served on the contractor as per the contract.

174. Lake Warning Sign – Collett Park Portfolio

There had been some confusion as to agreement of the existing sign or whether to remove.

Resolved: Proposed by Cllr Inchley, seconded by Cllr Robinson, by unanimous vote, that the existing sign is unacceptable. The sign is to be removed and, as previously agreed with the contractor, that additional signs of a more suitable design, layout and colour are provided at no additional cost to the Council.

175. Ice-Cream Franchise, Collett Park – Collett Park Portfolio

The Portfolio Leader confirmed that franchise money had been received as previous years, which ran into several hundred pounds, and had been duly banked.

Resolved: by unanimous vote, that the matter is noted.

176. Schedule of Meetings for Council, Committees and Portfolios for Year 05/06

A draft schedule, tentatively agreed with the District Council, had been submitted to members with the Agenda. Emphasis was made to note the meeting of Council in August and the change of venue for the January 2006 meeting of Council.

Resolved: Proposed by Cllr Lockey, seconded by Cllr Champion, by unanimous vote, that the Council's Meeting Schedule for Year 05/06, as attached to these Minutes, is approved.

177. Finance

Cllrs Inchley and Marsh had both declared an Interest previously.

Accounts for Payment by Cheque

Resolve; Proposed by Cllr Champion, seconded by Cllr Gilham, with a vote of 11 For & 2 Abstentions, that payments made by Cheque for March 2005 as per Appendix "A" attached to these Minutes, be approved.

a. Accounts previously paid by Direct Debit

Resolve; Proposed by Cllr Champion, seconded by Cllr Gilham, with a vote of 11 For & 2 Abstentions, that payments made by Direct Debit for March 2005 as per Appendix "A" as attached to these Minutes be approved.

b. Confidential Salaries for Payment by Cheque

Resolve; Proposed by Cllr Champion, seconded by Cllr Gilham, with a vote of 11 For & 2 Abstentions, that the Confidential Salary Payments for March 2005 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

178. Confidential Session

The Chairman requested members to consider that, in view of the nature of the business to be transacted, it was advised 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 Hurrell, by unanimous vote, that the Council now move to Confidential Session, and that the public and press be excluded and instructed to withdraw, which was complied with.

a) Staff Appraisal and Action Plans

The Chairman requested the Clerk to leave the meeting, which was complied with, and the Chairman assumed the duties of the Clerk. Cllr Gilham then left the room having previously declared an Interest.

The Council reviewed the action plan of both the Clerk and Administration Assistant.

Resolve: Proposed by Cllr Inchley, Seconded by Cllr Hurrell, by a unanimous vote, that the Council adopt the Appraisal Action Plans for both members of staff and that relevant Action Points for Council is placed on the next appropriate agenda.

The Clerk then rejoined the meeting and reassumed his role as Clerk of the meeting.

b) Appraisal of the Town Council

Given the outcome of the Staff Appraisals, comments and points raised, the Chairman considered that there was a requirement for a Working Party. There was also a need to review Standing Orders and consider Best Practice by other Councils. Members considered that Council performance was good in areas of the Christmas Lights, Collett Park and working with the District Council. Many Councillors were also representatives of community groups and organisations within the town, although there was some concern as to the quality of feedback.

Resolve: Proposed by Cllr Cann, seconded by Cllr Hurrell, by unanimous vote, that the Town Council undertake its Review process by way of monthly Management meetings of all Chairs and Portfolio holders.

179. Agenda Matters for the Next Meeting

The next meeting to be held on 5 April 2005 at 7.00pm. No matters were raised.

The Chairman thanked members for their attendance and input and closed the meeting at 8.30pm.

Councillor C.C. Inchley

Signature_____

Chairman

____ / ____ / **2005**

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
1915	NALC	5400	Quality Council Status Application	£ 117.50
1916	Alan Connock	6080	C/Park - Bench Seat Brackets - Offset Donation	£ 324.30
1917	Jack Pine	6065	C/Park Tree Consultancy	£ 220.00
1918	The Consortium	5300	Office Stationery	£ 196.79
1919	Inland Revenue	5000/5020	Tax / Ni Month 10 to 12	£ 1,828.76
1922	Petty Cash	5300/5500	Balance for year ending 31 March 2005	£ 6.40
1923	Cllr C.C. Inchley	5550	Remaining 50% Chairman's Allowance	£ 510.00
1924	Mr T Marsh	6300	Remaining 50% Clock-winding duties	£ 154.10
1925	Mr A Crozier	6160/6200	Footpath & Allotment maintenance contract	£ 164.90
1926	The Toner Factory	5300	Laser Toner for Office Printer	£ 125.73
1927	Wells & District Opp' Playgroup	6650	Community Grant	£ 500.00
1928	Alan Connock	6080	Collett Park lake - Sluice Gates	£ 875.37
1929	Mr A Crozier	6160	Allotments - Painting White gate posts	£ 27.99
				£ 5,051.84

Payments by Direct Debit

31.1.05	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Apr	£ 2,372.17
31.1.05	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 35.20
31.1.05	Mendip District Council	5100	Quarterly rent offices	£ 1,500.00
1.2.05	Bristol & Wessex	6010	Collett Park Depot - Water & Sewerage	£ 493.08
3.2.05	CGU Bonus	5200/6090	Insurance Premium	£ 324.83
16.2.05	Plusnet Tech Ltd	5160	Broadband Subscription	£ 23.99
16.2.05	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 300.46
Sub Total				£ 5,049.73
Total =				£ 10,101.57

CONFIDENTIAL PAYMENTS

1920	Graham H Brown	5000	Town Clerk -March Salary 2005	£ 1,130.14
1921	Jeanette Lintern	5000	Admin Assistant - March Salary 2005	£ 433.10
Total				£ 1,563.24
Grand Total				£ 11,664.81

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 April 2005, 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. Hurrell, Mr N. Jeremiah, Mr C.F. Lockey, Mr M. Lovell, Mrs L. Manvill, Mr T. O'Connor, Mrs M. Robinson and Mr N. F. Shearn.

4 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 Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised. The meeting was also informed that the meeting would be audio-taped for internal use only.

180. Public Forum

Resolve: Proposed by Cllr Lockey, seconded by Cllr Hurrell, by unanimous vote, that the meeting be adjourned for the purpose of transacting Public Forum.

a) Community Hospital and Public Transport – Mr Clive Pearson provided members with a hard copy update of a letter received from John Perrett of Somerset County Council regarding bus services within Shepton Mallet, and also a further copy letter from Mendip Primary Care Trust regarding public transport to the International Treatment Centre. Mr Pearson updated Council with his progress and informed that a new public bus transport timetable was due in May and that, hopefully, matters could be progressed regarding the bus service to the Community Hospital with possibly a site meeting and he would update Council at the May meeting.

Mr Stride also raised concern as to the increases in public bus fares within the last week period, with what appeared to be no public consultation or prior notice to users. Information supplied to him was that the increase appeared only to be within the area of Mendip and wondered if this was because the District Council was not supporting public transport as perhaps other Councils, such as Sedgemoor, were doing.

b) The Amulet – Mr Clive Pearson informed that he had attended the Mendip District Council Area Board meeting at Wells on 15 March where MDC had indicated that they had already made their decision, and he considered that, with costs possibly in excess of £750,000, he was very concerned that the District Council would not undertake a public meeting regarding this matter. Mr Taffy Stride also confirmed agreement with Mr Pearson. In his opinion, the longer the matter goes on and the longer The Amulet is empty, costs will escalate.

The Chairman thanked Mr Pearson for his efforts regarding public transport and the bus services and informed that he would be chasing up the bus operators and Somerset County Council to investigate the apparent lack of consultation or communication regarding the increase in bus fares. The Amulet was, however, MDC's decision and, as Chairman of the Town Council, he considered that they would not be discussing the matter for the present.

c) Legality of Fixed Penalty Fines – Mr Taffy Stride confirmed, regarding his recent comments at a previous meeting, that he was not advocating members of the community breaking the law. However he considered that each Fixed Penalty Fine should be challenged through the Courts.

d) Swimming Pool – Mr Stride requested Council to inform when the Pool would be opening for the new season and what progress was being made by the District Council in making the facility ready for the current year. Mr Mike Harris also informed of Central Government initiative whereby schoolchildren would all have a facility to learn to swim, and wondered if there was any chance that additional support/grant funding could be obtained from Central Government Education/Sports Departments to assist in the swimming pool project as, with just an outdoor pool, they could only learn to swim in the summertime.

e) Voting Procedures – Mr Stride raised concern with the apparent apathy of certain members of the Council when it came to voting, in that there appeared to be no clear indication of which way certain members were voting, which he understood should be by a raising of the hands. He considered that it did not look professional and any new member to the Public Forum viewing Council procedure may also consider it unprofessional.

The Chairman thanked Mr Stride for his comments, which were noted. He considered that the statement regarding voting by members was a little unfair, however he accepted the advice and hoped that members would indicate their voting more clearly.

- f) Brothers Drinks – Flaunting of Planning Conditions** – Mr Mike Harris informed that he had not carried out a survey of late, however on 1 April 2005 at 7.10am there was one articulated HGV within the Depot and a further two outside the Depot, and also at 7.45pm they were still loading within the Anglo Trading Estate. He requested the Town Council to chase Mendip District Council to enforce their agreed Planning Conditions. The Chairman thanked Mr Harris for his comments and informed that there would be a legal agreement signed between Mendip District Council and Brothers Drinks, and that he would request the Senior Planning Officer at Mendip to progress the matter, identify all the complaints and inform how they were being progressed. With regard to the swimming pool, he had attended a meeting regarding the project and had been informed by Ian Munday, the Leisure Officer at Mendip District Council, that Sport England would not support the project and MDC had reviewed and concluded that there was no other funding available. Mendip District Council were in support of an outdoor lido only for Shepton Mallet.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Shearn, by unanimous vote, that the meeting of the Town Council now be bought back into session.

181. Apologies for absence – Cllr Cann (holiday), Cllr Marsh (work) and Guy Braga, MDC ARO (family).

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, by unanimous vote, that the above Apologies are accepted.

182. Members Declarations of Interests

- a) Collett Park and Covenants Relating to Collett Park** - 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).

No further Declarations were submitted.

Resolve; that the above declaration was noted and duly recorded.

183. Chairman's Announcements

Christmas Lights Meeting – The post-contract meeting had been re-arranged for Friday, 15 April to take place at the Town Council offices at 4.00pm. Any interested members were invited to attend.

184. Minutes

The Minutes of the Meeting of the Town Council held on the 1 March 2005 were considered for accuracy and content. Cllr Gilham requested amendment to Minute No. 157 (c) in that the Interest he declared was as a neighbour and not that of a family friend.

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, by unanimous vote, that, with the above amendment to Minute No. 157 (c) on Page 2, the Minutes of the Town Council Meeting held on 1 March 2005 be approved as a true record and signed by the Chairman.

185. Matters Arising from the Minutes

- a) Improvement Works – Collett Park** – The Chairman confirmed that the contractor had not met his completion date to various matters due as of 31 March 2005. Some of these completion dates had initially been promised to be complete in November/December 2004 and had subsequently been re-programmed for January and then finally 31 March 2005. The Council had previously resolved that, if the 31 March 2005 date was not met, that the Council should instigate Default Notices as per the Groundcare contract. A letter from the contractor (copy attached to these Minutes) confirmed that some of the improvement works were being done at no cost to the Council and, therefore, he envisaged that these works would be done as workload permits and would complete within the next three month period. The installation of the memorial seats and

litter bins would be complete by 29 March 2005 and, although he raised much frustration with non-completion of the rockery area, he confirmed that he would personally oversee this to be completed by 29 April. He was unable to complete the new warning sign until a detailed specification and drawing was supplied and the upgrading to the bedding areas alongside the aviaries were on hold until the revised price had been submitted as there was a lot of stonework to be re-modelled. He apologised to the Town Council for the delays but provided his assurance that he would complete these works.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, with a vote of 10 For, 0 Against and 3 Abstentions, that the Council, through the Clerk, instigate Default Procedures as per the Groundcare Contract with Quadron Services in respect of the unacceptable delay to the completion date of the improvements to the rockery bedding area within Collett Park.

- b) Roads Review – Phase 4 – Somerset County Council** – A letter of apology had been received from Somerset County Council informing that a response letter sent to the Town Council dated 10 February may well have been overlooked and a copy was provided which was read to members. Jeremy Callard of Somerset County Council responded to the Town Council following a letter to Nigel Farrow, confirming that the LTP funding for Year 2006-2011 would be spent within Taunton. However he considered that there was much merit in the points raised by the Town Council and that these would be included within the review of the Strategic Network in our area, which would be identified for the next major Scheme bid in 2010. He hoped that he could continue to work in partnership with the Town Council in the matter.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Champion, by unanimous vote, that the Town Council note the response but with much sadness.

- c) Veterans' Day – August 2005** – One member considered that the Council should check the date which may well clash with the Midsomerset Show.

Resolve: That the matter was noted and that the Working Group organising the function would check for any clash in dates or events.

- d) Concern Raised as to Feedback from Representatives on Exterior Group and Organisations** – One member proposed that there should be a standard item within the Council Agenda for Council representatives with these exterior bodies to be able to provide feedback. The Chairman considered that any feedback should be reported back through the respective Portfolio.

Resolve: Proposed by Cllr Shearn, seconded by Cllr O'Connor, by unanimous vote, that a standard item is added to the Agenda for each respective Portfolio to enable feedback from nominated representatives to exterior community groups and organisations within the town.

186. Planning Committee Minutes of the Meetings held on the 8 & 29 March 2005.

The Chairman requested members to note the contents of the Minutes relating to meetings held on 8 & 29 March 2005.

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, by a unanimous vote, that the Minutes of the Planning Committee meetings held on 8 & 29 March are noted.

187. District Council Update

The Chairman informed members that there was no business conducted at the last meeting with District Council members and Officers, mainly due to no attendance of any MDC Officer. A useful, informal chat had taken place, however the next meeting to be booked would need to ensure the attendance of an MDC Officer.

Resolve: by unanimous vote that the matter is noted.

188. MCTI/Shepton 21 Update

Cllr Champion apologised that he was unable to attend the last meeting and therefore there was no further update.

Resolve: by unanimous vote that the matter is noted.

189. Swimming Pool Lido Project

The Chairman and Portfolio Leader requested confirmation from the Clerk that this matter could be transacted in Open Session, to which the Clerk confirmed that he knew no reason for the requirement for Confidential Session. The Working Party, consisting of the Chairman, Cllr Lovell and Cllr Lockey, provided an update to members regarding their attendance at a Project Brief and a Project Board meeting on 29 March 2005, a copy of both the Project Brief and Minutes of the meeting had already been distributed to all members of the Council. It had been confirmed that Mendip District Council is looking to put in a maximum capital sum of £150,000 with additional major partnership funding of £350,000 coming from the Town Council. The Town Council's commitment was to capital funding only to this level and that MDC would continue to provide ongoing revenue funding for the Shepton Mallet Lido. The possibility of additional hot water supplies from adjoining sponsors was to be looked at.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote, that the matter is noted and the Chairman thanked Cllr Martin Lovell for taking up the Chairmanship of the Shepton Mallet Outdoor Pool Project Board and hoped that he would guide us through a successful project providing a quality facility for the town.

190. Street Cleaning Contract - MDC

An update had been provided by Cathy Day of MDC who had now taken on board control of cleaning to the Rectory Road bus station and that further details regarding the specification of the new contract would be available in June 2005 with a start date of July 2005.

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

191. Town Twinning Visits

The Twinning Committee confirmed that the visit from our French twinning town of Oissel-sur-Seine would take place on 27 May 2005 and requested an official gift from the Town Council to be presented. Also that approximately 16 members from Misburg would be attending a Civic Reception, to be hosted by the Town Council, on Monday, 1 August 2005 for which the venue of MDC Council Chamber was requested.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, by unanimous vote, that Cllr Lovell is provided executive powers to purchase a suitable gift such as a Martin Alford painting of Shepton Mallet at a reasonable cost to be in the region of £35.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lovell, by unanimous vote, that Mendip District Council's Chamber is to be booked as soon as possible, with the understanding that it could not be booked before 1 May 2005, for the Reception for our Misburg partners who will be attending on Monday, 1 August 2005.

192. CCTV Service Level Agreement

A draft Service Level Agreement had been provided by the District Council and previously distributed to all members of the Council where the document received detailed considered, including reports by the two representatives on the Users Group, being Cllrs Champion and Shearn.

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, with a vote of 11 For, 1 Against & 1 Abstention, that the Town Council is of the understanding that it is being asked to agree to partnership fund the CCTV to a sum of £6,000 per annum, index-linked, for a period of 3 years ending the 31 March 2008, and that is the full extent of any liability or funding on behalf of the Town Council. It is requested that this is made clear within the Service Level Agreement with the suggestion of amendment of item 6b whereby it is made quite clear that Mendip District Council remains responsible for all future maintenance costs and that, subject to inclusion of the proposed amendment within the master document, the Town Council would accept the Service Level Agreement.

193. May Day Event – Monday, 2 May 2005

The Chairman updated members that he had attended several meetings with the traders, with the Clerk in attendance, and he provided members with a report on the event and his recommendations (copy attached to these Minutes). He considered that the Town Council may wish to support the event to the sum of £900 and informed that MDC had set aside from the current Regeneration budget a sum of £3,600. He also considered that the traders should take great credit as they had taken on the event with very short notice and had done a considerable amount of work.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote, that the Town Council would utilise the Council's insurance to cover the May Day event. The Town Council would provide a grant aid of £900

towards the event. The Clerk is to administer the financial accounts of the May Day event and that the serving Chairman of the Town Council should be one of the three signatories on the account to be set up to run this and future town centre events. Also that the Chairman should serve on the May Day Committee, as well as Cllr Mrs Margaret Robinson who would act as a dual member both for the Town and District Councils.

Resolve: Proposed by Cllr Bartlett, seconded by Cllr Inchley, by unanimous vote, that the surplus budget remaining in the Economy/Community Events budget for year 04/05 is rolled over into the budget heading Collett Festival 2006 for the year 05/06.

194. Town Centre Network Meeting – Monday, 18 April 2005

An invitation had been received from the Chamber of Commerce to attend a Network meeting to be held at 5.30pm in "Chats" Coffee Shop on Monday, 18 April 2005, to which the Clerk had a reply slip if needed.

Resolve: Proposed by Cllr Inchley by unanimous vote that the matter is noted, and that any member wishing to attend should inform the Clerk to enable the reply slip to be returned.

195. Delay in Transfer of Allotments from MDC

Council was informed that the District Council had not completed their promise to carry out specific maintenance issues prior to the transfer of the allotment site, although they had once again promised that they had now put this work in hand.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Jeremiah, by unanimous vote, that the delay is noted and that the Town Council would not accept transfer of the allotment site until the agreed maintenance work was completed.

196. Collett Festival 2006 – Saturday, 10 June

A report had been compiled and copy provided to all members with the Agenda (copy attached to these Minutes) from the Events Co-ordinator Cllr Champion, who wished to thank Cllr Cann for his assistance in the matter. The report indicated an estimated total project cost of £15,500 with an estimate of obtaining sponsorship in the region of £6,000, therefore leaving an estimated net project cost of £9,500. Some items within the budget such as commemorative gates, stonework and piers, estimated at a cost of £4,500 which was included within the total budget price, were deemed to be a lasting improvement and therefore could well be taken out of the equation of the total event costing.

Cllr Manvill then left the meeting.

Resolve: Proposed by Cllr Champion, seconded by Cllr Shearn, by unanimous vote, that the Council accept in principle the total budget of £15,500 and programme on the basis as set out on the report (as attached to these Minutes), but that the matter be continually reviewed as progress is made.

197. Footpaths Portfolio – Minutes of the Meeting held on 22 March 2005

Members were requested to note the contents of the Minutes distributed previously to all members of the Council.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Lockey, by unanimous vote, that the Minutes of the meeting of the Footpaths Portfolio held on 22 March 2005 is noted.

198. Administration Portfolio – Minutes of the Meeting held on 29 March 2005

The Chairman requested members to note the contents of the Minutes of the Administration Portfolio meeting held on 29 March 2005, and also that the review of insurances had received consideration and had been approved by Portfolio with the recommendations that the current schedule is renewed with the existing insurers with a premium of £4,055.63 per annum payable in monthly interest free instalments. The Chairman also confirmed that a further annual review meeting had taken place with the insurance broker on Wednesday, 23 March 2005, which the Chairman, Cllr O'Connor and the Clerk all attended.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Jeremiah, by unanimous vote, that the Minutes of the meeting of the Administration Portfolio held on 29 March 2005 is noted, and that the Council agree the renewal

schedule of its insurances with the existing insurers through WPS Insurance Brokers at a premium of £4,055.63 per annum payable in monthly interest free instalments.

199. Outstanding Risk Assessments (Administration Portfolio)

The Administration Portfolio Holder confirmed that two outstanding risk assessments (no. AD03 & AD04) were currently under review by the insurers and that the final outstanding risk assessment AD05, relating to computer back-up system, had now been complied with and that the system was on trial and appeared to be working satisfactorily.

Resolve: by unanimous vote that the matter is noted.

200. Towns Website

Initial data was still being collated and the Administration Portfolio had resolved that the current budget of £2,000 for the website is rolled over and added to the budget for 2005/06 of £720, making a total sum of £2,720, and that the Clerk provide all data collated to date to Market Towns to enable the building of the website to commence with the provision that further data is to follow when available.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, by unanimous vote, that the current budget of £2,000 is rolled over and added to the budget for 2005/06, making a total sum of £2,720 within the current year, and that the Clerk provide to Market Towns data currently collated to enable them to commence building the site with the provision that further data is to follow when available.

201. Annual Review of Standing Orders and Financial Regulations

A draft copy of the proposed update had been reviewed by the Administration Portfolio and recommended for adoption with two additional amendments which related to Minute No. 14 – Urgent Action by the Clerk, which should now include “within policy and budget of the Council, the only exception being on matters of Health & Safety”. The other item related to an amendment of Minute No. 153 regarding recording of meetings by audio-tape, in that “tapes are to be erased following resolve and approval of the Minutes/Report of the meeting that is recorded on any such audio-tape”.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Lovell, by unanimous vote, that the review and amendments as agreed by the Administration Portfolio are approved, in principle, and that the matter remains adjourned until the next meeting of the Town Council due to take place on 3 May 2005.

202. Standards Board – Consultation Paper on the Review of the Code of Conduct for Members

The Portfolio Holder had previously reviewed the consultation document, a report of which was provided to the Administration Portfolio who had approved subject to two additional amendments, and which should be now approved by Council.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote, that the consultation response to the Standards Board review of the Code of Conduct for members, to include the two additional amendments as agreed by the Administration Portfolio, is approved and that Cllr Gilham is thanked for his review of the consultation document, and that the review response is to be returned by the deadline of 17 June 2005.

203. SCC Local Government Pension Scheme

The Clerk reported to the Administration Portfolio meeting on 29 March that there remained an underpayment of £56.44 for the year 2004/05 and that there were increases in the employer's contribution due to underfunding of the Pension Fund. There was also expected to be an increase of 30% per annum in the employer's contributions for the next three year period. This would also necessitate the increase of the monthly standing order to £340.76 as from the April 2005 payment.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, by unanimous vote, that the matter is noted and that both the underpayment total of £56.44 and the monthly increase of the Direct Debit to £340.76 is approved, and that the Bankers Mandate for Direct Debit is duly signed.

204. Annual Town Meeting

Members were informed that the Annual Town Meeting would take place on Tuesday, 26 April 2005 at 7.00pm in the Salvation Army Rooms.

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

205. Finance

a) Accounts for Payment by Cheque - The Clerk informed members of one late payment, being cheque no. 1941 to Steve Sage Computers for installation of a back-up tape data facility at the quoted sum of £455.20.

Resolve; Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that payments made by Cheque for April 2005 as per Appendix "A" attached to these Minutes, be approved.

b) Accounts previously paid by Direct Debit

Resolve; Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that payments made by Direct Debit for April 2005 as per Appendix "A" as attached to these Minutes be approved.

c) Confidential Salaries for Payment by Cheque

Resolve; Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the Confidential Salary Payments for April 2005 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

d) Monthly Income Report - Members were requested to note that, in future, income received would be reported on a monthly basis upon the same sheet as the Payments for Approval.

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

206. Confidential Session

The Chairman requested members to consider that, in view of the nature of the business to be transacted, it was advised 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 Robinson, by unanimous vote, that the Council now move to Confidential Session, and that the public and press be excluded and instructed to withdraw, which was complied with.

Restricted Covenants – Collett Park

Members considered further professional and legal advice received. Conflicting legal advice had been received to previous advice, which was open-ended, inconclusive, uncertain and unable to verify a categorical and definite decision regarding the ownership or legal title over certain Restricted Covenants.

Resolve: Proposed by Cllr Robinson, seconded by Cllr Lockey, by unanimous vote, that the Town Council, acting as the corporate body "trustee" of the Shepton Mallet Recreational Ground Trust, following exhaustive investigations which are open-ended and unable to verify a categorical and definite decision regarding the ownership or legal title over certain Restricted Covenants and therefore the Council deem insufficient grounds to proceed with the request for release of a Restricted Covenant by the owners of the property to 4 Kyte Road.

Resolve: by unanimous vote that a review of Council's current legal advice is agendaed for the next meeting of the Administration Portfolio.

207. Agenda Matters for the Next Meeting - AGM

The next meeting to be held on 3 May 2005 at 7.00pm (AGM). No matters were raised.

The Chairman thanked members for their attendance and support throughout the year, which was reciprocated by members, and closed the meeting at 8.50pm.

Councillor

Signature _____

Chairman

____ / ____ / **2005**

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1930	SALC	5400	Annual Subscription 05/06	£ 834.88
1931	The Consortium	5300	Stationery	£ 10.22
1932	Duchy Of Cornwall	6120	Hitchen Lane Allotments - Land Rent	£ 44.06
1933	Quadron Services Limited	6080/6085	C/Park - Play Equipment & Memorial Trees	£ 494.31
1934	Age Concern Somerset Ltd	7040	Shopmobility / Information Point	£ 4,000.00
1935	Mendip District Council	7060	Parish Election - West Ward Jan 05	£ 1,261.81
1936	Community Council	5400	Annual Subscription 05/06	£ 20.00
1937	SCC Pension Scheme	5010	Pension Scheme Underpayment 04/05	£ 56.44
1940	CHPenn	6070	Engraving C/Park items (Cup-Plaques)	£ 38.50
1941	Steve Sage Computers	5310	Back Up Tape Data Facility	£ 455.20
				£ 7,215.42

Payments by Direct Debit

28/2/05	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Feb	£ 2,254.57
22/2/05	CPRE	5400	Annual Subscription	£ 17.50
2/3/05	CGU Bonus	5200/6090	Insurance Premium	£ 297.49
1.3.05	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 29.53
16/3/05	Plusnet Tech Ltd	5160	Broadband Subscription	£ 23.49
16/3/05	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 300.46
Sub Total				£ 2,923.04

Total = £ 10,138.46

CONFIDENTIAL PAYMENTS

1938	Graham H Brown	5000	Town Clerk - April Salary 2005	£ 1,281.00
1939	Jeanette Lintern	5000	Admin Assistant - April Salary 2005	£ 445.00
Total				£ 1,726.00

Total Expenditure = £ 11,864.46

Date	Income	Code	Category of Income	Total Deposit
11-Mar	Various	4200	Allotment Rent	£ 25.00
11-Mar	Various	4200	Allotment Rent	£ 31.50
15-Mar	VAT	1420	Vat Reclaim	£ 1,881.39
29-Mar	Robertson	4400	Memorial Seats - Collett Park	£ 682.00
Total Income =				£ 2,619.89

Councillor C. C. Inchley
Chairman

Signature _____

Date _____

Councillor K. J. Hurrell
Vice Chairman

Signature _____

Date _____



Minutes of the Annual General Meeting of the Shepton Mallet Town Council held on 3 May 2005, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor J.D. Bartlett

Cllrs Mr M. Cann, Mr J.E. Gilham, Mr K. Hurrell, Mr C. Inchley, Mr N. Jeremiah, Mr C.F. Lockey, Mr M. Lovell, Mrs L. Manvill, Mrs J. Marsh, Mrs M.R. Robinson and Mr N. F. Shearn.

3 members of the public and one member of the press were in attendance.

As the outgoing Chairman Cllr Inchley chaired the start of the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised. The meeting was also informed that the meeting would be audio-taped for internal use only.

Cllr Shearn requested a record of thanks to the outgoing Chairman, Cllr Inchley, who had done an excellent job throughout the previous year period, and which was endorsed by all members at the meeting.

1. Election of Chairman

Resolve: Proposed by Cllr Shearn, seconded by Cllr Lockey, Cllr Judy Bartlett was nominated as Chairman. Cllr Shearn considered that Cllr Bartlett was very hard-working and would make a very good Chairman. There being no other nominations Cllr Bartlett was duly elected Chairman of the Town Council and signed her Declaration of Office as Chairman, and assumed the Chair of the meeting.

The Chairman then recorded a vote of thanks to the outgoing Chairman, Cllr Inchley, who had worked very hard throughout the year period and who had made an excellent Chairman.

2. Election of Vice Chairman

Resolve: Proposed by Cllr Robinson, seconded by Cllr Lockey, Cllr Jeremiah was nominated. There being no other nominations Cllr Jeremiah was duly elected Vice-Chairman and accepted the office.

3. Public Forum

The Chairman confirmed that, as a requirement of Quality Status and as per current Standing Orders, it is intended to allow 3 minutes for each speaker at Public Forum. Mr Taffy Stride congratulated Cllr Bartlett on obtaining her goal as Chairman of the Town Council.

- a) **Bus Services** – Mr Clive Pearson reported that there was no further news or sight of any new timetable which was due in May. He would continue to chase for a service to the new Treatment Centre and would raise the matter of a Green Travel Plan with them at his next meeting, and would hope to report back to Council in June. Mr Taffy Stride raised concern that he had been informed that the Bristol to Yeovil and Bath main route, which currently did not call at Shepton Mallet, had now been upgraded to a half-hour service and he was still requesting the occasional diversion of this route through, and to serve, Shepton Mallet.
- b) **Town Regeneration** – Mr Clive Pearson requested any further news regarding the proposed redevelopment of 10 Town Street. He was concerned that there were still many empty shops in this area, and there was still a lot of work to be done.
- c) **International Treatment Centre** – Mr Clive Pearson reported earlier regarding the bus service to the Treatment Centre, however the facility was still due to open on 13 July. Mr Mike Harris confirmed that there was talk that the Treatment Centre may now be siphoning off services and treatments from the existing Community Hospital facility, taking such use as x-rays etc. At the initial presentation he had been informed by Dr Sharpe that the International Treatment Centre would be self-contained and self-sufficient. He requested the Council to contact Dr Sharpe to discuss this matter and would like clarification, as currently it was unclear. The Chairman confirmed that she would look into the matter.

d) **Highway Resurfacing – Ridgeway Estate** – Mr Taffy Stride reported that the works were in a terrible state and that Highways should be bought to book. Mr Mike Harris also agreed with Mr Stride that the work was absolutely disgusting.

e) **May Day Event** – Mr Taffy Stride queried the financial payments in respect of a payment to Jolly Jumper Amusements of £428.88, and requested clarification whether this sum was inclusive of the £900 granted by the Town Council. The Chairman was able to confirm that the sum was included within the £900 total granted by the Town Council. Mr Stride then considered that, should the Town Council continue to fund this event in the future, it should consider an alternative venue such as Collett Park.

4. **Apologies for absence** – Cllr Champion (family), Cllr Fone (work) and Cllr O'Connor (family).

Resolve: by unanimous vote that the above Apologies are accepted and duly recorded.

5. **Members Declarations of Interests**

a) **Collett Park and Covenants Relating to Collett Park** - 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) **Legal Charges – Restricted Covenants** – Cllr Marsh declared a Personal & Prejudicial Interest in the matter due to her residence in Kyte Road, and would leave the meeting at the appropriate point.

Resolve; that the above declarations are noted and duly recorded.

6. **Review of Council's Standing Orders and Financial Regulations**

Draft revisions to Standing Orders and Financial Regulations had been considered, proposed and seconded, and lay in adjournment from the Council meeting held on 5 April 2005, having previously been reviewed by the Administration Portfolio on 29 March 2005, a copy of which had been supplied to all members.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Cann, by unanimous vote, that the amended Standing Orders and Financial Regulations dated 3 May 200 are approved and adopted by this Council with immediate effect.

7. **Chairmanship – Code of Conduct Order and Councillors' Handbooks**

The Chairman requested all members to reaffirm that they individually hold current copies of the Council's Standing Orders, Financial Regulations, Chairmanship and Code of Conduct Order by way of their personal handbooks, and each individual member agree to abide by policy procedures and conditions set out within each document. Finally that each individual member confirm that their Declarations of Interest, Declarations of Gifts and Hospitalities, as required by the Code of Conduct, are current and that any required amendments have been informed to the Monitoring Officer at Mendip District Council.

Resolve: by unanimous vote, and affirmed by all members at the meeting, that each individually hold current copies of Council's Standing Orders, Financial Regulations, Chairmanship and the Code of Conduct Order, and that each individually agree to abide by policy procedures and conditions set out within these documents. Also that each member confirms that their Declarations of Interest, Declarations of Gifts and Hospitalities, as required by the Code of Conduct, are current and that any required amendments have been informed to the Monitoring Officer at Mendip District Council.

8. **Chairman's Announcements**

Cllr Inchley informed that he had previously attended the launch of Mendip in Bloom, where kind words were said about Shepton Mallet's efforts and he looked forward to the Shepton Mallet name being on the winning trophy in the coming year. He had also attended two mayorial events, one at Frome and the second one at Wells. He had also attended the May Fayre event and thanked the organisers, especially Mrs Collison who had taught the children excellently in a very short space of time with their dance routine, and he also proposed special praise to all those involved in the organising of the event. The Chairman then reported amendments to the Council's Schedule of Meetings due to rooms not being available at MDC. This would apply to both the July and October meeting of the Town Council. The Chairman also confirmed that she had been invited to a meeting with Guy Braga and Shepton 21 to review the BT building in Paul Street tomorrow, Wednesday 4 May at 4.00pm.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Shearn, by unanimous vote, that the Town Council consider use of the MDC Committee Room for the purposes of both the July and October meeting of Town Council, and that the Clerk investigate the availability of the Committee Room for both these meetings.

9. Minutes

The Minutes of the Meeting of the Town Council held on the 5 April 2005 were considered for accuracy and content.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Cann, by unanimous vote, that the Minutes of the Town Council Meeting held on 5 April 2005 be approved as a true record and signed by the Chairman.

10. Matters Arising from the Minutes

No matter were arising.

11. Planning Committee Minutes of the Meeting held on the 19 April 2005.

The Chairman requested members to note the contents of the Minutes relating to the meeting held on 19 April 2005, a copy of which was previously supplied to all members.

Resolve: by a unanimous vote, that the Minutes of the Planning Committee meeting held on 19 April are noted.

12. District Council Update

There had been no further Partnership meetings held and any matters would be considered at the appropriate report item within each Portfolio.

Resolve: by unanimous vote that the matter is noted.

13. MCTI/Shepton 21 Update

Cllr Shearn updated members as to the scope of his membership of a Working Group who were mainly looking at the retail area of the town. He was working with the District Council to instigate Section 215 Notices for empty shops, or indeed any other matters in the town centre which needed tidying up. Cllr Cann apologised that he had been unable to attend the last meeting due to commitments but that he hoped to provide a full report at the next meeting of Council.

Resolve: by unanimous vote that the matter is noted.

14. Membership of Portfolios

All members were requested to reaffirm their membership of the Administration, Collett Park, Community & Leisure, Footpaths, Properties and Regeneration Portfolio Groups. Cllr Manvill requested not to be a member of the Administration Portfolio and Cllr Inchley requested not to be a member of the Footpaths Portfolio. Cllr Robinson requested membership of the Collett Park, Community & Leisure and Regeneration Portfolios.

Resolve: Proposed by Cllr Gilham, by unanimous vote, that the current membership with the above amendments for Cllrs Manvill, Inchley and Robinson are reaffirmed for the Administration, Collett Park, Community & Leisure, Footpaths, Properties and Regeneration Portfolio Groups of Council.

15. Election of Representatives of Outside Bodies

- a) Somerset Association of Local Councils (Admin Portfolio) – Proposed that Cllr Jeremiah is elected.
- b) The Beacon Society (Collett Park Portfolio) – Proposed that Cllr Marsh is elected.
- c) Mendip Citizen Advice Bureaux (Community & Leisure Portfolio) – Proposed that Cllr Champion and Robinson are elected.

- d) Shepton Mallet in Bloom (Community & Leisure Portfolio) – Proposed that Cllrs Manvill and O’Connor are elected.
- e) Mendip in Bloom (Community & Leisure Portfolio) - Proposed that Cllrs Manvill and O’Connor are elected.
- f) Shepton Mallet Leisure Centre (Community & Leisure Portfolio) – Proposed that Cllrs Bartlett and Marsh are elected.
- g) Shepton Mallet Town Twinning (Community & Leisure Portfolio) – Proposed that Cllrs Jeremiah and Manvill are elected.
- h) Tourist Information & Heritage Centre (Community & Leisure Portfolio) – Proposed that Cllr Manvill and Hurrell are elected and nominated to serve as a member of the Tourist Information & Heritage Centre Council of Management.
- i) Shepton Mallet Christmas Lighting Committee (Community & Leisure Portfolio) – Proposed that Cllrs Champion, Gilham and O’Connor are elected.
- j) Management Committee for Shepton Mallet Young People’s Centre (Community & Leisure Portfolio) – Proposed that Cllrs Inchley and Bartlett are elected.
- k) Chamber of Commerce (Regeneration Portfolio) – Proposed that Cllrs Champion and Shearn are elected.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote, that all the above members, as proposed, are elected as Representatives of the Town Council on the respective outside bodies and that the Clerk duly informs the organisations of the respective nominations and contact details.

- l) Whitstone Community School Association Executives (Community & Leisure Portfolio)
- m) Heritage Society (Community & Leisure Portfolio)
- n) Community Association Executive (Regeneration Portfolio)

Members considered that one, or all, of these outside bodies may no longer exist. Previous representatives confirmed that no meetings had taken place.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote that the validity of the three external bodies, being Whitstone Community School Association, Heritage Society and Community Association Executive, are investigated and, should they be still current and require representatives from the Town Council, then their request should be considered at a future meeting.

16. Hillmead Kidz Club Community Grant – Community & Leisure Portfolio

The Portfolio Holder confirmed that an application had been received from Hillmead Kidz Club which required urgent consideration due to project timescales. However the minimum being requested which would be helpful to the group was £500, which he considered was too high given the overall Community Grants budget. He proposed that the matter should be reconsidered at a later stage if the group would accept a lower sum.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Lovell, by unanimous vote, that in this instance the Grant Application is deferred as the required minimum of £500 was considered too high given the overall budget and that the Application would be reconsidered if the applicant was to propose a lower minimum sum.

17. Swimming Pool Project - Community & Leisure Portfolio

The Portfolio Holder, being Chairman of the Project Board, provided an update following a meeting of a Project Group held on Tuesday, 26 April. A draft agreement for consideration had been supplied to all members with the Agenda and the notes of the meeting held on 26 April had been handed out at this meeting. Some members raised concern as to specifics within the agreement and queried whether the benefit, by way of the Town Council’s £350,000, would remain in the Town should matters change in the future. Several aspects within the agreement were discussed and further clarification was requested or made clear within the draft agreement to ensure that no amendment could be made without the Town Council’s prior approval to any of the stipulated operating hours, and to ensure that the revenue subsidy would continue to be funded wholly by the District Council. The Portfolio Holder confirmed that matters were progressing and explained the design and build

concept of the contract which was the only option to continue to ensure that the project may well be completed prior to the 2006 season.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Gilham, by unanimous vote, that the Town Council remains wholly in support of the project and that, in principle, it accepts the contents of the Draft Agreement subject to clarification and amendments of the matters above.

18. LTP Scheme – High Street South – Regeneration Portfolio

The Clerk and Cllr Lockey had attended a meeting with LTP Officers from Somerset County Council on Friday, 29 April 2005. The Clerk confirmed that finance was now in place and the details of the Traffic Regulation Order had now been agreed with the amendment that the Loading Bay would now operate from 6.00am to 6.00pm daily. The County Council had agreed to carry out a letter drop to all properties affected by the TRO and that the TRO was to be advertised on 16 May. There had also been discussion regarding the road markings, the Disabled Bays, the finishes of materials in certain areas and that the Town Council had requested consultation regarding any street furniture prior to the final design being agreed. Somerset County Council had explained the results of the radar survey regarding the underground services, some of which were very shallow, some had in situ concrete problems and some would have to be moved due to regulations regarding kerb edgings not being above services. The Clerk confirmed that other matters currently undecided remained confidential and he would report later in the meeting when in Confidential Session.

Resolve: by unanimous vote that the matter is noted.

19. Restoration of Victorian Fountain – Regeneration Portfolio

The Portfolio Holder and Clerk updated members on progress now that the excavations had taken place and services located. The project was now awaiting the final design and specification to be drawn up by the architect who would then submit a Listed Building Application. It was hoped that work would recommence in the near future.

Resolve: by unanimous vote that the matter is noted.

20. Collett Park Portfolio Meeting – Minutes of 12 April 2005

The Portfolio Holder requested members to note Minutes of the Meeting held on Tuesday, 12 April 2005, previously distributed to all members. In addition the Clerk reported a personal accident/injury to a member of the public within Collett Park on 30 April 2005. The lady in question had tripped on a tarmac surface causing bruising and swelling to her ankle. The Clerk had requested the Parks Contractor, Quadron, to carry out an immediate survey of the paths and to correct or cordon off any defects which represented a risk to Health & Safety. Currently he was still awaiting a final report from the contractor.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Cann, by unanimous vote, that the Minutes of the Meeting of Collett Park Portfolio held on Tuesday, 12 April 2005 are approved and the report of the accident to a member of the public is noted.

21. Internal Audit Report – Administration Portfolio

The Internal Audit report carried out by Mr Brian White dated 25 April 2005, which was his second audit of the Year 2004/05, had been distributed to all members of the Council and to which no matters of concern had been raised.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote, that the Internal Audit Report undertaken and dated Monday, 25 April 2005, and as attached to these Minutes, is noted.

22. Register of Members' Attendance 2004/05

The Clerk had previously distributed with the Agenda a combined graph and data table for members' attendance at meetings of Council, its Committees and Portfolios for Year 04/05.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah that the Register of Members' Attendances for the municipal year 04/05, as attached to these Minutes, is approved and noted.

23. Financial Budget 2005/06

The Clerk had provided, and distributed to all members prior to the meeting, a current Budget/Spend as at 31 May 2005 (copy attached to these Minutes).

Resolve: by unanimous vote that the Budget/Spend as at 31 May 2005 is noted.

24. Draft Financial Accounts and Balance Sheet for Year Ending 31 March 2005

The Clerk had completed, and previously provided to all members, draft Financial Accounts and Balance Sheet with supporting notes (copy attached to these Minutes) for the Year Ending 31 March 2005.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, by unanimous vote, that the Financial Accounts and Balance Sheet for the Year Ending 31 March 2005 is approved by the Town Council and dated 3 May 2005, and that the Clerk is thanked for his efficiency in provision of the accounts so shortly after the Year End, and that the Accounts are now submitted to the External Auditor.

25. Annual Return for Year Ending 31 March 2005

Members had been previously provided with copies of the Annual Return, which included Section 1 "The Statement of Accounts" completed and signed by the Responsible Financial Officer. Section 2 "Statement of Assurance" - members considered in turn each of the 8 questions which were all recorded with a "yes" response. Finally members considered Section 4 "Annual Internal Audit Report", as completed by the Independent Internal Auditor Mr Brian White and dated 25 April 2005.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Lockey, by unanimous vote, that the Annual Return for year ending 31 March 2005, 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 the Clerk/Responsible Financial Officer and to be submitted with all other supporting documentation to the External Auditor.

26. Finance

Several members questioned the Balance of Payment for the May Day event and how these accounts were to be administered. A further member enquired if the payment by the District Council had been received regarding Collett Park Depot water usage. The Clerk confirmed that all payments made by the Town Council for the May Day event were within the £900 total grant monies which, apart from the balance of £160 made payable to the Shepton Mallet May Fair account, related to infrastructure purchased directly by the Town Council. When details were known accounts would be collated and administered as agreed, and that copies would be provided to all members. The Clerk also confirmed that £250 had been received from the District Council regarding their contribution of the water usage within Collett Park Depot.

a) Accounts for Payment by Cheque

Resolve; Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote, that payments made by Cheque for May 2005 as per Appendix "A" attached to these Minutes, be approved and signed by the Chairman and the Vice-Chairman.

b) Accounts previously paid by Direct Debit

Resolve; Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote, that payments made by Direct Debit for May 2005 as per Appendix "A" as attached to these Minutes be approved and signed by the Chairman and the Vice-Chairman.

c) Confidential Salaries for Payment by Cheque

Resolve; Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote, that the Confidential Salary Payments for May 2005 as per Appendix "A" (Confidential Section) attached to these Minutes be approved and signed by the Chairman and the Vice-Chairman.

27. Confidential Session

The Chairman requested members to consider that, in view of the nature of the business to be transacted, it was advised in the public interest that the press and public be excluded and that they be instructed to withdraw.

Resolve: by unanimous vote, that the Council now move to Confidential Session, and that the public and press be excluded and instructed to withdraw, which was complied with.

a) LTP Scheme – High Street South – Further Update – The Clerk and Cllr Lockey provided a further update to Council regarding the draft information relating to the works specification, content and programme.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Jeremiah, by unanimous vote, that the Town Council continue to press Somerset County Council LTP Officers for a start as early as possible to the scheme, and to request further consultation in the very near future when matters could be finalised.

Cllrs Marsh and Robinson both then left the meeting and did not return.

b) Legal Charges Relating to Collett Park Restricted Covenants – The Clerk presented a breakdown of professional costs and charges received from Dyne Drewett Solicitors with what was understood to be a final invoice for the work valued at £567.25 incl VAT.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, with a vote of 8 For & 2 Against, that in this instance the Town Council should pay 50% of the outstanding invoice as full and final settlement of legal costs and charges applicable to the Registration of Title to Collett Park and matters relating to the Restricted Covenants. The Town Council considers that it has received inappropriate and incomplete advice in the matter, and that if Dyne Drewett Solicitors do not accept this full and final settlement then senior partners of the practice should contact the Town Council to discuss the matter in detail.

c) Letter of Interest Regarding Restricted Covenants – 4 Kyte Road – A letter had been requested by the occupiers of No. 4 Kyte Road setting out and explaining the Town Council's position regarding release of any said Covenant applicable to this property. A draft had been supplied to all members previously.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote, that the letter dated 3 May 2005 is approved with the amendment that the text should read "that the Council has no apparent interest" (copy attached to these Minutes).

28. Agenda Matters for the Next Meeting

The next meeting to be held on 7 June 2005 at 7.00pm. No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 8.35pm.

Councillor

Signature _____

Chairman J. Bartlett

_____/_____/2005

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1942	J Hodges & Sons	6250	Repairs to the Shambles - Tiles	£ 27.61
1943	Glasdon (UK) Limited	6080	Supply of Litter Bins - Collett park Improv'e't	£ 1,893.51
1946	Cliveden Conservation	6400	Victoria Fountain Restoration - Interim	£ 2,591.54
1947	Chamberlaine Brothers & Edw	5060	Valuation - Whitstone Road Allotment Site	£ 70.50
1948	C H Penn	5600	Engaving - Mayors Chain of Office	£ 4.50
1949	Mendip Citizens Advice Bureau	6670	Annual Grant	£ 3,200.00
1950	Tourist Information Centre	6660	Annual Grant	£ 1,100.00
1951	Mendip Community Transport	6680	Annual Grant	£ 700.00
1952	SM Community Infants School	6900	S137 Payment - School Crossing Patrol	£ 451.00
1953	Investec Bank (UK)	n/app	Transfer Capital to Swimming Pool Account	£ 5,000.00
1954	Western Newspapers Ltd	5450	Advert - Town Meeting	£ 29.38
1955	B E White - Internal Audit	5040	2nd Visit Internal Audit 2004/05	£ 50.00
1956	Jolly Jumper Amusements	7060	May Day Event - Entertainment	£ 428.88
1957	SM May Fair	7060	Balance of May Day Event Funding	£ 160.00
1958	Chew Valley Hire Ltd	7060	May Day Event - Toilets	£ 411.25
1959	Frome Hire Centre	7060	May Day Event - Crowd Barriers	£ 31.03
				£ 16,149.20

Payments by Direct Debit

30/3/05	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -March	£ 2,372.17
31/3/05	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 29.53
5/4/05	CGU Bonus	5200/6090	Insurance Premium	£ 338.07
18/4/05	Plusnet Tech Ltd	5160	Broadband Subscription	£ 23.49
18/4/05	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 340.76
18/4/05	BT	5160	Office Telephone lines / calls	£ 162.15

Sub Total **£ 2,739.77**

Total = **£ 18,888.97**

CONFIDENTIAL PAYMENTS

1944	Graham H Brown	5000	Town Clerk - May Salary 2005	£ 1,210.46
1945	Jeanette Lintern	5000	Admin Assistant - May Salary 2005	£ 444.66

Total **£ 1,655.12**

Grand Total **£ 20,544.09**

Date	Income	Code	Category of Income	Total Deposit
7-Apr	SCC Aggregate Levy Fund	4410	Grant - Victoria Fountain	£ 11,913.00
13-Apr	Mendip District Council	4000	50% Precept 05/06	£ 62,908.50
27-Apr	Mendip District Council	4300	Footpath Agency - Increased to £220	£ 220.00
27-Apr	Mendip District Council	4410	C/Park Deport Water Useage - Agreed	£ 250.00

Total Income = **£ 75,291.50**

**Councillor
Chairman**

Signature _____

Date _____

**Councillor
Vice Chairman**

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 7 June 2005, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.



Present: Chairman - Councillor Mrs J.D. Bartlett

Mr M. Cann, Mr R.R. Champion, Mr J.E. Gilham, Mr K. Hurrell, Mr C.C. Inchley, Mr N. Jeremiah, Mr M. Lovell, Mrs L. Manvill, Mrs J. Marsh, Mr T. O'Connor, Mrs M.R. Robinson, Mr N. F. Shearn and Mr A. Taylor.

5 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 Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised. The meeting was also informed that the meeting would be audio-taped for internal use only.

29. Public Forum

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the meeting be adjourned for the purpose of transacting Public Forum.

- a) **Tesco Planning Application** – Mr Clive Pearson raised disappointment with the content of the Planning meeting held last week to consider the Tesco application. He laid no blame upon the Town Council or the Planning Chairman, however he was very disappointed with Mr Les Kimberley, Senior Planning Officer of the District Council, and he was unable to find any positive comments regarding the GL Hearn's representative, who appeared to be uninformed and was unable to answer even the simplest of questions.
- b) **Town Centre Vitality** – Mr Clive Pearson raised concern that the retail outlet known as Primrose Hill had now closed as of 31 May, which now made 18 retail units within the town centre which were currently empty.
- c) **International Treatment Centre** – Mr Clive Pearson confirmed that the facility's opening event had been bought forward and would now take place on Monday, 18 July. The intake of orthopaedic patients would take place in mid-July and the first intake of patients requiring operations would take place in mid-August; all of which would come firstly from the Mendip area. He also reported that not all the staff would be coming from America, many of the staff were coming from European countries and bringing their families with them.
- d) **Public Transport – Bus Services** – Mr Clive Pearson confirmed that evening bus services to and from Shepton and Wells had been re-instigated and were 12 in number. Some of these would go via the Community Hospital and St Peter's estate. During March 2003 he had requested First Bus to consider services to and from the Ridgeway estate in Shepton Mallet, with no response to date. He now confirmed that he had now written to them again on the matter providing a petition, a map and some brief history. He had now received an acknowledgement reply with information that they would consider the matter and he hoped for a positive outcome.

Mr Taffy Stride also raised concern as he had seen a bus in the evening between Shepton and Wells, which was met with some surprise. He was somewhat dismayed that, if the service had restarted, there had been no notification to the public and it was only right and proper that the public should be aware in order that they could support the service fully. He also enquired whether they were proposing to extend the service late on a Friday and Saturday evening.

- e) **Mendip Community Transport** – Mr Taffy Stride raised concern as the Council had provided an annual grant of £700 and wished to enquire if the organisation was a charity or a commercial business. Arthritis Care were currently using this facility and had been informed that the cost would be rising next week from £22 to £30, which he deemed to be unacceptable and considered that the Town Council should take this into consideration when reviewing any further grant support. Cllr Gilham confirmed that he understood that Mendip Community Transport was indeed a charitable trust. Mr Stride confirmed that he was unable to use the service of Dial-a-Ride as they closed at 4.00pm.
- f) **Somerset Highways** – Mr Stride requested an update on whether there had been a response to his previous matters raised regarding the completion of the highways around the town, and especially the latest works carried out in Compton and Kingsland Road areas.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, by unanimous vote, that the meeting be brought back into closed session.

30. Apologies for absence – Cllrs Fone (work) and Lockety (family)

The Clerk also passed on, on behalf of Cllr Lockety, thanks to all members for their support and best wishes in relation to his daughter's recent vehicular accident.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Inchley, by unanimous vote, that a formal Best Wishes and Speedy Recovery card is sent to Cllr Lockety's daughter, Tina, on behalf of the Council and that the above Apologies are accepted and duly recorded.

31. New Councillor – Mr Ashley Taylor – The Chairman formally welcomed Mr Ashley Taylor to the Council. The Clerk confirmed that all administrative requirements had been completed and that Cllr Taylor had requested membership of the Planning Committee and all Portfolios with the exception of the Footpaths Portfolio.

Resolve: by unanimous vote that the matter is noted.

32. Members Declarations of Interests

a) Collett Park and Covenants Relating to Collett Park - 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) Council's Legal Services -Cllr Marsh declared a Personal & Prejudicial Interest in the matter to be discussed in Confidential Session, which may relate to Restricted Covenants within Kyte Road/Collett Avenue, due to her residence being within Kyte Road, and she would duly leave the room at the appropriate point.

Resolve; that the above declarations are noted and duly recorded.

33. Chairman's Announcements

Twinning Gift – A thank you letter had been received from the Twinning Committee who confirmed that the Martin Alford print had been presented to our French partners, and thanks was also recorded to Cllr Lovell for arranging both the print and the frame.

Wells Mayor and Street's Chairman Inaugurations – The Chairman confirmed that she had attended both events. The Wells event held in The Courthouse was most interesting and very traditional, and the Street event was the first event of its kind. One point of interest had transpired in that both these Councils gave badges to all of their past Chairmen on an ongoing basis, and the Chairman considered that this was a good idea and the matter should be brought forward and considered by the Administration Portfolio.

The Royal Bath & West Show – The Chairman confirmed that she had attended the event on the opening day and taken part in the opening of the miniature train ride, however the weather had been unkind and at one stage she had got extremely wet!

Kennedy House – Topping Out Ceremony – The Chairman confirmed that she was to attend this event tomorrow.

Youth Clean up of the Town – The event had been organised by "Chats" coffee shop which was a very good initiative but should not have been necessary.

MDC Matters – The Chairman confirmed that the new MDC cleaning contract was online to start on 1 July and that the MDC Officers had high expectations of good performance from the contract. The Chairman has been in contact with Cathy Day regarding both matters raised at the last Council meeting. Unfortunately Cathy Day was on holiday at present and a meeting would be arranged on her return.

Proposed Meeting of Chairs and Portfolio Holders – The Chairman confirmed her intention that a meeting should take place as soon as permissible with all Portfolio Holders and Chairs of Committees to discuss the management of their individual sectors of the Council, and to agree a way forward.

Resolve: That the above matters are noted, and that the meeting of Chairs and Portfolio Holders is confirmed for Friday, 17 June 2005 at 9.30pm in SMTC Offices. Cllr Jeremiah tabled his Apologies for this meeting.

34. Minutes

The Minutes of the Meeting of the Town Council held on the 3 May 2005 were considered for accuracy and content.

Resolve: Proposed by Cllr Gilham, by unanimous vote, that the Minutes of the Town Council Meeting held on 3 May 2005 be approved as a true record and signed by the Chairman.

35. Matters Arising from the Minutes

a) **Public Forum – Minute 3c** – The Clerk provided a summary of a letter received from Robin Smith, Chief Executive of Mendip Primary Care Trust with regard to Mr Mike Harris's point raised regarding alleged sharing of resources and facilities between the new Treatment Centre and the existing Community Hospital. The letter confirmed that the new Treatment Centre was indeed independent and was totally self-contained. It would be using its own equipment and staff and not utilising either equipment or staff of the existing Community Hospital. The key aim was that the independent sector programme would provide extra resources and was very specific in its requirement. No staff who had worked for the Primary Care Trust in the past 6 month period could apply for a position at the International Treatment Centre. However, Mendip Primary Care Trust would continue to support their staff in career choice as individuals and he also provided contact details for the Project Director, Kate Glass, and the Associate Director of the Treatment Centre, Annabel Leg, on telephone number 836520.

Resolve: by unanimous vote that the matter is noted.

36. Planning Committee Minutes of the Meeting held on the 10 & 31 May 2005.

The Chairman requested members to note the contents of the Minutes relating to meetings held on 10 May 2005 (previously supplied) & 31 May 2005 (supplied at the meeting). The Chairman confirmed that, in addition to the resolve regarding the Tesco's application made on 31 May 2005, he had worked in liaison with the Clerk to a draft letter focussing the response of the Town Council to the application which he proposed to send to Tesco's and their agents and copy to Mendip District Council, the Chamber of Commerce and Haskins World of House + Home. This would be sent immediately and within the contents of the letter was a request for a meeting with all parties to discuss the application and concerns raised.

The Planning Chairman also confirmed that he had taken up the parish slot at the Planning Board meeting on 15 June 2005 to put the Town Council's concerns directly to the District Council's Planning Board.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by a unanimous vote, that the Minutes of the Planning Committee meetings held on 10 & 31 May are noted. The draft letter approved and to be sent to the parties concerned as soon as practical and that the Planning Chairman, Cllr Champion, formally represent the Town Council at the Mendip Planning Board meeting programmed for 15 June where the Tesco application would be considered.

37. District Council Update

The Chairman confirmed that no further meetings had been held to date. Unfortunately District Councillor Paul Treby was away for a 6-week period and meetings would not be resumed until his return.

Resolve: by unanimous vote that the matter is noted.

38. MCTI/Shepton 21 Update

Cllr Champion confirmed that he was on holiday for the last meeting and there was no further update. Cllr Cann had also been unable to attend the meeting. The Chairman and Cllr Lovell confirmed that they had attended a Shepton 21 visit to the old BT building where interested groups were looking around the building for future use, and that input from each group had been requested from Guy Braga, the Area Regeneration Officer at Mendip, within the next 3-week period.

Resolve: by unanimous vote that the matter is noted.

39. Minutes of the Meeting 24 May 2005 – Community & Leisure Portfolio

The Portfolio Holder confirmed that the Minutes had been previously distributed to all members of the Council.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Robinson, by unanimous vote, that the Minutes of the Community & Leisure Portfolio held on 24 May 2005 are noted.

40. Swimming Pool Project - Community & Leisure Portfolio

Cllr Lovell, Chairman of the Swimming Pool Project Group, confirmed that a meeting had taken place yesterday which was attended by himself, the Chairman of the Council and the Clerk. They were now at a point where big and tough issues needed consideration. Also attending the meeting were Avalon Leisure and their charity status partner, Western Community Leisure. Both these parties had raised 6 additional points mainly relating to disabled access, energy efficiency and health & safety legislation requirements. Members were requested to consider the length of the lifespan and quality of materials required within the specification, and this had to be balanced versus the cost and budget available. The Project Board had considered to specify a 10-year requirement. The Project Board also raised concern that they had no expertise to make a specialist decision regarding the project tendering and work through to completion. It was proposed that this be provided by way of independent source which would need to be tendered and the cost of these services would be estimated in the region of £10,000.

One member requested an update as to where we were with the draft or finalising of the legal agreement, which Cllr Lovell confirmed was being fine-tuned at present, and would possibly be available for consideration and resolve at the July meeting of the Council. The overall time span was to hopefully achieve a design-and-build contractor being nominated and approved by November 2005.

Members were also requested to consider formal changes to the representatives by way of Cllr Lovell in that, instead of Portfolio Holder, and as he was not now a Portfolio Holder, he should be named as being one of the Town Council's representatives.

Resolve: Proposed by Cllr Shearn, seconded by Cllr Jeremiah, with a vote of 12 For & 1 Abstention, that Cllr Lovell is a named representative of the Town Council to the Shepton Mallet Swimming Pool Project Board in lieu of the post previously held, that of the Community & Leisure Portfolio Holder. Also that the latest update regarding the Project Board meeting is noted and that the Town Council agree to both the specified life span of materials being a minimum of 10 years and that the services of an independent specialist are tendered and obtained at a cost in the region of approximately £10,000.

41. Draft Housing Strategy – Regeneration Portfolio

The Portfolio Holder confirmed that he had not seen this document and Cllr Inchley confirmed that he had seen the document but requested that the Portfolio Holder and/or the Chairman of Council to review this document. Cllr Robinson confirmed that she indeed had a copy and collated an appraisal as a member of the District Council Planning Board which she read in full to members at the meeting.

Resolve: Proposed by Cllr Cann, seconded by Cllr Shearn with a vote of 12 For & 0 Against that the matter is deferred given that the Council was served with an unacceptable timescale for a response, and that the matter is further considered by the Regeneration Portfolio programmed to meet on 14 June, and that a response from that meeting is provided to the District Council as soon as practical thereafter. The District Council to be requested to accept this extension of time.

42. CCTV Service Level Agreement (SLA) – Regeneration Portfolio

The Clerk confirmed that the SLA had now been signed and enclosed along with a supporting letter confirming the only liability of the Town Council in respect of the CCTV service was to the sum of £6,000 per annum. All other liability was the responsibility of the District Council, and that the documents were now held on file.

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

43. HERS Scheme – Regeneration Portfolio

Members were supplied at the meeting with a copy of the Minutes of the latest HERS meeting held on 26 May 2005 and notification that a further meeting was tabled for 12 July at 2.00pm to discuss the Anglo Feasibility

feedback and a further meeting of the Steering Group would take place on 25 August at 9.30am at the District Council offices.

Resolve: by unanimous vote that the Minutes of the meeting of the HERS Steering Group held on 26 May and the two future meeting dates are noted.

44. Restoration of Victorian Fountain – Properties Portfolio

The Clerk provided members with a summary copy of the project breakdown and cost involved, which indicated a projected overspend of £1,225, which was in excess of the grant provided by Somerset County Council. Problems regarding the investigative works, priorities and the requirement for water supplies and drainage were all considered.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the Clerk continue to manage this project in line with priorities and costings (as attached to these Minutes), and the additional budget set aside by the Town Council should be utilised, if required.

45. Transfer of Allotment from MDC – Properties Portfolio

The Clerk confirmed that a Transfer Agreement document had been received from the Council's solicitors which required signing and, when returned to the solicitors, they required an up-front payment of costs involved to complete the transfer which equated to £347.38 + VAT. A breakdown of that sum was provided to all members.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Champion, by unanimous vote, that the transfer documents are approved and duly signed by the authorised members and officers of the Council, and that the up-front payment of £347.38 + relevant VAT is approved which is to be returned to the Council's solicitors along with the signed document.

46. Minutes of Portfolio Meetings 17 May 2005 – Collett Park Portfolio

Copies had been distributed to all members of the Council previously.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Jeremiah, by unanimous vote, that the Minutes of the Collett Park Portfolio meeting held on 17 May 2005 are noted.

47. Proposed Floodlights for Football in Collett Park – Collett Park Portfolio

A request had been received from Shepton Mallet Youth Football Team to use portable (battery operated) floodlights for use on training evenings twice a week throughout the winter period. The Clerk confirmed that he had written to the Youth Football Team requesting them to contact the District Council as there may be a planning requirement, and Andy Willmott of the Youth Football Team had confirmed that he had contacted the District Council and that they now required their request in writing. The majority of the members considered that they should support the Youth Football Team.

Resolve: Proposed by Cllr Robinson, seconded by Cllr Jeremiah, with a vote of 12 For & 1 Against, that the Town Council approve the request for the Shepton Mallet Youth Football Team to use portable (battery operated) floodlights for use on training evenings twice a week throughout the winter period, subject to approval by the District Council and also subject to a 9.00pm curfew/completion, and that no disruption/disturbance/light pollution is caused to residential neighbours on the boundary of the Park.

48. Incidents Within the Park – Collett Park Portfolio

The Clerk informed members that unfortunately there had been recent instances of vandalism in the park, one of which was considerable graffiti to the shelter building, the floor and the adjacent stonewalling. Also that plants had been stolen from the newly-planted area down by the stream/rockery bedding. One member raised concern that it appeared that one of the signs upon entering from Park Road had the Perspex cover smashed, and a further member requested confirmation whether the rockery planting scheme had been signed off as being fully complete and acceptable, to which no adverse comments were made.

Resolve: by unanimous vote that the matter is noted.

49. Trustees for Shepton Mallet United Charities – Administration Portfolio

United Charities had requested the Town Council to appoint 7 new trustees for a term of 4 years. Presently the 6 members' terms of office had all expired.

Resolve: Proposed by Cllr Inchley, seconded by Cllr O'Connor, with a vote of 7 For, 0 Against & 6 Abstentions that the current trustees Cllr Bartlett, Champion, Lockey, Manvill, Marsh and Shearn are all re-nominated and confirmed appointment by the Town Council as Trustees of United Charities.

Members considered the one additional appointment.

Resolve: Proposed by Cllr Bartlett, seconded by Cllr Inchley, by unanimous vote, that Cllr Robinson is hereby appointed by the Town Council as a Trustee of the Shepton Mallet United Charities.

50. Annual Report Year Ending 31 March 2005 – Administration Portfolio

The Portfolio Leader confirmed that the Annual Report dated June 2005 had been provided in draft format previously to all members of the Council.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Cann, by unanimous vote, that the Annual Report for the Year Ending 31 March 2005, and dated June 2005, is approved and is promulgated to be published as per Quality Council Status requirements.

51. Town's Website - Administration Portfolio

The Clerk informed that a test version of the website was now available and that further information had been requested by Market Towns to enable them to complete the initial building process. A training session had been programmed to take place for approximately 2 hours on Thursday, 23 June at 10.30am. Members were requested to review the site and provide any relevant points for consideration by the 16 June to enable Market Towns to be informed prior to their visit for training on 23 June. The Clerk raised some concern as to the short duration of training and the administrative requirements and resource required to get the website fully up and running and to update thereafter.

Resolve: by unanimous vote that the matter is noted. Members are requested to provide any relevant points to the Clerk by 16 June. Members were invited to attend the training session on 23 June at 10.30am.

52. Finance

The Clerk requested members to consider a late request for payment by Quadron Services Ltd. They had supplied invoices relating to various matters which had been completed and this matter had been discussed with the relevant Portfolio Holder who confirmed agreement for payment to be processed. The Clerk recommended that, subject to Council's approval of payment, the cheque is withheld and presented to Quadron at the meeting arranged with their Director.

Resolve: Proposed by Cllr Champion, seconded by Cllr Jeremiah, by unanimous vote, that the late payment request by Quadron Services relating to Cheque No. 1974 for £778.28 is approved and that the cheque is to be held and presented to the Directors of Quadron following the outcome of a successful site meeting with them programmed for 14 June 2005.

Accounts for Payment by Cheque

Resolve; Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote, that payments made by Cheque for June 2005 as per Appendix "A" attached to these Minutes, be approved.

a. Accounts previously paid by Direct Debit

Resolve; Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote that payments made by Direct Debit for June 2005 as per Appendix "A" as attached to these Minutes be approved.

b. Confidential Salaries for Payment by Cheque

Resolve; Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote that the Confidential Salary Payments for June 2005 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

53. Confidential Session

The Chairman requested members to consider that, in view of the nature of the business to be transacted, it was advised 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 Champion, by unanimous vote, that the Council now move to Confidential Session, and that the public and press be excluded and instructed to withdraw, which was complied with.

a) Tree Works 2005 – Tenders received from 4 contractors were considered, which had been previously reviewed by the Clerk in consultation with the Tree Consultant and Portfolio Holder.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the tender by All Tree Services Limited for the sum of £2,800 is accepted with works placed in hand, and that a combined pre- and post-contacts meeting is carried out using the services of the Council's Tree Consultant.

b) Council's Legal Services – Cllr Marsh, having a declared a Personal & Prejudicial Interest earlier in the meeting then left the room.

A response letter had been received from the Council's solicitors, Dyne Drewett, which provided details of their investigation into complaints made by the Town Council, the outcome of which was a reciprocated gesture of goodwill by the Council's solicitors who accepted the previous part payment by the Council enclosed within a letter dated 11 May 2005 as full and final settlement of their charges in the matter.

Resolve: Proposed by Cllr Inchley, by unanimous vote, that the matter is noted and that the matter of any future requirement of legal services by the Council is considered at the next meeting of the Administration Portfolio.

Cllr Marsh then rejoined the meeting.

c) Local Government Pension Scheme – A request had been received from the Administration Assistant to join the Pension Scheme. Details of entitlement and cost involved were submitted by the Clerk.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Lovell, with a vote of 10 For, 2 Against & 1 Abstention that Jeanette Lintern's request to join the Local Government Pension Scheme is approved. Relevant application forms are to be completed and submitted to Somerset County Council and, once accepted, Somerset County Council will inform of any requirement which will be complied with.

d) Staff Appraisal – Admin Assistant – The Chairman and the Clerk confirmed that a satisfactory appraisal had been carried out on the 25 May 2005, and a further appraisal had been programmed for Thursday, 10 November 2005. The Clerk thanked members for their attendance and input at this and previous staff appraisals.

Resolve: by unanimous vote that the matter is noted.

54. Agenda Matters for the Next Meeting

The next meeting to be held on 5 July 2005 at 7.00pm. Cllr Lovell tabled his apologies for the July and August meetings of Council due to family commitments.

Resolve: by unanimous vote that the matter is noted.

The Chairman thanked members for their attendance and closed the meeting at 8.42pm.

Councillor J.D. Bartlett

Signature_____

Chairman

_____/_____/2005

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1960	Dyne Drewett Solicitors	5060	Part Payment of Collett park Deeds / Covnts'	£ 361.63
1961	Quadron Services Ltd	6085	Collett Park Play Equipment Repairs	£ 133.42
1962	Caroe & partners	5060	Victoria Fountain - Architect	£ 881.25
1963	Selwood & Duncan	5060	Victoria Fountain - Record Historian	£ 597.73
1966	Great Ostry Picture Framing	5600	Twinning Gift - Frame only	£ 17.45
1967	A Crozier	6200	Station Road Embankment	£ 120.00
1968	Richard Lovelock	6030	C/Park Shelter - Repaint	£ 465.00
1969	SSAFA Forces Help	6650	Community Grant	£ 125.00
1970	Mid Somerset Agricultural Soc	6650	Community Grant	£ 200.00
1971	Skydivers Trampoline Club	6650	Community Grant	£ 75.00
1972	Inland Revenue - PAYE		PAYE Tax/NI April - June 2005	£ 2,049.94
1973	Cllr Lovell - Repayment	5600	Twinning Gift - Martin Alford - Print	£ 40.00
1975	Dyne Drewett Solicitors	5060	Transfer of Allyn Saxon Allotments from MDC	£ 391.13
1976	Quadron Services Ltd	6080/30/40	Collett Park-Various repairs / renewals	£ 778.28
				£ 6,235.83

Payments by Direct Debit

3/5/05	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -April	£ 2,372.17
3/5/05	Mendip District Council	5100	Office Lease - Quarterly	£ 1,500.00
3/5/05	Bristol / Wessex Water	6140	Allotment - Water Rates	£ 18.06
4/5/05	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 30.44
4/5/05	CGU Bonus	5200/6090	Insurance Premium	£ 337.96
12/5/05	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Increase	£ 78.05
18/5/05	Plusnet Tech Ltd	5160	Broadband Subscription	£ 23.49
16/5/05	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 340.76
Sub Total				£ 4,258.63

Total = £ 10,494.46

CONFIDENTIAL PAYMENTS

1964	Graham H Brown	5000	Town Clerk - June Salary 2005	£ 1,245.73
1965	Jeanette Lintern	5000	Admin Assistant - June Salary 2005	£ 444.88
Total				£ 1,690.61
Grand Total				£ 12,185.07

Date	Income	Code	Category of Income	Total Deposit
7-Apr	Allotment Rents Various	4410	Tenants / Plots transferred from MDC	£ 82.75
27-Apr	MDC	4200	Rebate for Water Usage - CP Depot	£ 250.00
27-Apr	MDC	4410	Footpath Agency	£ 220.00
19-May	VAT	4410	Vat Reclaim - March 2005	£ 610.55
Total Income =				£ 1,163.30

Councillor J.D. Bartlett
Chairman

Signature _____

Date _____

Councillor N. Jeremiah
Vice Chairman

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 5 July 2005, in MDC Committee Room, Cannards Grave Road, Shepton Mallet.



Present: Chairman - Councillor Mrs J.D. Bartlett

Cllrs Mr R.R. Champion, Mr J.E. Gilham, Mr K.J. Hurrell, Mr C.C. Inchley, Mr N. Jeremiah, Mrs L.A. Manvill (7.15pm), Mrs J.M. Marsh, Mrs M.R. Robinson, Mr N. F. Shearn and Mr A. Taylor.

Dr Sharpe (International Treatment Centre), 8 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 procedures.

55. International Treatment Centre – Presentation by Dr Sharpe

Cllr Marsh declared a Personal, Non-Prejudicial Interest in the matter due to her employment with Mendip PCT.

Dr Sharpe provided a presentation via Powerpoint slides and projector and also provided notes to all members (copy attached to these Minutes). He highlighted that the facility would provide new capacity, with new staff, and was on a national programme. The new build had been completed in a 42-week programme, on time. The facility would provide benefits to patients which would include shorter waiting times, increased choice, secure appointments and quality of care, aimed to be as good as the best in the NHS. There were also benefits to GPs and health professionals by no longer having to manage patients with increased disability waiting for surgery, smarter referral pathways, improved integration with Social Services and increased local capacity of MRI and USS. Timetable for start-up was: referral from GPs by 16 May, the first patients would be seen on 18 July, and in-patients were expected as from 15 August. Following the presentation a Question and Answer session took place with members. The Chairman considered that the town was very lucky to have this facility and, along with all other members at the meeting, raised concern as to the possible traffic congestion and asked Dr Sharpe to investigate immediately public transport arrangements to hopefully improve on what is currently a very poor service.

The Chairman thanked Dr Sharpe for his very detailed presentation.

56. Public Forum

Resolve: Proposed, by unanimous vote, that the meeting be adjourned for the purpose of transacting Public Forum.

- a) **The Amulet** – Mr Clive Pearson raised concern that he had not received any further update from District Councillor Harvey Siggs. He understood that a shop within the town had raised a petition of over 200 supporting and enquiring as to what is happening in the matter. He hoped that, with this support, he would actually achieve a report and once he did he would provide a copy to the Clerk for distribution amongst all councillors. Mr Pearson raised concern that, with all the statements he had made regarding financial figures, no-one had yet disputed any of his figures. He requested that the Chairman of the Town Council speak with Councillor Harvey Siggs and invite him to the next meeting of the Town Council to explain exactly what is going on.
- b) **Tesco Development and “Save our Trees”** – Mrs Joy Stride considered that the proposals were wanton destruction to mature trees by Tesco's. Since undertaking the petition she had received overwhelming support from the town and confirmed her petition was indeed democratic because it asked if you were or were not in favour of the proposals. She stated that she had started the process off in the memory of the late Councillor Doreen Gilham. She requested the Town Council's wholehearted support in the matter, along with advice and assistance/guidance as to who would be the best party/person to present the petition to.

Mr Taffy Stride raised concern as to the MDC Tesco Planning Board meeting, where he had complied with the full criteria to speak at the Open Public Participation section of the meeting but unfortunately was not allowed to. Four of the speakers were from Shepton 21, which was an unelected body with unelected members, and the views which they imposed were not that of the community. He enquired as to the meetings which allegedly had taken place since the Planning Decision meeting and requested if there were any

Minutes or Notes of these meetings. He requested that the Town Council take this matter up directly with the District Council.

Mr Will Dunscombe read a statement giving his unreserved support to the hundreds of other people in this town in regard to the systematic rape of an urban area if Tesco were to go ahead and cut down the 180 trees, some of which had Tree Preservation Orders upon them. He implored the Town Council to help and make sure that trees were incorporated into the overall design of the development and that we keep our trees and town green, not just for us but for future generations. He reiterated that the majority of the community felt very passionately about this matter and he needed some positive help and support now from the Town Council.

Mr Rassett also raised much concern as to proposals for the area around the Cenotaph, where Tesco appeared to be using it as an entrance to the supermarket. He considered that, at the least, the existing area had dignity and was surrounded by trees, all of which were "A" and "B" class trees of top quality. The proposals appeared to be to cut these down and replace them with brick paving and a cheap pavilion. He also considered that the proposed provision would be a magnetic for youths of the town to congregate and the Cenotaph structure would therefore be exposed. He implored the Town Council to raise the strong concerns and highlight the strength of feeling of the community prior to the Tesco Planning Group meeting which was programmed to take place on 15 July 2005.

- c) **The Civic Centre** – Mr Stride had received information that a member of the Town Council may well have consulted with a landowner on the Tesco's proposed site for possible future use as a Civic Centre, however he requested the Town Council to consider, in relation to the Tesco development, the use of the existing Tesco store which could be readily converted into a swimming pool/leisure complex/civic centre, and that the matter should receive further consideration.

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

Resolve: Proposed, by unanimous vote, that the meeting be brought back into Closed Session.

57. Apologies for absence – Cllrs Cann and Fone (work), Cllrs Lockey, Lovell and O'Connor (family)

Resolve: by unanimous vote, that the above Apologies are accepted and duly recorded.

58. Members Declarations of Interests

- a) **Collett Park and Covenants Relating to Collett Park** - 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) **Grant request by St Paul's School** - Cllr Inchley declared a Personal & Prejudicial Interest in the matter as he had a nephew who attended the school, and Cllr Robinson declared a Personal & Non-Prejudicial Interest in the same matter due to being a School Governor. They would duly leave the room at the appropriate point.
- c) **War Veteran's function** - Cllr Inchley declared a Personal & Prejudicial Interest in the matter as he was a School Governor of the proposed venue and would duly leave the room at the appropriate point.
- d) **Accounts for Payments** - Cllr Marsh declared a Personal & Prejudicial Interest in the matter of payment to the District Valuer appertaining to Covenants, which may impact on her own property, and would duly leave the room at the appropriate point.

Resolve: that the above declarations are noted and duly recorded.

59. Chairman's Announcements

Thank you letters had been received for financial support, by way of grants, from SSAFA Help, Mendip CAB and Shepton Mallet Infants School. A thank you letter had also been received from Mr Len Bays who opened this year's Collett Festival.

The Chairman had met with Cathy Day of Mendip District Council who was very confident that the new Street Cleaning contract would deliver, and also within the contract was weed control and removal of graffiti. The Chairman had raised the problem of household goods being dumped and remaining in locations on Hillmead

estate. Mendip District Council had now confirmed that this was a Mendip Housing problem and the Chairman had been in contact with them regarding this matter.

The Chairman reported that she had attended a topping-out ceremony at Kennedy House. Three other events had also been attended, one had been the Dancing Festival held at Wells and two Mayoral Days at Glastonbury and Burnham. The Chairman wished to record her thanks to Cllr Shearn for undertaking a lot of hard work and once again organising a very successful Collett Festival

60. Minutes

The Minutes of the Meeting of the Town Council held on the 7 June 2005 were considered for accuracy and content.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Robinson, by unanimous vote, that the Minutes of the Town Council Meeting held on 7 June 2005 be approved as a true record and signed by the Chairman.

61. Matters Arising from the Minutes

a) **Minutes of the Planning Meeting – Minute No. 36 – Tesco Proposals** – It was considered that the Minutes did indeed truly record the Town Council's consideration which was in accord with members of the public at this meeting's Public Forum. Several members proposed that further overtures should be made to the Local Government of the South West with a request that the Plan be called in and investigated. The Chairman then proposed, and the meeting accepted, that the matter be discussed under the relevant Planning Committee Minutes item to be considered later in the meeting.

b) **Reporting Procedures for Representatives of Council on Exterior Groups** – A draft list and recommendations had been submitted by the Clerk to all members.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, by unanimous vote, that the list as provided by the Clerk (attached to these Minutes) is approved with the additional that the representatives on United Charities (Market Cross) are added, which would then report to the Properties Portfolio.

c) **Item c, Minute 42 – CCTV** – A response letter to the Town Council letter of 6 June 2005 had been received from Jenny Davies of Mendip District Council whereby they did not appear to share the Town Council's concerns. The Chairman considered that this response had not allayed any of her fears and confirmed that the number of volunteers were now down to six.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote, that the Town Council place the matter on hold pending a meeting of the User Group where Cllrs Champion and Shearn could raise the matter. However this should be before the next meeting of the Town Council programmed for 2 August 2005 and, if no meeting had taken place, then the Town Council should reply highlighting that the current situation was deemed unsatisfactory and that the number of volunteers was below an acceptable standard. Also that the District Council should inform of their action plans and any improvements, and that they should be encouraged to hold a meeting to focus on recruitment of additional volunteers.

62. Planning Committee Minutes

The Chairman requested members to note the contents of the Minutes relating to the meeting held on 21 June 2005. Cllr Gilham raised much concern that, although he submitted his apologies, the Committee had chosen not to accept them. Cllrs Marsh and Hurrell also informed that they had previously tabled their apologies. Lengthy discussions then took place regarding Standing Orders and Quality Council Status requirements. The Clerk was requested, and confirmed, that Standing Orders only showed Apologies for Absence as a main Agenda point. However Quality Council Status required that all members provide their Apologies for any meetings to which they received an agenda directly to the Chairman of the respective meeting, the Chairman of the Council or the Clerk, and that, along with the Apologies should be a reason.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, with a vote of 9 For, 0 Against & 2 Abstentions, that the Minutes of the Planning Committee meeting held on 21 June are amended to include Apologies being both tabled and accepted from Cllrs Gilham, Hurrell and Marsh, and that the Administration Portfolio be tasked with reviewing and amending Standing Orders in line with Quality Council Status requirements.

Minute No. 35 (item 10) – Tesco's Planning Application – Having raised the matter earlier in the meeting, members considered the matter in some depth. Proposals were raised to write to the Local Government of the South West indicating that the proposals contradicted the Town Plan, were totally unacceptable and a lot better

could be achieved. Also finally requesting that the Plan be called in for investigation and, at the same time, the matter should be referred to the Office of the Deputy Prime Minister to review the Plan as it stands at the moment. One other member considered that direct action should be taken by way of a delegation of Town Councillors to go into Mendip District Council and to highlight with them directly the deep concerns and objections by the community to this matter. Cllr Champion confirmed that a meeting had taken place with a Working Group and Tesco's on 27 June 2005 where solid concerns had been made to the Tesco proposals in respect of the trees and they had been requested to amend and resubmit their plans. The portico building/pavilion, as proposed to the Cenotaph, had also been mentioned, and the next meeting would take place with Tesco's on 15 July 2005 in the MDC Committee Room which both Cllr Champion and Robinson would attend. Cllr Robinson had also attended the Tesco's meeting on 27 June and Tesco's had indicated their intention to replant 200 trees with semi-mature trees and that Tesco's were not in favour at all of any amendment to re-routing the A371 highway around the rear of the site, and there was a real danger that Tesco may well pull out altogether. There would then be concern that the town would be left with an empty, derelict building being left to vandalism and destruction.

The meeting confirmed to Mrs Stride that her petition would be best to be presented directly to Cllr Nigel Woollacombe-Adams, the Chairman of the District Council's Planning Board and that the matter should be arranged to ensure that the public and press could also attend and support the event.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Marsh, with a vote of 10 For & 1 Abstention, that the Town Council write directly to the Local Government for the South West informing that the Tesco application contradicted the Town Plan, was totally unacceptable and request that the Plan is called in for further investigation. At the same time the same matter was to be sent directly to the Office of the Deputy Prime Minister asking for further intervention. The Town Council to request a meeting directly with the MDC Planning Board to discuss the matters raised at today's meeting and again bring to their attention the deep concerns of the Town Council and its community. At the same time Cllrs Champion and Robinson are to continue their group meetings, raising the same matters directly with Tesco's.

63. Street Naming – Norah Fry Development

MDC requested the Town Council to consider amendment from previous recommendations with the omission of Union Street and the addition of Fry's Walk and Hazel Walk.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Champion, by unanimous vote, that the Town Council agree, with the omission of Union Street and the addition of Fry's Walk and Hazel Walk as street names within the Norah Fry development.

64. MCTI/Shepton 21 Update

Cllr Champion confirmed that there was no further update. Several members raised concern and enquired if Shepton 21 would be a major consultee in matters given the concerns raised in Public Forum with reference to elected bodies and members.

Resolve: by unanimous vote, that the matter is noted and that the Clerk investigate if Shepton 21 would be a major consultee in future issues relating to the town.

65. Grant Application - Shepton Mallet Fun Run – Community & Leisure Portfolio

Resolve: Proposed by Cllr Hurrell, seconded by Cllr Jeremiah, by unanimous vote, that a grant is awarded of £100 and that an application for ongoing annual support of £75 would be reviewed on an annual application basis once the financial accounts relating to the current year had been received by the Town Council.

66. Grant Application – St Paul's School - Community & Leisure Portfolio

Cllr Inchley, having declared an Interest in the matter earlier in the meeting, then left the room.

The Portfolio Holder informed Council that, in the near future and in consultation with the Clerk, a review of the Grants procedure and criteria would be undertaken. The Portfolio Holder considered that this application's details and form had been compiled with weak evidence.

Resolve: Proposed by Cllr Champion, seconded by Cllr Manvill, by unanimous vote, that a grant of £200 is awarded in support to send children to a residential weekend at Kilve Court.

Cllr Inchley then rejoined the meeting.

67. World War II Veterans' Function – Community & Leisure Portfolio

Cllr Inchley confirmed that the Working Party had met and that matters were now concluded. A church service would take place at 11pm on 14 August 2005 followed by a sit-down lunch at Whitstone School at 1pm, concluding with music at 2.30pm. Whitstone School had now been booked and use of their main hall confirmed. Enquiries had been made with five external caterers for a 3-course lunch, with prices around £15 per head maximum. The Working Group recommended one external caterer who had provided the best price and service with a good track record that could deliver. Numbers were estimated to include 95 veterans and their guests and then the Chairman and Vice-Chairman of the Town Council with their partners, and representatives from the British Legion. Cllr Inchley requested Council to accept the programme and agree an overall budget up to a maximum of £1,650 for the event, with an outstanding matter of Administration to check the Health & Hygiene certification and insurance details of the outside caterer. He also wished to record his thanks to Cllrs Lovell and Jeremiah for all their work in the matter.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, that the outline programme is accepted and a maximum budget of £1,650 is approved for the event, which would come from both Civic Functions and Contingencies and all members of the Working Group are thanked for their work to date.

68. Twinning Reception – Monday, 1 August 2005 – Community & Leisure Portfolio

Cllr Jeremiah, a member of the Working Group, updated members that 36 twinning guests would be attending from Misburg and an invitation open to all councillors, and it was expected that up to 50 people would attend. He provided a breakdown of budget which included £5 per head for a finger buffet with wine being provided on a sale or return basis, along with glasses, including some German lager, and requested Council to approve the event and to allow for a budget up to a maximum of £410, which would include a contingency if charges were received from the District Council for the use of the Council Chamber.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Inchley, by unanimous vote, that the event and programme for Monday, 1 August 2005 in the Mendip District Council Chamber is approved, along with a budget of up to a maximum of £410 to be taken from the Civic Duties budget.

69. BT Pay Phone Removal Proposals – Community & Leisure Portfolio

A 42 day consultation had been received from BT with an end date of 9 August 2004 for the proposal to remove 4 payphones in the town; two at Charlton Road, one at Steven's Close and one in St Peter's Road through alleged low usage.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, with a vote of 10 For & 1 Against, that the Town Council strongly reject BT's proposals to remove all 4 number payphones. The payphones provided a much-needed and basic public service to those members of the community who had neither mobile telephones or landlines and who required the basic service of making a telephone call, especially those in Steven's Close where a lot of elderly residents had homes in the area and the request of emergency services may well be required from time to time. It was also requested that the Clerk write, on behalf of the Town Council, to BT requesting that these payphones be reinstated from their rundown condition and kept in a useable, clean and well-maintained condition.

70. Swimming Pool Project Board – Community & Leisure Portfolio

The Clerk, on behalf of Cllr Lovell, updated Council and confirmed that officers, including the Clerk, would soon be going through the financial figures previously provided by way of the Saunders report. Saunders had yet to confirm their stance as to whether they wished to undertake consultancy or the design and build, as they can only do one or the other. It was likely that the tender documents would now be going out in early-September and the District Council had today provided a draft consultancy agreement (consisting of 14 pages) for review and return by this Friday, 8 June.

Resolve: by unanimous vote, that the matter is noted and that the Portfolio Holder, Cllr Marsh, would scrutinise and approve the consultancy agreement prior to the deadline.

71. Election of Deputy Portfolio Holder – Regeneration Portfolio

Resolve: Proposed by Cllr Robinson, seconded by Cllr Jeremiah, by unanimous vote, that Cllr Ashley Taylor is duly elected Deputy Holder of the Regeneration Portfolio.

72. Towns Market – Regeneration Portfolio

Council had been advised that the re-launch date by the District Council would take place on Friday, 22 July 2005. Members raised some concern as to marketing and publicising the re-launch and the need to get suitable press releases out.

Resolve: by unanimous vote, that the matter is noted.

73. Mendip Community Safety Partnership – Town Council Representative – Regeneration Portfolio

A request had been submitted to the Town Council to provide a representative for this action group, focussing on reducing crime in category areas. The first meeting was arranged for Wednesday, 27 July at 2.00pm. Cllr Bartlett, as Chairman of the Council, informed that she may well wish to attend and that Cllr Robinson would also attend under her office as a District Councillor.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, by unanimous vote, that Cllr Ashley Taylor is elected representative of the Town Council to the Mendip Community Safety Partnership and duly attends the first meeting on Wednesday, 27 July at 2.00pm.

74. Victoria Fountain – Properties Portfolio

The Clerk updated members with progress and that Listed Buildings Consent had now been approved by MDC. The architect had now provided a detailed specification and contract, albeit that this was far too comprehensive for just pricing additional works. The current main contractor, Cliveden, were to price the extra works and hopefully this would be received by the end of the week, and thereafter Council could then consider the final scope of the works, the prices submitted, an overall budget and, hopefully, a works programme through to completion. Members considered that matters needed to be moved on.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the matter is noted and that the Chairman of the Council, in consultation with the Clerk, are afforded and delegated executive powers to proceed with the works, agreeing the overall budget and arranging completion as soon as practical.

The Clerk also requested members to consider the draft report by the historian contractor, Selwood & Duncan, and to agree the number of copies to be printed and provided to areas such as the Somerset Records Office, the Library etc. Overall it was envisaged that 8 copies would be required and the historian had provided a quote of £13.50 per copy. Members were somewhat concerned as to what was being provided for the sum of £13.50 per copy and what the specification of the report would contain; would it properly bound, colour-printed etc.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, with a vote of 8 For, 1 Against & 2 Abstentions, that a maximum of 8 copies are provided at a cost of £13.50 each (total £108) subject to the Chairman of the Council and the Clerk ensuring that the specification and report was of suitable quality and value for money.

75. Civic Centre/Future Council Offices – Properties Portfolio

Cllr Champion had previously submitted a report to all members highlighting the need for the future, and for the benefit of both the Council and the community, for a Civic Centre. He highlighted the problem with meeting rooms and the quality of the room they were in at present.

Resolve: Proposed by Cllr Champion, seconded by Cllr Inchley, by unanimous vote, that a Working Party consisting of the Chairman of the Council, Cllr Bartlett, and Cllrs Champion and Inchley, be set up to investigate the matter and to report directly back to the Properties Portfolio.

76. Collett Festival 2005 – Collett Park Portfolio

Draft financial accounts relating to the event indicating a net profit of £917.50 was submitted and copied to all members of the Council. The Portfolio Holder confirmed that an invoice for the banner had yet to be received but was expected to be only in the region of £30.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the financial statement of accounts relating to Collett Festival 2005 showing a net profit of £917.50 (as attached to these Minutes) is approved and that a vote of thanks be recorded to Cllr Shearn for a very well-organised and successful event.

77. Collett Festival 2006 – Collett Park Portfolio

Cllr Champion requested Council to consider setting up a Working Group consisting of all volunteer members that could meet on a weekly basis for at least the next 3 or 4 weeks to get the matter up and running.

Resolve: by unanimous vote, that a sub-Working Group is made up of Cllrs Champion, Jeremiah, Manvill and Robinson and, in addition, any other members that wished to attend, with the first meeting being programmed for this coming Friday 8 July 2005 at the Town Council offices for 2.30pm.

78. Minutes of the Footpaths Portfolio Meeting 28 June 2005 – Footpaths Portfolio

Copies had been provided to all members of the Council previously.

Resolve: by unanimous vote, that the matter is noted.

79. Election of Deputy Portfolio Holder – Footpaths Portfolio

Resolve: Proposed by Cllr Shearn, seconded by Cllr Champion, by unanimous vote, that Cllr Marsh is duly re-elected as Deputy Holder to the Footpaths Portfolio.

80. Footpath Maintenance Schedule – Footpaths Portfolio

A revised schedule had been proposed in consultation with the Chairman, the Clerk and the contractor, which had been approved by the Footpaths Portfolio. The revised schedule had been copied to all members of the Council and this would require an additional budget of £73.23.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, by unanimous vote, that the revised schedule, as attached to these Minutes, and the additional budget of £73.23, is approved with monies taken from Contingencies and that the contractor is thanked for doing a very good job with Station Road maintenance.

81. Portfolio Management Group – Administration Portfolio

Notes of the first meeting held on 17 June had been provided to all members of the Council and the Chairman confirmed that the next schedule of meetings throughout the municipal year had now been agreed.

Resolve: Proposed by Cllr Inchley, by unanimous vote, that the notes of the meeting of the Portfolio Management Group held on 17 June, as attached to these Minutes, are noted.

82. Website – Administration Portfolio

A report had been compiled by the Clerk and submitted to all members previously. The Clerk confirmed that training had now been completed. An invoice had been received from Market Towns which had been sent back as the work was not deemed to be complete in that a community meeting was yet to be set up and attended by Market Town. The Clerk raised much concern as to Council's policy regarding the website, what the website was actually to be used for, how the Council was to function with the website and which resource was to be used to update the website, both initially and on an on-going basis. Problems relating to the website and to the administration of setting up and updating were explained to all members.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Inchley, with a vote of 8 For, 0 Against & 3 Abstentions, that the matter be reviewed by the next meeting of the Portfolio Management Group to which all other members had been previously invited, to discuss the website issue. The matter to also be agendaed for the next meeting of the Administration Portfolio.

83. Finance

Accounts for Payment by Cheque

The Clerk requested members to consider three late payments to SkillTrain Associates (cheque no. 1988 for £66.00), Great Ostry Picture Framing (cheque no. 1989 for £32.75) and finally T J Electrics (cheque no. 1900 for electrical works to Collett Park for the sum of £89.00)

The Clerk also informed Council of possible problems relating to water metering and a considerably large bill relating to Whitstone Road allotments. Email communication from Bristol Water confirmed that a bill for approximately £240 may be received following a reading of the meter, although he did remind members that, following problems earlier in the year, when there was a water leak on site, they did actually receive a credit note to the value of approximately £140 from Bristol Water. This had already been banked and would offset any future bill received. The Clerk again highlighted that all allotment sites were now on meters and that the use of water, and perhaps the taking of regular meter readings, would need to be managed in the future.

Resolve; Proposed by Cllr Champion, seconded by Cllr Jeremiah, by unanimous vote, that the late payment requests listed above are accepted, and that the payments made by Cheque for July 2005 as per Appendix "A" attached to these Minutes, be approved.

a. Accounts previously paid by Direct Debit

Resolve; Proposed by Cllr Champion, seconded by Cllr Jeremiah, by unanimous vote, that payments made by Direct Debit for July 2005 as per Appendix "A" as attached to these Minutes be approved.

b. Confidential Salaries for Payment by Cheque

Resolve; Proposed by Cllr Champion, seconded by Cllr Jeremiah, by unanimous vote, that the Confidential Salary Payments for July 2005 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

84. Standing Order to Market Towns for Website

The Clerk requested members to consider the setting up of a Standing Order for a monthly charge of £70.50, inclusive of VAT for hosting, support and on-going upgrade to the website, with a start date of 1 August 2005 on a monthly basis until further notice.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Gilham, by unanimous vote, that a monthly Standing Order of £70.50, including VAT, is approved to Market Towns with a start date of 1 August 2005 and to continue until further notice.

85. May Fayre 2005 – Financial Statement

A draft statement of financial affairs relating to the event was provided to all members at the meeting. The Clerk confirmed that there was still considerable work to do to finalise the matter but the majority of receipts and invoices had now been received. A bank statement showing a closing balance on 6 May 2005 of £742.66 was received, and he hoped to obtain the chequebook and all outstanding details from one of the event co-ordinators tomorrow. The Clerk was able to confirm that all matters relating to the Town Council's partnership-funding had been fully completed and would stand up to the scrutiny of audit.

Resolve: by unanimous vote that the matter is noted and the Clerk thanked for his work in the matter. The Clerk was also requested to separate the Town Council's financial statements from those of the event which was funded by the District Council.

86. Confidential Session

The Chairman requested members to consider that, in view of the nature of the business to be transacted, it was advised in the public interest that the press and public be excluded and that they be instructed to withdraw.

Resolve: by unanimous vote that the Council now move to Confidential Session, and that the public and press be excluded and instructed to withdraw, which was complied with.

a) Collett Park Footpath Repairs – The Clerk provided quotations received from two out of four contractors for the re-laying of a new path, 1.4m wide, from Field Corner parallel to the Millennium way down to the Lake. Quotations had been provided with different specifications of both wood and concrete edging.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Champion, with a vote of 10 For & 1 Abstention, that Cllrs Bartlett and Shearn, in consultation with the Clerk, are afforded executive powers to firstly check compliance of the Disabled Discrimination Act to ensure that a 1.4m wide footpath was acceptable and, if not, to provide a footpath of the width that would be acceptable, such as 1.7m. Also to negotiate with Ford Brothers against their original quotation of £11,647.34, which would include concrete edging, and for the works to be carried out as soon as practical with the budget of £5,000 being taken from Collett Park Risk

Assessment – Paths, and the balance to come from an underspend in Collett Park Tree Contracts, and the remainder to come from Contingencies.

b) Whitstone Road Driveway – The Clerk provided a summary of quotations received from two out of four contractors with different specifications of gravel and tarmacadam finishes to Whitstone Road allotment driveway. The preferred contractor, and lowest tender, had been received for a tarmacadam finish as the contractor did not want loose stones to be taken out on a main A37 highway. The driveway was indeed now under the ownership of the Town Council, albeit that two adjoining properties had shared use.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Jeremiah, by unanimous vote, that Cllr Bartlett and Cllr Locky, in consultation with the Clerk be afforded executive powers to negotiate with the other users and adjoining properties to ensure that, if legally bound, they provide appropriate partnership-funding and that the works for the sum of £2,577.00 be ordered with Ford Brothers and put in hand as soon as possible.

87. Agenda Matters for the Next Meeting

Resolve: by unanimous vote that Tesco's planning proposals be applied to the next Agenda, the date of which is Tuesday, 2 August 2005 at 7.00pm.

Cllr Champion tabled his Apologies for this meeting.

The Chairman thanked members for their attendance, apologised for the length of the meeting especially in this very small room, and the meeting closed at 9.35pm.

Councillor J. Bartlett

Signature_____

Chairman

____ / ____ / 2005

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1974	MDC	6480	CCTV - Annual Contribution	£ 6,000.00
1977	Selwood & Duncan	5060	Victoria Fountain-Historian Fees 2nd Invoice	£ 548.20
1978	Netpaydue.com.ltd	5040	Online payroll charges 1/04 to 5/05	£ 71.38
1979	HW Signs	6070	Collett Festival Signage	£ 23.50
1980	Mr G Brown	5300	Council Group Photos - Repayment Ccard	£ 86.00
1981	Western Newspapers Ltd	5450	Collett Festival advert	£ 94.00
1984	J Hodges & Sons	6030	C/ Park Toilets - Isolation Valve to urinals	£ 26.09
1985	Active Environment Services	6050	C/Park - Rodent Control	£ 117.50
1986	Valuation Office Agency	5060	C/Park - Covenants Valuation	£ 411.25
1987	Mr G Brown	5310	Anti Virus Subscription x 2 - repayment Ccard	£ 41.14
1988	Skilltrain Associates Ltd	5300	Stationery - Heavy Duty 4 hole punch	£ 66.00
1989	Great Ostry Picture Framing	5300	Council Annual Photo	£ 32.75
1900	TJ Electrics	6030	C/Park - Electrics and lead adaptors	£ 89.00
				£ 7,606.81

Payments by Direct Debit

31/5/05	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract	£ 2,450.22
1/6/05	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 29.53
2/6/05	CGU Bonus	5200/6090	Insurance Premium	£ 337.96
16/6/05	Plusnet Tech Ltd	5160	Broadband Subscription	£ 23.49
16/6/05	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 340.76

Sub Total £ 3,181.96

Total = £ 10,788.77

CONFIDENTIAL PAYMENTS

1882	Graham H Brown	5000	Town Clerk - July Salary 2005	£ 1,245.51
1983	Jeanette Lintern	5000	Admin Assistant - July Salary 2005	£ 444.78
Total				£ 1,690.29

Grand Total £ 12,479.06

Date	Income	Code	Category of Income	Total Deposit
8-Jun	HM Court Service	4410	Unknown credit - long term	£ 11.25
9-Jun	Haskins House of Home	4400	Partnership funding Station Rd embankment	£ 250.00
15-Jun	Collett Park Festival	6070	Income from event	£ 776.50
28-Jun	Allotment Rents Various	4410	Tenants / Plots transferred from MDC	£ 88.75
Total Income =				£ 1,126.50

**Councillor
Chairman**

Signature _____

Date _____

**Councillor
Vice Chairman**

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 2 August 2005, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.



Present: Chairman - Councillor Bartlett

Cllrs Mr K. Hurrell, Mr C.C. Inchley, Mr N. Jeremiah, Mr C.F. Lockey, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor, Mrs M.R. Robinson, Mr N. F. Shearn and A Taylor.

Approximately 3 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 Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised. The meeting was also informed that the meeting would be audio-taped for internal use only.

1. Public Forum

Resolve; Proposed by Cllr Inchley, Seconded by Cllr Jeremiah, by a unanimous vote that the meeting be adjourned for Public Forum to be transacted

- a) **International Treatment Centre** – Mr Clive Pearson reported a site meeting to be arranged with John Parrot SCC and other where three points were to be discussed being, Bus Stops, Bus Shelters and Bus Bays. He hoped to report back in writing to September meeting of Council.
- b) **20 MPH Safe Route to Schools** – Mr Mike Harris requested update as to when SCC would review the speed limited which he viewed were not applicable 27 hours for 7 days of each week and were not being complied with by the majority of road users.

The Chairman thanked members of the public for their points raised which were noted.

Resolve; Proposed by Cllr O'Connor, Seconded by Cllr Inchley, by a unanimous vote that the meeting now be brought back into closed session.

2. Apologies for absence – Cllr Cann, Champion, Gilham, Lovell (all family) and Cllr Fone (work)

Resolve: by unanimous vote, that the above Apologies are accepted.

3. Members Declarations of Interests - None were declared.

4. Chairman's Announcements

Meeting with David Thomson –CE and Ken Madock –Leader MDC – Notes of the positive meeting attended by the Chairman and Clerk (attached to these minutes) were distributed to all Cllrs.

Twinning – Civic Function – The Chairman recorded thanks to Cllr Jeremiah for organising the event and those Cllrs which were able to attend and provide their support.

Battle of Britain Celebrations – The Chairman and all Cllr had been invited to the event to take place on the 18 September 2005, starting at 9.25 am.

VJ Event – Matters were well advanced for the event on Sunday 14 August 2005 and all Cllrs were requested to attend the wreath laying at the Cenotaph for 10.40am and then the church service at 11am.

Hestercombe House – The Chairman attended an evening party held on the 14 July, as a guest of the Chairman of Somerset County Council.

Buckingham Palace Garden Party – The Chairman and her consort had a memorable and enjoyable day at the Garden Party held on the 19 July 2005.

Mary Reeves Service- The Chairman reminded Cllrs that the church service would take place this Thursday 4 August 2005 starting at 3pm.

5. Minutes

The Minutes of the Meeting of the Town Council held on the 5 July 2005 were considered for accuracy and content.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Lockey, by unanimous vote, that the Minutes of the Town Council Meeting held on 5 July 2005 be approved as a true record and signed by the Chairman.

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

7. Planning Committee Minutes

The Chairman requested members to note the contents of the Minutes relating to meetings held on 12 & 26 July 2005.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Jeremiah, by a unanimous vote, that the Minutes of the Planning Committee meetings held on 12 & 26 July 2005 are noted.

8. District Council Update – No update provided

9. Shepton 21 Update

Cllr Champion provide a short update report and also details as to the Mystery Shopper Scheme which was aimed at improve the skills of retailers within the town and could be provided free of charge.

Resolve: Proposed by Cllr Inchley, seconded by Cllr O'Connor, by unanimous vote, that the matter is noted and that the Chairman is instructed to arrange and undertake a meeting with the Chairman of Shepton 21 Group to discuss partnership working.

10. WWII Event Sunday 14 August 2004- Item 3 – Community & Leisure Portfolio

Confirmed that all Cllrs able to attend will meet at the Cenotaph for an informal laying of a wreath with Royal British Legion Members at 10.40am prior to attending the church service at 11am. Final arrangements were now in [place for both the Church Service and Catering.

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Lockey, by unanimous vote, that the is noted and Cllr Inchley is to liaise with the Clerk this Friday 5 August to received latest details regarding the invitee's.

Cllr Manvill then left the meeting.

11. CCTV - Item 2 - Community & Leisure Portfolio

Concern was still being raised as to monitoring and reduction in volunteers, the matter had been discussed at Mondays meeting with the CE and Leader of MDC and the Users Group was now to meet sometime later this month.

Resolve: by unanimous vote, that the matter is noted.

12. Shop Mobility & Drop in Centre – Community & Leisure Portfolio

Awareness was raised of a request by Age Concern for information signs within the car parks as to this facility.

Resolve: by unanimous vote, that the matter is noted. This matter is to be progress through MDC

13. Properties Portfolio Minutes of Meeting held 26 July 2005

Previous distributed to all Cllrs

Resolve: by unanimous vote, that the Minutes of the Portfolio Meeting held 26 July 2005 are noted.

Resolve: by unanimous vote, to ratify recommendations following rent review for proposed new charges from Feb 2007, small plot £7 – medium plot £12.50 – large plot £25 per annum with next review programmed for Feb 2010.

Resolve; by unanimous vote, to note works to resurface Whitstone Road Allotment Access driveway will commence 5 Sept and percentage liability requested from adjoining occupiers who current use shared vehicular access to their properties.

14. Victoria Fountain – Restoration - Properties Portfolio

Full scope of works and costings now identified. Clerk provide financial report providing 3 options (attached to these minutes) for consideration and also opinion from the architect on the matter.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Jeremiah, by unanimous vote, that Option B is order and the work placed in hand and to be completed as soon as practical. The overspend on the project estimated at £584.93 is approved.

15. Trafalgar Day – 21/23 October 2005 - Collett Park Portfolio

Permission to run the event and use the park had been received via email from Barrie Stevens, Drifter Model Boat Club. Outline proposals were to involve schools and other groups which also required one further group to undertake lighting of the beacon and any safety / crowd control issues. Several members raised concern as to the number of vehicles within the park on occasions throughout the year when the Drifters Club have use of the lake and park.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Robinson, by unanimous vote, that approval is provided for the Drifters Model Boat Club to have use of and run Trafalgar Day celebration events within Collett Park over the 21/23 October 2005. Cllr Shearn was thanked for his efforts in progressing this event and final decisions relating to all matters in the event were afforded to him.

The Drifters Club is also to be reminded to limit and control the number of their vehicles in the park and around / in close proximity of the lake on dates when they use the facility throughout the year.

16. Collett Festival 2006 - Item 10 – Collett Park Portfolio

Further request from John Kyte (Australia) to confirm arrangements for the event to enable flights to be booked and concern raised as to timescale. Accommodation details had also been requested from Margaret Chadd (nee Collett) of Southwold. The Clerk raised concern that to date no matters relating to the event had been finalised although the concept and first report was now well over a year old.

Resolve: Proposed by Cllr Robinson, seconded by Cllr Inchley, by unanimous vote, that two placements of accommodation are provided by SMTC over two nights for Mr John and Esma Collett from Australia and that all other members of their family from both overseas or within the UK are provided contact details of suitable accommodation by way of the TIC website which may be taken up at their own costs. The working group is to liaise with the Clerk in the very near future as to the way forward.

17. Minutes of Meeting held 26 July 2005 – Administration Portfolio

Resolve: by unanimous vote, that the matter is noted.

18. Summer Recess Office Closure - Administration Portfolio

Resolve: by unanimous vote, that the matter is noted.

19. Finance

Accounts for Payment by Cheque

Resolve; by unanimous vote, that payments made by Cheque for August 2005 as per Appendix "A" attached to these Minutes, be approved including late payments of £250 repayment to Cllr Bartlett and £60.70 repayment to Cllr Jeremiah for payments made following the civic reception of the Twinning Partners.

a. Accounts previously paid by Direct Debit

Resolve; by unanimous vote that payments made by Direct Debit for August 2005 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 2005 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

20. Confidential Session

The Chairman requested members to consider that, in view of the nature of the business to be transacted, it was advised in the public interest that the press and public be excluded and that they be instructed to withdraw.

Resolve: by unanimous vote, that the Council now move to Confidential Session, and that the public and press be excluded and instructed to withdraw, which was complied with.

Civic Hall / Town Council Offices

The Working Group provide a report and recommendations to Council.

Resolve; Proposed by Cllr Inchley, seconded by Cllr Jeremiah, by unanimous vote, that the Town Council make a formal offer to Mendip District Council to freehold purchase the identified parcel of land adjacent to Commercial Road Car Park, in Old Market Road for the purpose of new build to a Civic Hall / Commercial Conference Facility and Town Council Office / Chamber.

21. Agenda Matters for the Next Meeting

The next meeting to be held on 6 September 2005 at 7.00pm. Note the Planning Committee Meeting will take place following at the same venue.

No matters were raised,

The Chairman thanked members for their attendance and closed the meeting at 9.30pm.

Councillor J.D. Bartlett

Signature_____

Chairman

_____/_____/2005

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
1991	Shepton Mallet Fun Run	6650	Community Grant	£ 100.00
1992	St Pauls School - Kilver Court	6650	Community Grant	£ 200.00
1993	Moore Stephens Accountant	5040	External Audit Fees 2004/05	£ 763.75
1994	The Consortium	5300	Office Stationery	£ 136.95
1996	All Tree Services	6065	Collett Park - Tree Works 2005	£ 3,290.00
1997	Wicksteed Leisure	6090	Annual Inspection - Playground Equipment	£ 47.00
1998	Adrian Crozier	6200	Second on three instalments for Footpaths	£ 250.00
1999	Jack Pine	6065	Tree Consultant - Feb to July 05	£ 256.67
				£ 5,044.37
Payments by Direct Debit				
30/6/05	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Feb	£ 2,450.22
30/6/05	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 29.53
4/7/05	CGU Bonus	5200/6090	Insurance Premium	£ 305.36
18/7/05	Somerset County Council	5010	Pension Contributions	£ 340.76
18/7/05	Plusnet PLC	5310	Monthly Internet Provision	£ 23.49
18/7/05	BT Direct Debits	5160	Office Tel lines & calls	£ 139.51
			Sub Total	£ 3,288.87
			Total =	£ 8,333.24
CONFIDENTIAL PAYMENTS				
1995	Graham H Brown	5000	Town Clerk - August Salary 2005	£ 1,245.73
			Total	£ 1,245.73
			Grand Total	£ 9,578.97
Date	Income	Code	Category of Income	Total Deposit
10-Jun	Bacs		Bank Interest - Monthly	£ 250.16
29-Jun	Various		Allotment Rent	£ 9.00
15-Jul	VAT		Reclaim April / June 05	£ 2,421.11
			Total Income =	£ 2,680.27

**Councillor Bartlett
Chairman**

Signature _____

Date _____

**Councillor Jeremiah
Vice Chairman**

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 6 September 2005, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.



Present: Chairman - Councillor J.D. Bartlett

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

Seven members of the public, Mark Holden, Kirsty Brown and Alex Wilson from Shepton Mallet Youth Organisation, Chris Simpkins, Ian Thompson and the architect/highways consultant regarding the Little Ostry redevelopment proposals and two members of the press in attendance.

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised. The meeting was also informed that the meeting would be audio-taped for internal use only.

109. Proposed Redevelopment of the Little Ostry site by the Development Company and their Advisors

Ian Thomas confirmed that they had prepared a comprehensive planning brief for the area and were now undertaking the consultation process, albeit that a previous application had been received and considered by the Town Council. The contents and comments of the Town Council's consideration had been noted. Display boards had been provided in the Council Chamber which they wished to leave in the Town Council offices as further public consultation for a period of about 3 weeks.

The complete site currently had multi-ownership problems hence the proposed development in three basic phases. Both the access and design details and the reasons behind them were explained in full. Several members raised much concern that they wished to see proposals for both the following Phase 2 and 3 prior to making a consideration of Phase 1. On completion of the 40-minute presentation and questions and answers, the Chairman thanked Chris Simpkins, Ian Thompson and their advisers for the presentation and looked forward to studying the proposals more closely.

110. Presentation of a Proposal for a Mural to Collett Park Shelter – Shepton Mallet Young People's Centre

Alex Wilson, Kirsty Brown and Mark Holden provided a presentation of a proposal to place a graffiti art or mural on the shelter. They intended that a group of young people and the Youth Service would work together to install a graffiti art piece on the shelter walls. They would work up a short plan, then do some detached work with youths using the park which would then help them to establish a Working Group. They would also employ a professional graffiti artist and then they would consult with both the youths and wider community of the town. There then followed a detailed question and answer session with members. The consensus was that the project should not include the word "graffiti" but should be replaced by "mural art". The Chairman proposed, and with the unanimous agreement of the meeting, that the matter placed later on the Agenda was brought forward and the meeting was brought into session to consider the matter.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Robinson, with a vote of 9 For & 3 Against, that the Town Council support the proposal for the Youth Service to work with both the youth and wider community in full consultation to undertake the painting of an appropriate mural on the shelter walls within Collett Park, subject to obtaining funding from the Community and Safety Partnership by MDC, and also that the final design and colour scheme receives final approval by this Council.

Resolve: Proposed by Cllr Champion, seconded by Cllr Lockey, by unanimous vote, that the meeting be adjourned for the purpose of transacting Public Forum.

111. Public Forum

a) International Treatment Centre – Bus Services – Mr Clive Pearson again informed Council that the meeting regarding the bus services to the facility had not yet taken place. However, a revised timetable was now published and there would be a further winter timetable provided at the end of October.

b) Relocation of the Cenotaph – Mr Clive Pearson considered that, before proceeding with the proposals or discussing the matter, details of appropriate advice should be obtained and that the matter should be afforded full public consultation. Mr Gordon Vincent confirmed that the Royal British Legion Committee had met and agreed not to oppose any proposal to relocate the structure. Mr Bassett informed that the manufacturers in the town had now gone and that the only thing left for the town was its heritage. Much of the heritage had already been demolished and here, now, there was a proposal to demolish further heritage. He pleaded with the Council that the town must keep its heritage and that the Cenotaph should not be moved or the heritage destroyed any further.

Mr Will Dunscombe informed that Phyllis Pittard considered that it was sanctified ground and that the monument should remain in its current location. Mike Harris raised concern about the Cenotaph in that he currently provided PA equipment for the Remembrance Service and considered that the location of Old Market Road would be unsuitable for future services and that, if the structure had to be moved at all, it should be moved to the left or right of its existing location.

c) Collett Park Graffiti Art Proposals and Park Maintenance – Mrs Joy Stride raised concern and objection to the proposal to undertake graffiti art in the shelter within the park. Mrs Stride also wished to express thanks for the stand-in operative, who she believed was called Harold, who stood in for Mr Len Withers during his absence. She considered that the stand-in, Harold, and Danny had done an excellent job working together as a very good team. They were both very cheerful and dedicated. She wished the Council to consider that Harold be left permanently in the park as the Park-keeper and she was sure there would be a vast improvement. She called for the Council to action the matter and then perhaps they would receive value for money.

d) Tesco Application – Mr Mike Harris raised disappointment at MDC's decision with regard to Tesco and the highway layout proposal which has now been approved.

e) World War II Veterans' Event – Sunday, 14 August 2005 – Mr Gordon Vincent requested a recording of thanks to the Council for hosting the Veterans' function which proved a very successful event.

Resolve: Proposed by Cllr Lovell, seconded by Cllr O'Connor, by unanimous vote, that the meeting now be brought back into closed session.

112. Apologies for absence – Cllrs Fone (family), Hurrell (health), Marsh (holiday) and also Mr Les Kimberley, MDC (family bereavement).

Resolve: by unanimous vote, that the above Apologies are accepted.

113. Members Declarations of Interests

a) Collett Park and Covenants Relating to Collett Park - 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) Finance – Payments – Cllr Champion declared a Personal & Prejudicial Interest for the proposed payment to himself for undertaking Planning Chairmanship duties.

Resolve: that the above declarations are noted and duly recorded.

114. Chairman's Announcements

Twinning Civic Function – The Chairman thanked Cllr Jeremiah and other councillors for their hard work in organising a very successful event. The result of which was that several members had been invited back for a meal with the Twinning Group and their Misburg guests.

World War II Veterans' Event – The Chairman firstly thanked both Cllr Lovell and Inchley for their hard work in undertaking a very well-arranged event. The Chairman had received lots of letters and verbal thank-yous for an enjoyable day. Of the 115/120 which had attended, only one couple had been upset with seating arrangements and unfortunately had left prior to the meal.

Battle of Britain Celebrations – The Chairman confirmed that the service would take place on 18 September 2005 starting at 9.25am.

International Treatment Centre – The Chairman confirmed that she had carried out a visit of the facility.

Meetings with the Police – The Chairman informed members that a meeting had been undertaken with the Police, which Cllr Jeremiah had also attended. Both councillors raised the problems of illegal parking within the town centre. The Police highlighted that it was very quiet in the town at the moment.

LTP Meeting – High Street South – The Chairman confirmed that a meeting had been carried out yesterday with LTP Officers and the District Council. Problems and difficulties relating to underground public utilities had been mainly discussed and it was hoped that the construction work would start on site in January 2006.

Death of Lewis Beckerleg – Sadly, the Chairman reported that Mr Beckerleg, who had been a Clerk of the Shepton Mallet Urban Council, had passed away after an illness. However, he had enjoyed a long and happy retirement and would be sadly missed.

Trafalgar Celebrations – The Chairman confirmed that the event would be held in Collett Park on 21 October 2005, mainly arranged by the Drifters Model Boat Club. It was hoped that the Beacon would also be lit.

115. Minutes

The Minutes of the Meeting of the Town Council held on the 2 August 2005 were considered for accuracy and content.

Resolve: Proposed by Cllr Lockey, by unanimous vote, that the Minutes of the Town Council Meeting held on 2 August 2005 be approved as a true record and signed by the Chairman.

116. Matters Arising from the Minutes

No matters were raised.

117. Planning Committee Minutes

The Chairman requested members to note the contents of the Minutes relating to meetings held on 2 & 16 August 2005.

Resolve: Proposed by Cllr Lockey, by a unanimous vote, that the Minutes of the Planning Committee meetings held on 2 & 16 August are noted and a vote of thanks is recorded to Cllr Marsh for taking the Minutes during the Clerk's absence.

118. District Council Update

No update provided.

119. Shepton 21 Update

Cllr Champion reported that there was no further update post- the last meeting. The Chairman confirmed that the Clerk was still trying to arrange a meeting with Steve Chaudoir, the Chairman of the Shepton 21 Group, and that a champagne reception had been hosted at the Cannards Grave roundabout to unveil the stone sheep sited on the roundabout.

Resolve: by unanimous vote, that the matter is noted.

120. Culture Services Inspection of MDC – Community & Leisure Portfolio

The Audit Commission was to carry out inspection of MDC from 5-9 September 2005. Members were invited to a Focus Group session with the Inspection Team at 9.00am on Thursday, 8 September 2005.

Resolve: by unanimous vote, that Cllr Jeremiah and Lovell would attend.

121. Shepton Mallet Carnival – 40th Year Celebrations - Community & Leisure Portfolio

A written request had been received from Shepton Mallet Carnival Committee requesting gift or support by way of a grant for them to undertake their 40th Year celebrations.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, with a vote of 11 For & 1 Against, that a community grant of £400 is made to support the 40th Year celebrations for Shepton Mallet Carnival and that the Carnival Committee is requested to inform their intended use of the money and it was hoped that the Town Council could be involved.

122. Swimming Pool Lido Project – Community & Leisure Portfolio

An email proposal had been received from Zena Pollard of Shepton 21 informing that they wished to get involved with the community to undertake raising of funds and landscaping of the proposed improvement areas and wished the Town Council's approval to proceed with the project.

Resolve: Proposed by Cllr Lovell, by unanimous vote, that the matter is noted and that the proposals are put forward to the next meeting of the Lido Project Steering Group for further consideration, and that Shepton 21 are duly informed.

123. Proposed Relocation of the Cenotaph – Properties Portfolio

The Chairman considered that the Cenotaph was increasingly vulnerable to traffic and this was an opportune moment to relocate and move the structure. She had received a personal letter of support from Major General Pett of the Royal British Legion and Cllr Lockey read a letter of support received from the Royal British Legion Committee to the Town Council which confirmed that they had discussed it at an August branch meeting, the outcome of which was that they had agreed that it seems a sensible solution to relocate the structure.

Cllr Lockey provided a detailed speech in support of the proposal and highlighted to members their personal responsibility as Trustees of the Charity. There then followed an outburst from a member of the public and, following repeated requests for the member of the public in question to remain silent which received non-compliance, the Chairman adjourned the meeting for a five-minute break. The respective member of the public then left the meeting and the Chairman subsequently reconvened the meeting following the 5 minute adjournment. Members then debated the matter at some length. Cllr Lockey proposed to proceed with relocation of the Cenotaph, seconded by Cllr Robinson, Cllr Inchley then proposed an amendment of "no action should be taken to relocate the cenotaph until full public consultation had place" this was seconded by Cllr Gilham but the vote on the amendment was lost by a vote of 4 For & 9 Against.

Resolve: Proposed by Cllr Lockey seconded by Cllr Robinson, with a vote of 9 For & 4 Against, that the Town Council enter into dialogue with Tesco's, MDC and the Royal British Legion to instigate, via an MDC Planning Gain 106 Agreement with Tesco's, to provide funding to relocate the structure and that a site meeting is arranged with Somerset County Council to discuss proposals to relocate the Cenotaph structure to existing amenity land at Old Market Road.

124. Victoria Fountain Restoration – Properties Portfolio

Cllr Lockey provided an update from the contractor who had now started work to complete the project which would be carried out over three phases, with completion expected early-October 2005.

Resolve: by unanimous vote, that the matter is noted.

125. Civic Hall/Town Council Offices – Properties Portfolio

A letter had been received from David Thomson, Chief Executive of MDC, who confirmed, following a meeting with the Clerk and a representative from Capita, that they were currently examining potential options to accommodate the District Council's and Capita's increasing demand for office space. They had provided Capita with a copy of the Town Council's outline requirements and stated that they would get back in touch. In the meantime they consider it premature for both organisations to discuss options on a separate parcel of land. David Thomson considered that they could return to this matter at a later stage if needed. Cllr Bartlett considered that a meeting should be called of SMTC's Working Group to consider the matter.

Resolve: by unanimous vote, that the matter is noted and that the SMTC Working Party meet as soon as practical to consider the matter further.

126. Trafalgar Celebrations – Collett Park – Collett Park Portfolio

Cllr Shearn requested provision of a small budget of approximately £50 to support the event by way of purchasing expendable items such as wood etc for the lighting of the beacon.

Resolve: by unanimous vote, that the matter is noted and it was considered that the Portfolio Leader already had authority and budget within his Collett Park Portfolio to proceed on the matter.

127. Play Equipment Inspection – Collett Park Portfolio

The Clerk informed members that, in consultation with the Chairman and the Portfolio Leader, and following a previous independent inspection and report by Wicksteed Leisure in July, and consequently a lower-priced quotation received from Quadron Services, that works had been put in hand due to the Health & Safety requirements at a cost of £817.79. The Clerk confirmed that this would take this financial heading over budget by some £370.

Resolve: Proposed by Cllr Gilham, by unanimous vote, that the matter is noted and that the overspend requirement is to be taken from the Contingencies budget heading.

128. Proposed Amendment to Standing Orders – Administration Portfolio

Following previous resolve by Council Standing Orders had now been reviewed by the Clerk and the Administration Portfolio Holder to include amendments as required for compliance with Quality Council Status. Members were provided with proposed amendments/insertion/omissions to Standing Order No. 21 & 23 relating to Order of Business for each Council Annual General Meeting. Amendment included that election of Portfolio Leaders would take place at each Annual General Meeting in lieu of the existing Orders whereby this would take place at the first AGM of new Council only. Members considered that this should be reworded to also include election of Deputy Portfolio Leaders at each AGM in addition to the Portfolio Leader.

Members then considered what appeared to be a very contentious issue in the amendment to Apologies for Absence, which required members to personally submit their apologies and reasons for same directly to the Clerk or Chairman of the relevant meeting prior to the meeting, for recording purposes and to allow management of the meeting's quorum and compliance with Quality Council Status. Some members considered that the Chairman of the Council should also be able to accept apologies from members. There then followed quite a lengthy debate on the matter. Cllr Gilham raised much concern and considered that, if the Council agreed with this requirement, then he would indeed be challenging the matter and he did not believe that this a requirement of Quality Council Status, given his review of the requirement on the internet.

The Clerk confirmed that it was his understanding, and documents held within the Town Council Offices clearly stipulated, that one of the mandatory criteria for Quality Council Status was that all members summoned to a meeting were to submit their apologies and reasons for same, at each and every meeting, and that he had evidence documents readily available within the office to prove this.

The member challenging the proposal considered that the matter should be placed in front of the Monitoring Office for further consideration. The Clerk raised concern that his understanding was that the Monitoring Officer had no jurisdiction over this matter and that Quality Council Status was considered, and decided on, by a specialist panel operating under the AQA/Association of Local Councils. This matter had been previously considered early in the plan to obtain Quality Council Status and Mr Peter Lacey of Somerset Association of Local Councils had confirmed the requirement and advised that the reasons for absence could be recorded very simply as "personal, family, health, work etc". The Clerk confirmed the procedure regarding amendments to Standing Orders and that, once an agreement was reached, the matter should be proposed and seconded and left in adjournment for further resolve at the next meeting of Council.

Resolve: Proposed by Cllr Shearn, seconded by Cllr O'Connor, by unanimous vote, that further information and clarification is obtained regarding the Quality Council Status requirement for each individual member to personally submit their apologies and reasons for same when unable to attend a meeting for which they are summoned, and that the meeting move to 'Next Business'.

129. Notes of the Meeting of the Portfolio Management Group Held 29 July 2005 – Administration Portfolio

Members were requested to note the contents of the meeting of the Portfolio Management Group (PMG) held on 29 July 2005, a copy of which had been distributed to all members of the Council. Cllr Jeremiah requested amendment to the notes to show his attendance.

Resolve: by unanimous vote that the matter is noted and that the notes are amended to record the attendance of Cllr Jeremiah.

130. Budget Spend as of 31 August 2005 – Administration Portfolio

The Clerk submitted a detailed report to members with the Agenda.

Resolve: by unanimous vote, that the budget of expenditure as of 31 August 2005 (copy attached to these Minutes) is noted.

131. Finance

a) Accounts for Payment by Cheque – The Clerk requested members to consider a late payment which would be a repayment to himself under Cheque No. 2013 for the sum of £34.92 in repayment of purchase over the weekend of Certificate frames for the allotment awards, the Quality Council Status award and the Town Council photograph.

Resolve: by unanimous vote, that payments made by Cheque for September 2005, including the above late payment, as per Appendix “A” attached to these Minutes, be approved.

b) Accounts previously paid by Direct Debit

Resolve: by unanimous vote that payments made by Direct Debit for September 2005 as per Appendix “A” as attached to these Minutes be approved.

c) Confidential Salaries for Payment by Cheque

Resolve: by unanimous vote that the Confidential Salary Payments for September 2005 as per Appendix “A” (Confidential Section) attached to these Minutes be approved.

d) Income

Resolve: by unanimous vote that the Income for September 2005, as per Appendix “A” attached to these Minutes, be approved.

132. Any Other Business

Windsor Day Hospital – One member raised much concern that this facility was moving out of town and was very disappointed that the facility was to be relocated in Wells

Resolve: by unanimous vote, that the matter is noted and that the matter be placed on the Community & Leisure Portfolio Agenda for its meeting next week.

133. Agenda Matters for the Next Meeting

The next meeting to be held on 4 October 2005 at 7.00pm. No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 9.25pm.

Councillor J.D. Bartlett

Signature _____

Chairman

____ / ____ / 2005

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
2002	Mrs J Bartlett	5550	50% Chairmans Allowance	£ 525.00
2003	Mr R Champion	5550	100% Chairmans Allowance	£ 74.12
2004	Mr Adrian Crozier	6160	Allotment Maintenance Contract	£ 100.41
2005	Mrs J Bartlett	5600	Repayment - Catering Misburg Civic Recpt	£ 250.00
2006	Mr N Jeremiah	5600	Repayment - Catering Misburg Civic Recpt	£ 60.70
2007	Microchipz	5310	Additional Memory - Admin/Assist PC	£ 29.00
2008	Capita Business Services	5300	Photocopying and Printing	£ 17.72
2009	Quadron Services Limited	6080	C/Park - Rockery Bed Improvements	£ 1,169.83
2010	Eynon Catering	5600	WWII Event catering	£ 1,938.75
2011	SLCC	5300	Return of Quality Council Portfolio	£ 5.00
2012	Quadron Services Limited	6030	Bird Food	£ 22.44
2013	G Brown - Repayment	5300/6160	Allotment Awards / Council Frames	£ 34.92
				£ 4,227.89

Payments by Direct Debit

1/8/05	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Feb	£ 2,450.22
1/8/05	Market Town	5310	Website Hosting & Support	£ 70.50
1/8/05	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 43.40
1/8/05	Bristol & Wessex	6140	Allotments - Whitstone Road - Water	£ 8.14
1/8/05	Bristol & Wessex	6140	Allotments - Hitchen Lane - Water	£ 23.47
1/8/05	Bristol & Wessex	6010	Collett Park Depot - Water/Sewerage	£ 244.82
1/8/05	Mendip District Council	5100	Quarterly Office Lease / Rent	£ 1,500.00
2/8/05	CGU Bonus	5200/6090	Insurance Premium	£ 305.49
17/8/05	Plusnet Tech Ltd	5160	Broadband Subscription	£ 20.49
16/8/05	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 340.76
Sub Total				£ 5,007.29

Total = £ 9,235.18

CONFIDENTIAL PAYMENTS

2000	Graham H Brown	5000	Town Clerk - Sept Salary 2005	£ 1,245.73
2001	Jeanette Lintern	5000	Admin Assistant - Sept Salary 2005	£ 453.63
Total				£ 1,699.36
Grand Total				£ 10,934.54

Date	Income	Code	Category of Income	Total Deposit
1-Jul	Interest	4010	Business Account	£ 209.25

**Councillor
Chairman**

Signature _____

Date _____

**Councillor
Vice Chairman**

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 4 October 2005, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.



Present: Chairman - Councillor J.D. Bartlett

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

District Cllr Stephen Robinson.

5 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 Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised. The meeting was also informed that the meeting would be audio-taped for internal use only.

The Chairman proposed that Item 10.3 on the Agenda relating to Somerset County Council Update be brought forward directly following Members' Declarations of Interest. This was agreed by all members present.

Resolve: Proposed by Cllr Champion, seconded by Cllr Gilham, by unanimous vote, that the meeting be adjourned for the purpose of transacting Public Forum.

134. Public Forum

- a) **Cost Incurred – Bell Hotel** – Mr Clive Pearson said he was saddened that the Bell Hotel had problems with delivery of their dray due to scaffold around the old Post Office building in Great Ostry, and requested both the Town and District Councils to assist with possible compensation against loss or monies incurred.
- b) **Shepton 21** – Mr Stride informed the meeting that they should be aware of his concerns with reference to this Unelected Body and read an article from the Local Strategic Partnership document, the contents of which he thought were the responsibility of the Town Council and not Shepton 21.
- c) **Relocation of Cenotaph** – Mr Stride informed that he understood that the Town Council was currently obtaining tenders for the work, and he requested that the results of those tenders be made public before the Town Poll takes place on 20 October. Mr Mike Harris confirmed that the recent Town meeting had been a fair meeting for both sides regardless of the outcome. However, he was concerned regarding the images in the Journal and requested that the image of the existing location should show the plans for the trees to be removed, the changes in setting with the Tesco buildings and also the increased traffic.
- d) **The Amulet** – Mr Stride informed the meeting that he understood that the deal had now gone pear-shaped and that it had all gone quiet, and he wished for an update from the District Council as this was currently costing the ratepayer money and the ratepayer had a right to know.
- e) **White Steps Public Footpath** – Mr Mike Harris raised concern regarding ownership. The trees were overgrown and a considerable number of the elderly section of the community do use this footpath.
- f) **Bus Services** – Mr Clive Pearson submitted a written report, which was copied to all members at the meeting, informing of points to be raised at his meeting with John Perrett of Somerset County Council together with a representative from First Bus. A summary of his meeting will be supplied to the November meeting of Council.

The Chairman thanked all members of the public for their comments, which were noted. The Chair considered that there would be no time allowed to report back prior to the Public Poll. The White Steps footpath were the liability of Somerset County Council and the complaint would be passed on to them.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Champion, by unanimous vote, that the meeting now be brought back into closed session.

135. Apologies for absence – Cllr Cann.

Resolve: by unanimous vote, that the above Apologies are accepted.

136. Members Declarations of Interests

- a) **Collett Park and Covenants Relating to Collett Park** - 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) **Closure of Windsor Day Hospital** – Cllr Marsh declared a Personal, Non-Prejudicial Interest in the matter as she was an employee of Somerset Partnership.

Resolve: that the above declarations are noted and duly recorded.

137. Somerset County Council Update – District Cllr Stephen Robinson provided an update on the following:

Amulet – He assured the meeting that this was positively ongoing, being dealt with by his colleague, District Cllr Harvey Siggs. Currently they were looking at the legality regarding the existing lease which was being investigated by Stuart Brown.

Pedestrian Crossing – Charlton Road (Outside Whitstone School) – Stephen Robinson confirmed that, within a six-month period or prior to the financial year-end, a new pedestrian crossing would be provided outside Whitstone School. There had been problems with inadequate visibility splays however this may well have been overcome and was currently at the design stage. However he did stress for members not to hold their breath but he hoped that this would come about.

Public Transport – He informed that there were many views on this matter and his personal view of the Somerset County Council Transport Plan was that he considered it to be rubbish. This was also reaffirmed by the Government Office of the South West who came up with much the same opinion which stated that the Transport Plan was at least weak and needed a review. There were a number of key areas which need improvement. He informed the meeting of the launch of a “slinky” bus service, however this would not be in the Shepton Mallet area but the service was to be routed all around the villages and he was going to look at one such route and report back.

Child Care Centre Proposed for Shepton Mallet – One member enquired from District Cllr Stephen Robinson whether there was any further update in the matter. Two members of the Council had attended a previous meeting, to which Stephen Robinson was able to inform that he would be attending a further meeting shortly and would be able to report back. One member brought to his attention that in other areas outside Somerset they appeared to provide tokens so, if there are no buses, the tokens could be used to offset taxi fares.

The Chairman thanked District Cllr Stephen Robinson for his update and stated that it was refreshing to get such an update, which was very useful and hoped that he would be able to come back again.

138. Chairman’s Announcements

Mid-Somerset Show – A letter had been received thanking the Council for the grant and generous support. They confirmed that it had been another successful event, with approximately 13-15,000 people attending during the day.

Skydivers Trampolining Club – A letter of thanks was received for the Town Council's generous contribution towards funding of Sophie Burr to attend the Trampolining World Age Games in Eindhoven, with much success. Sophie won a silver medal in her individual event and also a silver in a synchronous competition. All members considered that the club was a credit to Shepton Mallet and a well-done.

Town Meeting – The Chairman had chaired the Town meeting which had called for the Poll/Referendum regarding the Cenotaph. To conclude, this had been a very useful meeting and the Poll would take place on 20 October.

Other Events – The Chairman had attended the Battle of Britain service within the town, and had launched the Shopmobility facility in Shepton Mallet although she had concerns regarding the take-up of this facility. The Chair had also attended the Mendip in Bloom presentation at Glastonbury and had received the Chairman’s Award for Shepton Mallet. She had attended the launch of a new Mendip Community Transport Bus and the organisation’s

3rd birthday at the Bath & West Showground. The Chair had also attended the launch of the Mendip Care and Repair which were now undertaking stairlift installation and repairs which was very useful, and also a Young Farmers Harvest event held in Wells Cathedral.

Closure of Shepton Mallet Maternity Unit – The Chairman informed that she was extremely saddened and questioned the motives behind the closure, and requested members to consider the Town Council to write to the Care Trust involved seeking an explanation and confirming that this would only be a temporary closure and that it would re-open. One member advised that there were two Primary Care Trusts involved, one being Mendip, but that the Maternity facility was run by West Wiltshire Primary Care Trust, to whom any letters should be addressed and copied to Mendip Primary Care Trust. It also appeared in the press that the West Wiltshire Primary Care Trust had some financial problems and, although the recent death of a newborn baby at the Shepton Mallet unit was a terrible tragedy, it should not be used as an excuse for closure, and if the Primary Care Trust attempted to do this it would be a terrible thing to do.

Resolve: by unanimous vote that the Town Council write a letter in full support of the valued facility within the town and to demand of the West Wiltshire Primary Care Trust, copied to Mendip Primary Care Trust, that the facility be re-opened as soon as possible, and that if this was not forthcoming the Town Council would ensure that it would do whatever was in its power, including running of a campaign, to ensure that this much valued and excellent facility was re-opened.

139. Minutes

The Minutes of the Meeting of the Town Council held on the 6 September 2005 were considered for accuracy and content.

Resolve: by unanimous vote, that the Minutes of the Town Council Meeting held on 6 September 2005 be approved as a true record and signed by the Chairman.

140. Matters Arising from the Minutes

a) **Minute 123 – Proposed Relocation of the Cenotaph** – One member requested confirmation of the matter raised in Public Forum and requested confirmation regarding the Town Council sending out tenders, of which the member was unaware. The Chairman confirmed that no tenders had been sent out.

b) **Minute 128 – Amendments to Standing Orders** – The Administration Portfolio Holder provided a summary of the consideration at the September meeting of the Town Council in which the matter had remained adjourned. Advice had now been obtained from SALC and that the proposed amendments were now confirmed to Standing Orders 21(e) and 23(a):

Resolve: Proposed by Cllr Jeremiah, seconded by Cllr Robinson, with a vote of 10 For, 4 Against & 1 Abstention that the proposed amendments to Standing Orders be approved to read:

21 – Order of Business – Section (e) is to read “to elect Portfolio Leaders/Chairman of Committees and to appoint and or, reaffirm membership of Committees, Portfolio’s and Working Groups as required”.

23 (a) Apologies for Absence – to read “All members are personally required to submit their apologies and reason for same directly to the Clerk, Chairman of the relevant meeting, or Chairman of the Council prior to the meeting, for recording purposes, to allow management of the meetings quorum and for compliance with Quality Council Status”

b) **Minute 132 – Proposed Closure of Windsor Day Hospital** – A response letter had been received from Mr John Haynes, Chief Executive of Somerset Partnership, which confirmed that the temporary closure had been due to financial problems which needed sorting prior to the year-end and that the Trust would work up consultation processes to review facilities for elderly persons in the Shepton Mallet and Wells area, and that the Town Council's letter would be held on file and incorporated into that review. Members were very wary and concerned regarding this response. It appeared that the temporary closure could take place without any notification and it appeared that this would be the first act towards a full closure.

Resolve: Proposed by Cllr Gilham, seconded by Cllr O'Connor, by unanimous vote, that the Town Council write a strong response letter to Mr John Haynes, Chief Executive of Somerset Partnership, that, in the Town Council's opinion, the matter was wholly unacceptable and that the Town Council required a clear explanation and a plan to see this valued facility re-opened and remain open. If the Trust proceeded to keep this facility closed the Town Council would fight the proposals most vigorously and, at the same time, the Town Council is to invite a member of Windsor Day staff to a future meeting of the Town Council to explain exactly what their duties are and the valued facilities that they provided.

141. Planning Committee Minutes

The Chairman requested members to note the contents of the Minutes relating to meetings held on 6 & 27 September 2005.

Resolve: Proposed by Cllr Lockey, by a unanimous vote, that the Minutes of the Planning Committee meetings held on 6 & 27 September are noted.

142. MCTI/Shepton 21 Update

The Chairman confirmed a meeting with Steve Chaudoir, Chairman of Shepton 21, who agreed that there appeared to be a lack of communication between the two organisations and that the Clerk was now on the email list and who would distribute internally as required. Cllr Champion attended the last meeting but currently only had rough notes. He would get these written up and would circulate them via the Clerk. The Chairman also confirmed that £25,000 of the old Tesco 106 monies had been provided to Shepton 21 and the MCTI Initiative.

Another member raised concern and requested the Town Council's representative to go back to Shepton 21 and request that they improve communication within the whole community and not just with the Town Council, and also enquired whether the body was to provide financial accounts.

Resolve: by unanimous vote, that the matter is noted.

143. MDC Update – District and Town Cllr Margaret Robinson

The Amulet – Cllr Margaret Robinson again reaffirmed that matters were ongoing to release the lease from the Solicitors and was confident that a deal could be finalised.

Brothers Drinks – Anglo Estate – Cllr Margaret Robinson confirmed that the Brothers Drinks company was talking to MDC regarding their expansion plans and was unsure how far it had developed.

Existing Tesco Store – Cllr Margaret Robinson confirmed that the existing store site would be used for non-retail use and that Mendip District Council was of the opinion that there was a demand for both office space and warehousing which would be suitable for the site in lieu of the retail.

Car Parks – Cllr Margaret Robinson confirmed that she wanted Shepton Mallet to be treated as a special case and had requested free car-parking. She was unaware how much notice would be taken within the District Council but she would keep trying.

Town Market Regeneration – Cllr Margaret Robinson was requested by members to update regarding regeneration of the market now that it was under the direct control of the District Council, and members raised much concern as it appeared to be dying. Cllr Robinson confirmed that traders would not come to the town even though rent-free pitches were being proposed.

Resolve: Proposed by Cllr Bartlett, by unanimous vote, that the above matters are noted and that the matters relating to proposed relocation/regeneration of the town's market and proposed amendments to the day of the town's Commercial Waste Collection, are placed on the next Agenda of the Town Council meeting to be held in November.

144. Swimming Pool Lido Project – Community & Leisure Portfolio

Cllr Lovell provided members with an update following a meeting held on 23 September, the Minutes of which were still to follow. He was pleased that Saunders' architects had now been engaged and confirmed that there were other specialists required which included an employer's agent who would supervise the tendering process, and some other agencies. However, the Steering Group remained conscious and that the overheads would be kept as low as possible at this stage. An advert had gone in for Declarations of Interest to provide a design-and-build tender also Cllr Lovell confirmed that a Steering Group had considered a proposal by Shepton 21 to assist with landscaping within the project.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Gilham, with a vote of 14For & Cllr Champion Abstained, that the proposals as set by Shepton 21 are of interest to both the Town Council and the Steering Group, and that they accept Shepton 21's proposals although there was no financial support or commitment and that Shepton 21 raise the monies required through public subscription/fundraising to provide the landscaping requirement of the Project Plan.

145. Christmas Lights - Community & Leisure Portfolio

Members were provided with notes of a Christmas Lighting meeting held at the Town Council offices on 29 September 2005 (copy attached to these Minutes). Members were also advised of a letter received from the Chamber of Commerce dated 3 October which confirmed that the Christmas Fayre would not take place on the same date as the Switch-on and would now be programmed for Saturday, 17 December 2005 from 10.00am to 1.00pm but that the Children in Need event for Friday, 18 November and the switching-on of the Christmas lights on the same day would take place. However, the Chamber of Commerce insurances would not now cover the Children in Need event for Friday, 18 November as they were not involved and that they were attempting to provide, by way of the Mendip Association of Chamber of Commerce, a schedule confirming that the Chamber of Commerce holds public liability insurances in respect of the Christmas illuminations whilst erected and in storage, although negligence by the contractor, of course, has to be separately insured. The Clerk also informed members that it appeared now too late in timescale to arrange for all the legal requirements and for the installation of the infrastructure to take the proposed Christmas tree in its new location.

Members considered that the Christmas tree infrastructure should continue to take place in readiness for next year and that the Chairman should attend and be part of the Rotary Committee running the Children in Need event so that the Town Council's insurances could be utilised. The Portfolio Holder raised much concern as to the partnership arrangements regarding the Christmas lights and it appeared more and more that the Town Council was being left with increased workload.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Lovell, with a vote of 11 For & 4 Against, that the matter is noted. Cllr Bartlett is to liaise and be part of the Rotary Club's Committee undertaking the Children in Need event, to which the Town Council could then provide the relevant insurance cover if needed. The Clerk was to continue to chase the Chamber of Commerce for their confirmed, written insurance schedule to cover the Christmas illuminations whilst both erected and in storage and that the matter regarding workload and partnership-working be referred back to the Portfolio for further review.

146. LTP Scheme – High Street South – Regeneration Portfolio

The Portfolio Holder confirmed that a meeting had been held on 5 September 2005, a copy of the Minutes had been supplied to all Councillors.

Resolve: by unanimous vote, that the matter and contents of the Minutes are noted.

147. Whitstone Road Driveway Renewal – Properties Portfolio

The Portfolio Holder confirmed that the work was now complete and, with regard to proving the right of way and liability on the adjoining householder, he confirmed that nil response had been received to date. However, the completed work appeared satisfactory.

Resolve: by unanimous vote, that the matter is noted.

148. By-law to Prohibit Alcohol within Collett Park Boundaries – Collett Park Portfolio

Cllr Margaret Robinson requested members to consider if this was a good idea to progress. Interim liaison had taken place with the Police, although the Portfolio Holder confirmed that the wording needs to be carefully checked however he was in agreement to start off the process and liaise further with the Police. The Portfolio Holder requested members to support the idea of proceeding. Members then debated the possibility of instigating a by-law to cover the whole town, the problems in enforcing any such by-law and how to strike a balance between responsible members of the community using the Park and also drinking alcohol in an appropriate manner and those providing unacceptable and anti-social behaviour, causing damage and vandalism.

Resolve: Proposed by Cllr Robinson, seconded by Cllr Shearn, with a vote of 11 For, 1 Against & 3 Abstentions, that the Town Council proceed to investigate in principle the possibility of instigating a by-law prohibiting alcohol consumption within Collett Park and for the Chairman and Vice-Chairman to bring this matter up at their next meeting with the local Police. Also for members to discuss previous schemes such as in Glastonbury, to seek advice from all parties concerned prior to proceeding, and to report back to a future meeting of Council.

149. Footpath Repairs – Collett Park Portfolio

The Portfolio Holder confirmed that the work had been completed, which appeared to be satisfactory. However, there had been problems with tree roots which had now been overcome albeit that the depth of excavation had not taken place as per the specification. After consulting with the Clerk the Portfolio Holder informed that he would wait for the invoice to come in to see the charges against the original specification and then to call a site meeting with the contractor to review the situation.

Resolve: by unanimous vote, that the matter is noted.

150. Collett Festival 2006 – Collett Park Portfolio

A meeting had been held today, 4 October, and a copy of the report had been provided to all members at the meeting. Some members raised much concern as to the problems that may be encountered when undertaking the evening entertainment and this would require proper security, risk assessments and all the items raised under application for a Public Entertainments Licence.

Resolve: by unanimous vote, that the notes of the meeting held on 4 October are noted (copy attached to these Minutes).

151. Newsletter – October 2005 - Administration Portfolio

The Administration Portfolio Holder confirmed that a newsletter for October had now been compiled, a copy of which had been provided, albeit that many members informed that they had not received a copy to date. However, they were in accord with the matter.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Champion, with a vote of 9 For & 6 Abstentions, that the October Newsletter of the Town Council is approved and distributed accordingly, and to pass on the congratulations to all those involved (copy attached to these Minutes).

152. Portfolio Management Group Meeting – 30 September 2005

The notes of the meeting had been collated and distributed to all Councillors, and the Chairman confirmed that the matter regarding the website was an urgent issue and would be placed on the November agenda of the Town Council. One member raised concern that precept projects and ideas appeared to be worked up without any public consultation and enquired as to why this was. The Chairman confirmed that currently there was no Parish Plan and that this was all that could be achieved within the timescale.

Resolve: by unanimous vote, that the notes of the meeting of the Portfolio Management Group held on Friday, 30 September 2005 (as attached to these Minutes) is noted.

153. Finance

a) Accounts for Payment by Cheque

Resolve: by unanimous vote that payments made by Cheque for October 2005 as per Appendix "A" attached to these Minutes, be approved.

b) Accounts previously paid by Direct Debit

Resolve: by unanimous vote that payments made by Direct Debit for October 2005 as per Appendix "A" as attached to these Minutes be approved.

c) Confidential Salaries for Payment by Cheque

Resolve: by unanimous vote that the Confidential Salary Payments for October 2005 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

d) Income

Resolve: by unanimous vote that the Income for September 2005, as per Appendix "A" attached to these Minutes, be approved.

154. Any Other Business

Street Cleansing Contract - MDC

District/Town Cllr Margaret Robinson confirmed that the contract was now well underway and requested any members with concerns or problems within the town to provide notice of the problem/complaint in writing directly to herself and that she would take the appropriate action and report back.

Resolve: by unanimous vote, that the matter is noted.

155. Agenda Matters for the Next Meeting

The next meeting to be held on 1 November 2005 at 7.00pm and no matters were raised, however, from this meeting the following matters are to be applied to the November agenda:

- Possible relocation of the town's market;
 - Change of commercial waste collection day within the town centre;
 - Town's website
-

The Chairman thanked members for their attendance and closed the meeting at 8.52pm.

Councillor J. Bartlett

Signature _____

Chairman

____ / ____ / 2005

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
2023	Inland Revenue	5000/5020	Tax/NI Payment - July to Sept 2005	£ 1,744.94
2014	Georgian Hire Limited	6070	Collett Park Festival - Port a loo toilets	£ 129.25
2015	S/Mallet Carnival Committee	6650	Community Grant - 40th Year Celebrations	£ 400.00
2016	Mendip District Council	7060	By Election East Ward	£ 586.15
2017	Victim Support Somerset	6650	Community Grant	£ 100.00
2018	Wessex Ms Therapy	6650	Community Grant	£ 100.00
2021	Duchy of Cornwall	6120	Hitchen Lane Allotment site - 6 months rent	£ 49.94
2022	Marie Curie Cancer Care	6650	Community Grant	£ 100.00
Rebate for filing online 04/05 taken £250 deducted from cheque 2023				
				£ 3,210.28

Payments by Direct Debit

30/8/05	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -August	£ 2,450.22
31/8/05	Cleanaway Limited	6020	Collett Park Ground - Waste Collection	£ 30.83
2/9/05	CGU Bonus	5200/6090	Insurance Premium	£ 305.49
1/9/05	Market Town	5315	Website - Monthly Charge	£ 70.50
16/9/05	Plusnet Tech Ltd	5160	Broadband Subscription	£ 20.49
16/9/05	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 423.93
Sub Total				£ 396.48

Total = £ 3,606.76

CONFIDENTIAL PAYMENTS

2019	Graham H Brown	5000	Town Clerk - Oct Salary 2005	£ 1,245.73
2020	Jeanette Lintern	5000	Admin Assistant - Oct Salary 2005	£ 424.63
Total				£ 1,670.36

Grand Total £ 5,277.12

Date	Income	Code	Category of Income	Total Deposit
10-Aug	Interest	4010	Business Account	£ 186.31
21-Sep	MDC	4000	Remaining 50% precept for current year	£ 62,908.50
Total Income =				£ 63,094.81

Councillor J.D. Bartlett
Chairman

Signature _____

Date _____

Councillor N. Jeremiah
Vice Chairman

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 1 November 2005, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.



Present: Chairman - Councillor Mrs J.D. Bartlett

Cllrs, , Mr R.R. Champion, Mr J.E. Gilham, Mr K. Hurrell, Mr C.C. Inchley, Mr N. Jeremiah, Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor, Mrs M.R. Robinson, Mr N. F. Shearn and Mr A. Taylor.

Approximately twelve 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 Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised. The meeting was also informed that the meeting would be audio-taped for internal use only.

156. Public Forum

Resolve; Proposed by Cllr Lovell, seconded by Cllr Champion that the meeting be adjourned for the purpose of transacting Public Forum.

- a) **Public Transport** – Mr Clive Pearson submitted a report and copy letters which were provided to all Cllrs at the meeting. He was pleased with the outcome of his recent meetings and that Bus Services were now servicing the Community Hospital. The Mendip Area Timetable Booklet would not be reissued until April / May 2006, until that date Mr Pearson had compiled his own timetable update which he had sent for approval and on receipt he would arrange for the Journal to print. All existing services would be maintained with the exception of the 776 service. It was now down to the public to “Use it or Lose it”.
- b) **Remembrance Poppy Stall** – Mr Clive Pearson informed the meeting that both him and his wife would be operating the stall outside the Bell Hotel on the 9 / 10 of November from 9.30am onwards selling Poppy's and taking orders for Wreath's etc.
- c) **Town Market** – Mr Will Dunscombe raised much concern as to the rumours of the Market being relocated to Commercial Road Car Park. He requested the Town Council to quash such rumours and for action to be taken now to advertise and promote the Market which should stay in the very heart of the Town. He also provide all Cllrs with a hard copy of an email received from Mr Guy Braga ARO for MDC with outline of his support and plans for the Market within the Town Centre.

The Chairman thanked members for their comments which were noted and Mr Clive Pearson for all his hard work relating to Public Transport.

Resolve; Proposed by Cllr Robinson, seconded by Cllr Champion that the meeting be brought back into session.

157. Apologies for absence – Cllr M.M. Cann (family).

Resolve: by unanimous vote, that the above Apologies are accepted.

158. Members Declarations of Interests

- a) **Collett Park and Covenants Relating to Collett Park** - 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) **Windsor Day Hospital** –Cllr Marsh declared a Personal & Non-Prejudicial Interest in the matter due to her employment by Somerset Partnership.

- c) **Financial Payments Town Clock** - Cllr Marsh declared a Personal & Prejudicial Interest in the matter due to her partner undertaking Clock Keeping duties for the Town Council and would leave the room at the appropriate point.
- d) **English Heritage – War Memorial Listing** - Cllr Inchley declared a Personal & Prejudicial Interest in the matter due to himself requesting English Heritage to List the Structure and would leave the room at the appropriate point.

Resolve: that the above declarations are noted and duly recorded.

159. Chairman's Announcements

Mendip Care & Repair Ltd – The Chairman had received a letter of thanks for attending the opening of the stairlift recycling unit.

Victim Support Somerset - The Chairman had received a letter of thanks for the £100 grant recently awarded.

Wessex MS Therapy - The Chairman had received a letter of thanks for the grant recently awarded.

SLCC Mentoring Certificate Awarded to the Clerk – The Chairman had great pleasure in presenting the award to the Clerk for his services mentoring other Clerks who had now completed and passed the Working With Your Council qualification. This was applauded by all members.

Carnival Queen Crowning – The Chairman had attended the ceremony held at Bowlsh House where many of the previous Queens over the last 40 years of carnival were in attendance.

Rector Liz Smith Cheese and Wine Function – The Chairman had attended an extremely nice event and was somewhat disappointed that only five Councillors had attended.

160. Minutes

The Minutes of the Meeting of the Town Council held on the 4 October 2005 were considered for accuracy and content. Cllr Robinson requested amendment to the heading for minute number 137 which should read "Somerset County Council Update" in lieu of the "District Council Update"

Resolve: by unanimous vote, that the Minutes of the Town Council Meeting held on 4 October 2005, with the above amendment to minute number 137 be approved as a true record and signed by the Chairman.

161. Matters Arising from the Minutes

- a) **Min 132 – Windsor Day Hospital** – A very disappointing response letter was received from John Haines, Chief Executive of Somerset Partnership NHS which confirmed temporary closure of the facility and the transfer of services to St Andrews in Wells. It appeared the reason was financial and that they were looking for full closure and would undertake consultation on the matter, although members considered the consultation may well be a sham and that the decision may well have been made already. Member unanimously raised strong objection and the possible serious harm to the community of Shepton.

Resolve; Proposed by Cllr O'Connor, seconded by Cllr Champion that the Chief Executive and his staff are invited to attend a future meeting of the Council to discuss the matter in full as soon as possible. The Town Council raise further strong objection to the proposed closure. The Council would wish to see the financial argument and clear evidence for the closure and supporting information should be provided for members to consider prior to the proposed meeting taking place.

- b) **Min 141 – Prohibition of Alcohol within Collett Park** – Draft range of dates and times had now been received from the Police for consideration. The Police would bring Jenny Davis of MDC and their Crime Prevention Officer, Andy Leafe.

Resolve: by a unanimous vote that the matter is noted and members interested in attending supply availability directly to the Clerk who is in turn to confirm the most acceptable date / time.

162. Special Resolution (Standing Order 71/72 applies) – Relocation of the War Memorial – Previous resolve of Council – Min 123 on 6 September 2005.

The Resolution had been received in writing and placed on the meetings agenda as sponsored by Cllrs Cann, Fone, Gilham, Hurrell, Inchley and O'Connor and read "In the light of the Parish Poll result, this Council should

take no further action in relocating the cenotaph to Old Market Roundabout". The Clerk read out in full Standing Order 71 and 72 and the Chairman requested a recorded vote on the matter. There then followed a robust debate on procedural matters and the Chairman proposed that the meeting vote on the Special Resolution. One member raised concern at the Council not taking notice of the Poll outcome, the results of which could be compared within the limited timescale of operation as to the similar turnout as when the last Councillor was elected. The Chairman replied that the result also showed that less than 5% of the electorate voted against relocation of the War Memorial. Cllr Gilham considered that the Chairman was not conducting the resolution in the correct manner and wished the matter to be recorded. He challenged the fact although he would vote "For" the resolution. Cllr Marsh then proposed that the "Motion be Moved and the Question Put without any further discussion". Cllr Gilham would not remain silent on the matter despite repeated requests from the Chairman. The Chairman then stood up to regain order which was not complied with and the Chairman then suspended the meeting at 7.30pm and both the Chairman and Vice-Chairman then left the meeting. Both returned at 7.33pm and the meeting reconvened.

Resolved; by a Recorded Vote of Cllrs Gilham, Hurrell, Inchley and O'Connor (4) For and Cllrs Bartlett, Champion, Jeremiah, Lockey, Lovell, Manvill, Marsh, Robinson, Shearn and Taylor (10) against that "In the light of the Parish Poll result, this Council should take no further action in relocating the cenotaph to Old Market Roundabout". The Special Resolution was lost, the previous resolve of Council Min 123 on 6 September 2005 is therefore reaffirmed.

163. Planning Committee Minutes

The Chairman requested members to note the contents of the Minutes relating to the meeting held on 18 October 2005.

Resolve: by a unanimous vote, that the Minutes of the Planning Committee meeting held on 18 October 2005 are noted.

164. District Council Update

New Licensing Laws – Cllr Margaret Robinson updated member's with progress to the new laws. Businesses which had applied and to which there were no objections were automatically given permission. The only objection to date with some supporting evidence related to the Kebab Shop in the High Street, which although did not retail alcohol had requested extended hours of opening.

Resolve: by unanimous vote that the matter is noted and the Chairman thanked Cllr Robinson for the update.

165. Shepton 21 Update

Cllr Champion provide an update and confirmed that the latest minutes of Shepton 21 meeting had been distributed to all members via the Clerk and by email. The sub group had been working hard, they were also awaiting a brief on Leisure Facilities via MDC and were also reducing consultation fees where possible by way of members involvement and collation of reports by Guy Braga. One member enquired progress and publication of their plans and what public consultation was planned. Cllr Champion confirmed that the plan should be available by their meeting to be held on the 14 December 05 and that Public Consultation took place last year and since that date at events such as Collett Festival, the Mid Somerset Show and indeed were ongoing.

Resolve: by unanimous vote, that the matter is noted.

166. Swimming Pool – Item 4 – Community & Leisure Portfolio

Cllr Lovell confirmed the Project Agreement had now been signed and that Tenders returns were expected at the end of November 05. The Steering Group was also in discussion with Shepton 21 regarding their proposals.

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

167. Christmas Lighting Scheme- Item 5 - Community & Leisure Portfolio

Members were update with progress and that the next meeting was to be held Thursday 3 November 2005. Cllr O'Connor and Champion both enquired if they were on the working group and if they were required at the meeting.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion, by unanimous vote, that the matter is noted and the Clerk to update the Working Group my email tomorrow.

168. Police Matters - Item 6 – Community & Leisure Portfolio

A thank you letter had been received from Inspector Rob Dean and introduction of his replacement, Inspector Paul Richards. An introduction meeting with the Chairman and Clerk was arranged for Wednesday 2nd November at 2pm.

Resolve: Proposed by unanimous vote, that the matter is noted.

169. Town Centre Waste Collection – Item 9 – Community & Leisure Portfolio

An informal request had been received from MDC for the Town Council opinion regarding possible changes to the day of the commercial waste collection within the town centre. The Chamber of Commerce had been contacted and a response received by return. Some members wished to change the collection from a Friday when the Town was at its busiest. Other members considered that this was a private and commercial matter between the town traders and their waste companies. Members considered that there was some merit in rearranging collection from a Friday but in accord with the Chamber of Commerce did not wish to see collections moved to a Monday due to possible waste being left out over the weekend period.

Resolve: Proposed by unanimous vote, that the matter is noted and that Cllr Shearn would raise the matter at the next meeting of the Chamber of Commerce. It was considered that the Chamber of Commerce should deal with the matter directly. Days other than on Monday or the current Friday would be supported.

170. 2012 Olympic Games – Community & Leisure Portfolio

Letter received from Yeovil Town Council seeking support to form a consortium to explore, develop and promote business, tourism and other opportunities in Somerset and Dorset.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Hurrell, by unanimous vote, that the Chairman is requested to attend the event at Yeovil Town Council, The Town House, Yeovil on Wednesday 16 November 2005 at 1pm and that the Town Council support the principal authorities objectives.

171. Relocation of the Town Market - Item 8 – Regeneration Portfolio

An informal request had been received from MDC for the Town Council's opinion regarding possible pilot to relocate the Market to Commercial Road Car Park. The Chamber of Commerce had been contacted and a response received by return which stated that the Market should be left within the Town Centre and called for the District Council to manage the Market correctly which included positive promotion and advertising. Guy Barga was currently working with the Market Manager to hold a one off event that would include a Farmers Produce Market.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote, that the matter is noted and that the Town Council take no further action until formal contact was made by the District Council but that the Town Council support the views of the Chamber of Commerce in the matter and that the Market should be correctly managed which is to include positive promotion and advertising.

172. Minutes of Portfolio Meeting held 11 October 2005 – Regeneration Portfolio

Members were requested to note the contents and resolves of Portfolio (Copy of Minutes previously distributed to all Cllrs).

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

173. Minutes of Portfolio Meeting held 25 October 2005 – Properties Portfolio

Members were requested to note the contents and resolves of Portfolio (Copy of Minutes previously distributed to all Cllrs). The Lantern was now in stock to complete the restoration to the Victoria Fountain and it was hoped that completion and switch on could be amalgamated with the Christmas Lights Switch On programmed for Friday 18 November. Members also considered the stone bollard installation was satisfactory albeit that a formal response was yet to be received from the contractor, Cliveden Conservation.

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

174. Collett Festival 2006 - Item 5 – Collett Park Portfolio

A two page update report dated 26 October 2005 was previously provided to all Cllrs with the agenda (copy attached to these minutes). Unfortunately the sound testing with Cllr Cann had been postponed but all other matters were progressing, however there would be some tough decisions to be made at the Precept Working Party later in the month.

Resolve: Proposed by Cllr Inchley, seconded by Cllr O'Connor, by unanimous vote, that the matter is noted and that a full Business Plan is submitted as soon as possible, hopefully in time for Precept considerations but failing same early in the New Year.

175. Town Website – Item 6 – Administration Portfolio

A report (attached to these minutes) was submitted by the Clerk for Council's consideration. The summary provided three options, 1 – abandon the website initiative, 2 – continue with a reduced website relating to council matters only but with appropriate links to other website to broaden the appeal and use also to purchase a .gov address, 3 – continue as previously planned, however this would require considerable initial and ongoing input from members and additional resource time within the office.

Resolve: Proposed by Cllr Champion, seconded by Cllr O'Connor, by unanimous vote, that Option 2 of the report (attached to these minutes) is approved. A reduced website with the purchase of a .gov address is progressed using existing office resource as and when priority time is available, the matter and progress is to be continuously and closely monitored and reviewed at any time, even should this imply in the future that the project may well be abandoned.

176. English Heritage – Proposed Listing of the War Memorial

Cllr Inchley then left the meeting having previously made a declaration in the matter.

Notice was received from English Heritage that an application had been received to list the structure. They were now beginning their assessment of the building and compiling advice. Any representation about the architectural and historical interest of the memorial should be submitted by 15 November 2005 quoting reference number 160439. Members considered that all Cllrs should be in accord with any submission,

Resolve: by unanimous vote, that the Clerk provide a draft letter to English Heritage, the contents of which should be unbiased and relate to information and facts regarding the architectural and historic interest of the memorial. This draft should be emailed to all Cllrs and submitted for approval to the next meeting of the Planning Committee programmed for the 8 November 2005 and once approved to be submitted to English Heritage by the 15 November 2005.

177. Council Tax Consultation – Somerset County Council

Late notice was received from SCC regarding their public consultation on the matter. Two dates / venues for public access to the process were notified, Wells Town Hall on Monday 14 November and Caryford Hall Ansford on Wednesday 16 November 2005 both to start at 6.30pm and finish no later than 8.30pm. They would like to see a good representation from Parish Councillors.

Resolve: by unanimous vote, that the matter is noted, members wishing to attend are to inform the Clerk and for SCC to be advised.

178. Finance

Accounts for Payment by Cheque

Cllr Marsh then left the room following declaration made earlier in the meeting.

The Clerk requested inclusion of a late payment to Alan Connock, cheque number 2036 for £15.98p relating to chain and welding to Whitstone Road Allotments.

Resolve: by unanimous vote, that payments made by Cheque for November 2005 as per Appendix "A" attached to these Minutes, including cheque number 2036 for £15.98p, be approved.

Cllr Marsh then rejoined the meeting

Accounts previously paid by Direct Debit

Resolve: by unanimous vote that payments made by Direct Debit for November 2005 as per Appendix "A" as attached to these Minutes be approved.

Confidential Salaries for Payment by Cheque

Resolve: by unanimous vote that the Confidential Salary Payments for November 2005 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

Cancellation of Standing Order to SCC Pensions – Request from the Clerk to cancel the Standing Order following Feb 2006 payment to enable year end adjustments to be made via payment by cheque.

Resolve: by unanimous vote that the Standing Order to SCC Pensions is cancelled following Feb 2006 payment to enable year end adjustments to be made via payment by cheque.

"Shepton Mallet Town Centre Events" Bank account - Amendments were considered to the bankers mandate for operation of and use of the facility and funds for all approved and supported Town Centre Events.

Resolve: by unanimous vote that the "Shepton Mallet Town Centre Events Bank Account" is approved for use on all future and approved Town Centre Events and that appropriate amendments are put in place for the bankers mandate

179. Agenda Matters for the Next Meeting

The next meeting to be held on 6 December 2005 at 7.00pm. No matters were raised,

The Chairman thanked members for their attendance and closed the meeting at 8.25pm.

Councillor J.D. Bartlett

Signature_____

Chairman

____/____/2005

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
2025	Adrian Crozier	6200	Footpath Contract - Final Instalment	£ 303.23
2024	Mr Terry Marsh	6300	Town Clock Winding Dutues - 50%	£ 158.64
2026	Capita Business Services	5300	Stationery and Printing	£ 5.79
2027	Active Environmental Serv	6050	C/Park Rodent Control	£ 58.75
2028	G H Brown	6160	Repayment for security lock, WR allotments	£ 17.49
2029	Mr N Jeremiah	5550	Repayment - Mileage to SALC Burrowbridge	£ 22.22
2032	Ford Bros	6160	Resurfacing work, Whitstone Rd Allotments	£ 2,910.48
2032	Ford Bros	6080	Resurfacing work, Collett Park Footpaths	£ 10,072.36
2033	Mr B E White	5040	Internal Audit - 19 Oct 2005	£ 50.00
2034	Royal British Legion	5600	Poppy Wreath - Remembrance Day	£ 16.50
				£ 13,615.46

Payments by Direct Debit

30/9/05	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Oct	£ 2,450.22
3/10/05	Market Town	5315	Website - Monthly Charge	£ 70.50
3/10/05	Cleanaway Limited	6020	Collett Park Ground - Waste Collection	£ 31.73
4/10/05	CGU Bonus	5200/6090	Insurance Premium	£ 305.49
Sub Total				£ 2,857.94

Total = £ 16,473.40

CONFIDENTIAL PAYMENTS

2030	Graham H Brown	5000	Town Clerk - Nov Salary 2005	£ 1,245.51
2031	Jeanette Lintern	5000	Admin Assistant - Nov Salary 2005	£ 424.63
Total				£ 1,670.14

Grand Total £ 18,143.54

Date	Income	Code	Category of Income	Total Deposit
20-Sep	H M Customs	4100	VAT reclaim	£ 1,919.64
12-Sep	Interest	4010	Business Account	£ 152.09
12-Oct	MDC	4410	50% parish poll funding	£ 300.00
Total Income =				£ 2,371.73

Councillor J Bartlett
Chairman

Signature_____

Date_____

Councillor N Jeremiah
Vice Chairman

Signature_____

Date_____



Minutes of the Meeting of the Shepton Mallet Town Council held on 6 December 2005, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.



Present: Chairman - Councillor Mrs J. Bartlett

Cllrs Mr R.R. Champion, Mr K. Hurrell, Mr C.C. Inchley, Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor, Mrs M.R. Robinson, Mr N. F. Shearn and Mr A. Taylor

Approximately 6 members of the public, 3 members of the Action A371 Group and one member 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. The meeting was also informed that the meeting would be audio-taped for internal use only.

180. Public Forum

Resolve: Proposed by Cllr Champion, seconded by Cllr Hurrell, by unanimous vote, that the meeting is adjourned for the purpose of transacting the matter of public forum.

- a) **Christmas Greetings** – Clive Pearson wished the Chairman and all Councillors a very merry Christmas and his best wishes for 2006.
- b) **Public Transport** – Clive Pearson confirmed that Somerset County Council was still checking over his statement. Buses were reported as not entering the Community Hospital, which he had asked for them to do, and the Matron of the Community Hospital was also advised, and he considered it imperative that she be kept fully informed and on his side of the proposal.
- c) **Regeneration** – Clive Pearson congratulated the Town Council on their work to the High Street and to the frontage of buildings, along with the restoration of the Victoria Fountain, and thanked all those concerned.
- d) **Library Bench Seat** – Clive Pearson informed that the seat had recently been damaged in a vehicle accident and had now been removed. He requested of the Council that they ensure that the memorial bench seat to the late Brian Monaghan would be replaced along with the appropriate brass plaque.
- e) **Mountstevens Empty Shop** – Clive Pearson considered that this still-empty shop was a disgrace and had been like it now for over a year and implored the Town Council or Mendip District Council to take action on this. He considered the state of it spoiled the whole situation in the High Street and undermined all the good work that had been done to date.
- f) **Relocation of Cenotaph** – Taffy Stride raised comment that the Town Council had taken the decision to relocate the structure and the Clerk had made a public statement which confirmed the estimated value of works and the monies which had been provided by Tesco's. He wished to know, if there was any shortfall, who was to pick up the tab and would it be down to the ratepayer. He also raised concern that the Town Council had chosen to ignore the parish poll although certain comments had been made before whereby a 10% return was required. He considered that the return was above 10% as no postal votes were allowed. He confirmed that a report had gone to the Ombudsman on several matters and that the Town Council was included within that report.
- g) **Shepton 21** – Taffy Stride raised much concern that the previous Tesco 106 funding was for the town of Shepton Mallet and not for Shepton 21.
- h) **Street Lighting, Compton Road** – Taffy Stride raised concern that the street lighting in Compton Road and the surrounding area had been out since last Thursday and, indeed, three Town Councillors actually lived within the area concerned.
- i) **Eastfield Walkway and Derelict Land** – Mike Harris raised concern, having raised it earlier in the year, that the walkway to the swimming pool from Eastfield and, indeed, derelict land behind the council houses, had been and remained in a terrible state. He understood that workers had attended the site but refused to go in as they did not have access. He was now concerned that this land may now be sold off by the District Council

and would not be available, as was originally envisaged, for the Town Council to include within upgrading of the swimming pool to a lido. He did insist that, however, the area needed tidying up as soon as possible.

- j) Proposed 7.5 tonne Weight Limit, Ridge Road** – Jo Sackett, Chairman of the A371 Action Group, read out a letter in response to the proposals received from Mr Jeff Bunting of Somerset Highways. They did not support Somerset Highway's proposals but had pushed again for further support to the development of the Ridge Road up to relief road standards to provide desperately-required traffic relief for both the commuter and the community. They then provided details and summary of their statistical data held regarding the movements of Heavy Goods Vehicles (copy of A371 Action Group's letter attached to these Minutes).

The Chairman thanked members of the public and the A371 Action Group for their comments, which were noted. Mr Stride was informed that he should take the matter regarding Tesco 106 monies and Shepton 21 directly to Mr Guy Braga of Mendip District Council. The Town Council would chase up the matter regarding repair of the street lighting to Compton Road, and also the replacement of the late Brian Monaghan's memorial seat by Mendip District Council. The Chairman also received a summary and details regarding the A371 Action Group's data, which would be reviewed and returned to Jo Sackett.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Champion, by unanimous vote, that the meeting now be brought back into session.

181. Apologies for absence – Cllrs Cann (work), Jeremiah (family)

Resolve: by unanimous vote, that the above Apologies are accepted.

182. Members Declarations of Interests

- a) Collett Park and Covenants Relating to Collett Park** - 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) Windsor Day Hospital** – Cllr Marsh declared a Personal & Prejudicial Interest in the matter.
- c) Proposed Weight Restriction, Old Wells Road** – Cllrs Marsh and Bartlett both declared a Personal & Prejudicial Interest in the matter and would leave the meeting at the appropriate point.
- d) Precept/Proposed Funding for the Market Cross** – Cllr Shearn declared a Personal & Prejudicial Interest in the matter as director of the Market Cross charity and would leave the meeting at the appropriate point.
- e) Precept/Town Clock Maintenance** – Cllr Marsh declared a Personal & Prejudicial Interest in the matter and would leave the meeting at the appropriate point.

Resolve: that the above declarations are noted and duly recorded.

183. Chairman's Announcements

Poppy Appeal 2005 – The Chairman informed that she had been notified by Clive Pearson that the Royal British Legion had collected locally the sum of £5,037.22 for this year's Poppy Appeal, which was applauded by all members.

Meetings with the Police – The Chairman confirmed that a meeting had taken place, with the Clerk in attendance, with the new Sector Inspector Paul Richards, and confirmed that he was most eager to work with the Town Council on all matters.

Remembrance Service – This had taken place on Sunday, 13 November followed by a service at the Parish Church. The Chairman thanked all Councillors who had been able to attend.

Christmas Lights Switch-on – This event had been carried out in conjunction with both Children in Need and the completion of the restoration to the Victoria Fountain, all of which had cumulated in a worthy event.

Civic Function – The Chairman confirmed that she had attended a meeting hosted by the Chairman of Mendip District Council which was held at Wookey Hole Caves, and also included a tour and a lunch.

Relocation of the Cenotaph – The Chairman confirmed that, following the September resolve of Council, matters had been progressed with deliberations with parties concerned which included Somerset County Council, Somerset Highways, Mendip District Council, the developers of the proposed Tesco and Haskins sites/complex and Mr John Lyde of the Royal British Legion. There now appeared to be two clear options for sites to which to relocate the structure and the Royal British Legion confirmed that the majority of their members would wish the structure to remain in the area at the top of the town. Advice had been obtained from Mr Peter Lacey of SALC who had confirmed that the procedure should now be to hold an additional Ordinary Meeting of the Town Council, giving proper legal notice and summons/agenda for the two options to be considered and resolved.

There was some urgency to the matter as Tescos required this information by the end of December 2005 and they may, and the Chairman stressed “may”, be an opportunity for Tescos to realign Townsend Roundabout and the site lines/highway approach to obtain improvements in the general area, if a decision was forthcoming regarding the relocation site of the War Memorial

The Chairman proposed that the Town Council should meet on Tuesday, 13 December at 6.30pm to consider the two options and that this meeting would take place prior to the programmed Community & Leisure Portfolio, and that the Mendip District Council Chamber was available for this purpose.

Resolve: Proposed by Cllr Shearn, seconded by Cllr Robinson, with a vote of 7 For, 0 Against & 3 Abstentions, that an Ordinary Meeting of the Town Council is called for Tuesday, 13 December at 6.30pm in the Mendip District Council Chamber to consider the possible two options/sites for the relocation of the War Memorial.

184. Minutes

The Minutes of the Meeting of the Town Council held on the 1 November 2005 were considered for accuracy and content.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Champion, by unanimous vote, that the Minutes of the Town Council Meeting held on 1 November 2005 be approved as a true record and signed by the Chairman.

185. Matters Arising from the Minutes

Closure of Windsor Day Hospital – Members were informed that John Haines, Chief Executive, and Diana Rowe, would be attending the January meeting of the Town Council to consult on the matter. The Clerk considered that financial information relating to the proposals that had been previously requested may not be available prior to the January meeting. One member considered that the information should be provided under the Freedom of Information Act. One further member confirmed that the MP, David Heathcoat-Amory, was to progress matters with Robin Smith, the Chief Executive of Mendip Primary Care Trust.

Resolve: by unanimous vote that the matter is noted.

186. Planning Committee Minutes

The Chairman requested members to note the contents of the Minutes relating to meetings held on 8 & 29 November 2005.

Resolve: by unanimous vote, that the Minutes of the Planning Committee meetings held on 8 & 29 November are noted.

187. Planning Application 085776/007 – Mr & Mrs Dennett, Meadow View, Frog Lane – Erection of Garage (DEL) Full

The Planning Chairman confirmed that this matter had been discussed at the last meeting of the Planning Committee but had been deferred due to insufficient information. In the interim period he had been in touch with the Planning Officer, Miss Liz Arnold, and, as empowered, had made an executive decision to recommend refusal of permission as it was far too large a building, raising concern at the location upon the site and lack of clarity as to the intended purpose or use of the building. He requested Council to ratify his executive decision and so proposed.

Resolve: by Cllr Champion, seconded by Cllr O'Connor, by unanimous vote, that the executive decision made by the Planning Chairman to the above application is endorsed.

188. District Council/Shepton 21 Update

Both representatives were unable to attend the previous meeting with Shepton 21 and there was no further update regarding the District Council. Cllr Shearn, working on Shepton 21's Sub-Group, was able to confirm that the Retail Business Sub-Group had completed their Vision Statement which had now been submitted to the main group for consideration.

Resolve: by unanimous vote that the matter is noted.

189. Precept and Budgets 2006/07

A report, spreadsheet and recommendations had been received following a meeting of the Precept Working Party. Notes of this meeting held on 22 November 2005, and the draft budget/precept, had been previously provided to all councillors. Cllr Lovell raised disappointment that no money had been allocated to the Pool project, which he duly proposed, the vote of which was lost. Cllr Inchley raised questions regarding Collett Festival funding and also considered that the overall monies for Collett Park and Administration of the Council were very heavy within a very static budget. Various proposals were put forward to relocate monies within the current budget, taking monies from regeneration projects, Collett Park improvements and increasing the monies allocated to town improvements/Market Cross. This was proposed by Cllr Inchley, seconded by Cllr Hurrell but the vote was lost by the casting vote of the Chairman, with a vote of 3 For, 4 Against and 5 Abstentions.

Resolve: Proposed by Cllr Champion, seconded by Cllr Robinson, with a vote of 7 For, 3 Against & 2 Abstentions, that the proposed budget and precept, as attached to these Minutes, is approved which will provide an overall spend of £142,637 with an estimated £3,000 income for the period and, taking a further £15,500 from current cash reserves, providing a precept requirement for 2006/07 of £124,137 which was estimated to provide a Parish Rate to Council Tax Band D properties for the year 2006/07 of £40.41.

190. Lido Pool Project – Community & Leisure Portfolio

An update had been received from the Project Board, dated November 2005 (copy attached to these Minutes), and the next meeting was to be held on Friday, 16 December 2005 at 2.00pm.

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

191. Proposed Weight Restriction, Old Wells Road - Community & Leisure Portfolio

Cllrs Marsh and Bartlett both then left the meeting. Cllr O'Connor was voted to chair the meeting for this matter as the Vice-Chairman was not in attendance. Members discussed the proposed weight limit in some detail. Much concern was raised that the East/West Bypass appeared now to be lost until at least 2010. One member considered that these proposals would not impinge on the town one way or the other, with some members considering that protection should be afforded to car drivers using this highway.

Resolve: Proposed by Cllr Champion, seconded by Cllr Robinson, with a vote of 8 For & 2 Against, that the Town Council support Somerset Highway's proposal for a 7.5 tonne Weight Restriction to Old Wells Road and adjoining "B" roads as per the plan provided, and that Somerset Highways should still consult with all other parties, especially local Parish Councils outside Shepton Mallet boundaries, and that the Council should, once again, implore the County Council to review the requirement to upgrade the Ridge Lane road to form a relief road for east/west traffic commuters travelling through the area and also the communities of Shepton Mallet, Bowlsh and Crocombe.

Cllrs Marsh and Bartlett then rejoined the meeting and Cllr Bartlett resumed chairmanship of the meeting.

192. Shepton Mallet in Bloom funding – Community & Leisure Portfolio

A request had been received for release of the current revenue and capital project funding of £2,000, the sum and project having previously been agreed and budget was available.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Champion, by unanimous vote, that grant funding of £2,000 is provided to Shepton Mallet in Bloom for support of both revenue and capital projects.

193. Somerset Fire & Rescue Service IRMP – Community & Leisure Portfolio

The Clerk, in his role as Station Manager of Shepton Mallet Fire Station, updated members as to the consultation and enclosures within the Integrated Risk Management Plan (IRMP) for the year 2006/07. Although the end user/customer would see little change the service was under a considerable modernisation programme, incorporating proposed new response standards, much as currently undertaken by the county of Cheshire, and the criteria for determining risks had now changed to Life Risk in lieu of Building Risk. The Station Manager confirmed that the biggest problem currently was the crewing levels by retained personnel, for example there was one period during today's working day where there were only three personnel available for crewing of two fire engines which would take a maximum of 12 personnel. Cllr Robinson highlighted the good work done by the Fire Service in the provision of free smoke alarms and Home Fire Safety checks. A further member requested coverage by the press in attendance to the fact that there was an urgent requirement for additional retained firefighters in the town and for the townsfolk who were available to contact the Station Manager/Town Clerk who would provide every assistance.

The Clerk confirmed that the IRMP consultation document was available in the office and there was a response form if needed.

Resolve: by unanimous vote, that the matter is noted.

194. Restriction of Alcohol Order – Collett Park and West Shepton Playing Fields – Community & Leisure Portfolio

Cllr Robinson confirmed that a meeting had taken place with the Police and, with their agreement and support, requested Council to consider a formal request to Mendip District Council to instigate a Restriction Order in relation of alcohol within Collett Park/adjoining areas and West Shepton Playing Fields/Skateboard Park and adjoining areas. This Order would not ban alcohol but would empower the police to remove opened and unopened containers of alcohol from persons within the area who were undertaking antisocial or other unacceptable behaviour. There was a requirement to proceed that an area map and a formal request is submitted to Mendip District Council. Several members raised concern that the problem with making rules was that they were not always able to be enforced and that the police were not always available. The Chairman confirmed that, at her last meeting with the police, they were very enthusiastic and supportive to the proposal for instigation of the Restriction Order.

Resolve: Proposed by Cllr Robinson, seconded by Cllr O'Connor, with a vote of 11 For, 0 Against & 1 Abstention, that the Town Council submit a formal request and area map for Mendip District Council to instigate a Restriction Order in relation to alcohol within Collett Park and its adjoining areas and West Shepton Playing Fields/Skateboard Park and its adjoining areas.

195. Victoria Fountain Restoration – Properties Portfolio

The Portfolio Holder confirmed that the project was now complete. Images taken from the Conservation Report with a before-and-after photograph had been provided to all members, along with a draft Financial Account. A thank you letter had been sent to Mr Ken Hobden, Somerset County Council, who had assisted with the grant funding.

Resolve: Proposed by Cllr Lockey, seconded by Cllr O'Connor, that the completion of the Victoria Fountain restoration project was noted and that a very good job had been done, and that he thanked Clive Pearson for his kind comments in Public Forum.

196. Minutes of Collett Park Portfolio Meeting 15 November 2005 – Collett Park Portfolio

Copies of these Minutes had been previously distributed to all councillors.

Resolve: by unanimous vote, that the Minutes of the Collett Park Portfolio meeting on 15 November 2005 are noted.

197. Collett Festival 2006 – Hospitality and Accommodation for Margaret Chadd JP MBE (néé Collett) – Collett Park Portfolio

The Portfolio had submitted recommendations to Council to include Margaret Chadd within the hospitality list for accommodation over the two nights of the Festival, which had previously only included John and Esme Collett of Australia.

Resolve: Proposed by Cllr O'Connor, seconded by Cllr Champion, by unanimous vote, that Margaret Chadd JP MBE (néé Collett) is included within hospitality costs for accommodation over the two nights of the Collett Festival, along with John and Esme Collett of Australia (total 3 persons).

198. Future Improvement Projects within Collett Park & Collett Festival – Collett Park Portfolio

A revised list of projects and their priorities had been submitted by the Portfolio Holder (attached to these Minutes). This included Charlton Road entrance gates, the bandstand and options to Park Road entrance gates all relating to Collett Festival 2006, and a list of other improvement projects within Collett Park split into lists of high, medium and low priority. The Portfolio Holder considered that providing an arch and new gates to the Park Road entrance, which would be used just for the one day, was over the top. He considered that money would be better spent erecting an arch on the existing Charlton Road entrance and upgrading the bandstand to provide balustrade railings and a windshield to all elevations of the structure. Members agreed there was some urgency to the Collett Festival 2006 to get things moving.

Resolve: Proposed by Cllr Champion, seconded by Cllr Marsh, with a vote of 10 For & 2 Against, that the priority list to Collett Festival 2006 and Collett Park dated 30 November 2005 (as attached to these Minutes) is approved.

199. Notes of the Portfolio Management Group (PMG) Meeting held on Monday, 28 November 2005 – Administration Portfolio

The notes of the meeting held on Monday, 28 November 2005 had been provided to all councillors with this meeting's Agenda.

Resolve: Proposed by Cllr Inchley, by unanimous vote, that the notes of the Portfolio Management Group held on Monday, 28 November 2005 (as attached to these Minutes) is noted.

200. Town's Website - Administration Portfolio

The matter had been documented within the Portfolio Management Group notes. The website was now live, responses were being received and good progress had been made. One member considered that quite a lot of work was needed to be done to the community and business sections with a view to promotion of the High Street, and considered that a meeting of the Working Group should be convened in the near future. Cllr Shearn confirmed that he had raised, and was pushing for, the matter with the Chamber of Commerce. There was no agreement for a date prior to Christmas for a meeting of the Working Group.

Resolve: by unanimous vote, that the matter is noted.

201. Proposed Pilot of Alternative Meetings for the Town Council - Administration Portfolio

Portfolio had recommended, and provided with this meeting's agenda, a revised schedule of meetings for full Council and a strength/weakness/opportunities/threats report relating to the proposed pilot dated 16 November 2005. In essence, it was proposed a pilot be run from 3 January 2006 meeting of Council through to the next May Annual General Meeting, whereby the Town Council would meet on the first and third Tuesday of every month and that all Portfolios would continue to operate and function. All business and resolves, including Planning matters, would be progressed through these two meetings of Council in each calendar month. The threat from the report was highlighted that Portfolios may well lose their identity and purpose.

Resolve: Proposed by Cllr Lovell, seconded by Cllr Champion, with a vote of 10 For, 1 Against & 1 Abstention, that the Town Council approve and pilot a revised meeting schedule, to run from the Council meeting of 3 January 2006 until the next AGM in May at the end of the municipal year, as per the attached schedule, and that all business, including Portfolio and Planning matters, are transacted through these meetings, which would take place on the first and third Tuesday of every calendar month.

202. Devolved Function of Street Trading Licence from MDC to the Town Council - Administration Portfolio

The District Council had requested the Town Council to consider devolution of this function to the Town Council. This would provide limited income and empower the Town Council to control street trading within a specific area. This would allow charity stalls to be approved and controlled and a formal response should be provided back to Cathy Day. The matter had already received initial consideration by the District Council's Scrutiny Board.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Robinson, with a vote of 11 For & 1 Abstention, that the Town Council enter into discussions with Mendip District Council for the function of Street Trading Licensing within the specific area of the Town Centre to be devolved to the Town Council.

203. Finance

a) Accounts for Payment by Cheque – The Clerk requested members to consider one late payment, Cheque No. 2046 made payable to EDF Energy which related to the electricity bill for the previous season's Christmas Lights (year 04/05), for the sum of £335.24.

Resolve: Proposed by Cllr Champion, seconded by Cllr Inchley, by unanimous vote, that payments made by Cheque for December 2005, including the late payment Cheque No. 2046, as per Appendix "A" attached to these Minutes, be approved.

b) Accounts previously paid by Direct Debit

Resolve: by unanimous vote that payments made by Direct Debit for December 2005 as per Appendix "A" as attached to these Minutes be approved.

c) Confidential Salaries for Payment by Cheque

Resolve: by unanimous vote that the Confidential Salary Payments for December 2005 as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

204. Agenda Matters for the Next Meeting

The next meeting to be held on 3 January 2006 at 7.00pm in the **Salvation Army Rooms**, Commercial Road. No matters were raised.

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

Councillor J Bartlett

Signature_____

Chairman

____/____/2006

A P P E N D I X “ A ”

Cheque No	Payee	Code	Goods Supplied	Total Payment
2035	Capita Business Services	5300	Printing and Photocopying	£ 16.92
2036	Alan Connock	6160	Chain and Welding - WR Allotments	£ 15.98
2037	Sugg Lighting Limited	6400	Victoria Fountain - Replacement Lantern	£ 1,844.75
2038	The Toner factory	5300	Laser Drum / Toner and Inkjet Cartridges	£ 164.45
2039	MLAN Electrical Contractors	6600	Christmas Lts Display - Contra by Chamber	£ 1,863.55
2040	Cliveden Conservation	6400	Victoria Fountain - Final Account	£ 8,199.28
2041	Shepton Mallet In Bloom	6550	Revenue Support plus capital Project	£ 2,000.00
2042	Market Town	5315	Website building	£ 2,643.75
2045	Mendip District Council	6520	HERs Scheme Contribution	£ 5,550.00
				£ 22,298.68

Payments by Direct Debit

31/10/05	Quadron Services Limited	6000/6005	Collett Park Ground Care Contract -Feb	£ 2,450.22
17/10/05	BT Direct Debits	5160	Telephone Lines and Calls	£ 118.19
17/10/05	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 457.28
18/10/05	Plusnet Tech Ltd	5160	Broadband Subscription	£ 20.49
31/10/05	Cleanaway Limited	6020	Collett Park Ground - Waste Collection	£ 30.83
1/11/05	Market Town	5315	Website - Monthly Charge	£ 70.50
1/11/05	Mendip District Council	5100	Quarterly Office Lease / Rent	£ 1,500.00
2/11/05	CGU Bonus	5200/6090	Insurance Premium	£ 305.49
Sub Total				£ 4,953.00

Total = £ 27,251.68

CONFIDENTIAL PAYMENTS

2043	Graham H Brown	5000	Town Clerk - Dec Salary 2005	£ 440.47
2044	Jeanette Lintern	5000	Admin Assistant - Dec Salary 2005	£ 424.63
Total				£ 865.10

Grand Total £ 28,116.78

Date	Income	Code	Category of Income	Total Deposit
10-Oct	Bank Credit	4010	Interest - Business Account	£ 208.76
18-Nov	Dyne Drewett Solicitors		Balance of Allyn Saxon Account	£ 25.00
14-Nov	HM Customs VAT		Vat Reclaim	£ 2,802.01
15-Nov	Chamber Of Commerce		Christmas Lights Interim Payment	£ 1,586.00
Total Income =				£ 4,621.77

Councillor J.D. Bartlett
Chairman

Signature _____

Date _____

Councillor N. Jeremiah
Vice Chairman

Signature _____

Date _____

Minutes of the Meeting of the Shepton Mallet Town Council held on 13 December 2005 at 6.30pm, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mrs J. Bartlett

Cllrs Mr R.R. Champion, Mr C.C. Inchley (6.50pm), Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor, Mrs M.R. Robinson, Mr N. F. Shearn and Mr A. Taylor

There were 10 members of the public, Mr John Lyde from the Royal British Legion, and 1 member of the press in attendance.

The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and use of the microphones was emphasised. The meeting was also informed that the meeting would be audio-taped for internal use only.

205. Public Forum

Resolve: Proposed by Cllr Champion, seconded by Cllr Robinson, by unanimous vote, that the meeting is adjourned for the purpose of transacting the matter of public forum.

Royal British Legion – Mr John Lyde spoke on behalf of himself and the views of the Royal British Legion. He proposed that an alternative location other than Old Market Road be reviewed for relocation of the Cenotaph. He considered that it should remain in the existing area at the top of the town, the gateway to the old station, and facing the town centre. In the current position it was in the midst of traffic and had problems relating to rising damp and it really did need relocating and he considered that this was why the Town Council took the decision in September to move it. A sketch plan had now been provided which detailed relocation from its existing area which had been previously copied to all members of the Council. The matter had been reviewed by the Royal British Legion committee who unanimously endorsed the proposal with much enthusiasm and indeed a confirmation letter had been received by the Town Council from the Royal British Legion. He considered that the new location would preserve the historical location and dominate the gateway to the town. He also considered that the new sketch drawing would provide a more formal setting with some open space and paving around the structure, and would also provide a link between Tescos, Haskins and the existing town centre. It also would allow for realignment of the roundabout and approach of highways. He considered that this was a golden opportunity and he urged the Council to consider relocating it within the Station Road in lieu of Old Market Road.

The Chairman thanked Mr Lyde for his comments and for travelling from London to be at this meeting.

206. Apologies for absence – Cllrs Hurrell and Jeremiah (family)

Resolve: by unanimous vote, that the above Apologies are accepted.

207. Members Declarations of Interests – None declared.

208. Options for Relocation Sites to the War Memorial

Mr Les Kimberley, Senior Planning Officer, provided members with an overview of a meeting he had arranged with Tescos, Haskins, the County Council and Highways, to which the Chairman, Clerk and Cllr Lockey also attended. He considered that there was a lot going on in this area at the top of town. There were three different teams working, and the purpose of this meeting was to bring all parties together. He reaffirmed that some monies within the 106 Agreement would be made available for relocation of the structure and that there was a possibility, and he stressed "possibility", if a clear decision was forthcoming regarding relocation of the Cenotaph by the end of December, that he would have an opportunity to discuss with Tescos and Haskins the possibility of improvements to Townsend roundabout and to improve the appearance of linkage in this area. An early commitment from the Town Council was required.

Members then debated the matter. Some concern was raised as to the finer detail of planning and the exact layout as currently there was only a sketch drawing provided. Cllr Lockey raised much concern as to the latest design and also raised concern as to the legality of the six-month ruling with Council's previous Resolve made in September 2005. He once again stressed the purpose and thought behind plans to relocate the War Memorial to Old Market Road. If the Council was to consider keeping it within Station Road, which was a polluted area, then this would be a wrong decision. He considered that it was a myth that troops left to fight the World Wars from this area and he stated that most of them left from the Charlton Station and went northwards.

Cllr Inchley then joined the meeting at 6.50pm and apologised for his lateness as he was dealing with parish matters. Cllr O'Connor considered that the Council not listened to the parish poll and also raised concern as to the six-month rule. Cllr Inchley considered that he would not vote on the matter as he considered that the Council should be in step with its community. There was much concern at the speed of decision that the Town Council appeared to make in this matter. Cllr Marsh was very pleased with the new proposals and considered that the Council had previously had to make very difficult decisions on the matter.

The Chairman then read an email from Guy Braga, MDC Regeneration Officer, to the Town Council, and then summarised that the Council should now consider one of the two preferred options for the resiting of the War Memorial, the first being Old Market Road and the second option being Station Road in the vicinity of its existing location. Council had taken advise on the matter and this meeting had been called in compliance with advice received from Peter Lacey of Somerset Association of Local Councils. The Clerk read letters from both the Royal British Legion regarding their support for the Cenotaph to be kept close to its present site in Station Road, and also a letter received from the Senior Valuer of Somerset County Council confirming that land at Old Market Road was, in principle, available for transfer to the Town Council on a long lease of £1 if demanded.

Resolve: Proposed by Cllr Robinson, seconded by Cllr Lovell, by unanimous vote, that the meeting now be bought back into closed session.

Cllr Robinson confirmed that she was previously in support of relocation to the Old Market site, however a compromise had to be made and she considered that the relocation within its existing area in Station Road would keep most people happy, conform to the Royal British Legion's requirements and suit the majority of the community.

Resolve: Proposed by Cllr Robinson, seconded by Cllr Shearn, with a vote of 7 For & 3 Abstentions, that the War Memorial is relocated within the area of Station Road, adjacent to its current location and much as the sketch plan provided by Mr Guy Braga. However, more details were to be worked up in consultation with Mendip District Council and Tescos in that approximate location, which was subject to a planning application.

The Chairman thanked members for their attendance and closed the meeting at 7.04pm.

Councillor J Bartlett

Signature_____

Chairman

_____/_____/__2006