

Minutes of the Annual General Meeting of the Shepton Mallet Town Council held on 15 May 2007, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Mr C.F. Lockey

Cllrs Mrs J.D. Bartlett, Mr R.R. Champion, Mr M.J. Ellis, Mr J.E. Gilham, Mr C.C. Inchley, Mrs J.A. Kinison, Mr M. Lovell(9.08pm), Mrs J.M. Marsh, Mr T. Marsh, Mr J.W. Parham, Mrs M.R. Robinson, Mr S.J. Robinson, Mr N.F. Shearn, Mr A.C. Taylor and Mrs K.M. Taylor.

Six members of the public 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, use of the microphones was emphasised and informed that the meeting would be audio-taped for internal use only. Mobile telephones were requested to be switched off or to silent mode.

The outgoing Chairman paid tribute to ex Cllr Jeremiah and Fone who had not stood for re-election and to the four previous members, ex Cllr Hurrell, O'Connor and Cann who between them had served at least 60 years, and ex Cllr Manvill who had served for some 8 years. He thanked them all for their service to the Town.

1. 07/08 Election of Chairman

Resolve: Councillor Lockey was proposed by Cllr Parham, who considered that Colin was one of the longest serving members, had done a lot of work for the town and polled the most amount of vote. He considered he was an ideal candidate to take forward the spirit of unity, this was seconded by Cllr M. Robinson and as there were no other nominations, Councillor Lockey was duly elected Chairman of the Town Council, signed his Acceptance of Office and thanked members and commented that he was sure this would be a good year. He also wished to thank Carol Vincent of the Journal and wished her good luck and best wishes on behalf of the Town Council in her new job.

2. 07/08 Election of Vice Chairman

Resolve: Councillor Bartlett was proposed by Cllr Lockey, seconded by Cllr J. Marsh and as there were no other nominations, Councillor Bartlett was duly elected Vice-Chairman of the Town Council.

3. 07/08 Public Forum

Resolve: Proposed by Cllr M. Robinson, seconded by Cllr Parham, by unanimous vote, that the meeting be adjourned for the matter to be transacted.

Notes of the matters raised were recorded for internal use and action. Matters raised included Public Forum, Addressing the Council at points of consideration and concerns to Planning Applications – T Mobile at the Anglo Trading Estate and proposed felling of Tree to Rogate, Leg Square.

Resolve: Proposed by Cllr J. Marsh, seconded by Cllr Champion, by unanimous vote, that the meeting now be brought back into session.

4. 07/08 Apologies for absence – Cllr Lovell reported that he would join the meeting late due to a prior engagement. The matter was not voted on.

5. 07/08 Members Declarations of Interests

a) **Collett Park / War Memorial** – The Clerk confirmed that he had written to the Monitoring Officer at MDC requesting consideration of the Standards Committee for dispensation for all

members of the Town Council for the life of the Council (until April 2011) as each member is a Trustee of both Charitable Trusts. The previous dispensation was now null and void.

- b) **Planning Application 116041/002 – 33/37 Allyn Saxon Drive** – All members made a declaration of a Personal and Non-Prejudicial Interest as the Town Council owned and operated the Allotment site to the rear of the proposed development.
- c) **Planning Applications 101513/006 – Land Adjacent to Maxwell Road and 101513/005 Land off Westway Lane** – Both Cllrs Taylor declared a Personal and Prejudicial Interest in the matters and would leave the meeting at the consideration. Cllr Kinison also declared a Personal and Prejudicial Interest in Planning Application **101513/005 Land off Westway Lane** and would also leave the meeting at the consideration.
- d) **Planning Application 119826/000 – 7 Norah Fry Avenue** - Both Cllrs Marsh declared a Personal and Prejudicial Interest in the matter and would leave the meeting at the consideration.
- e) **Waterloo Road Safety & Somerset Partnership NHS** - Both Cllrs Marsh declared and Personal and Non-Prejudicial Interest in the matter.

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

6. 07/08 Councils Standing Order, Financial Regulations, Chairmanship, Code of Conduct Order

a. Code of Conduct for Members

Council considered to formally adopt, with immediate effect, the mandatory Model Code of Conduct as is applicable to Parish Councils of 2007 with the specific inclusion of paragraph 12 (2) – “Effect of Prejudicial Interests on Participation” (copy attached to these minutes). It was hoped that the District Council would be holding a training event for the new code at the Parish Forum programmed for 9 July 2007.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Parham, with a vote of 14 For and 1 Abstention, that the Model Code of Conduct 2007 as applicable to Parish Councils, with the inclusion of paragraph 12 (2) is accepted and adopted with immediate effect.

b. Standing Orders

Council considered amendments as submitted by the Clerk who also advised the procedure for adoption in that the motion should be Proposed and Seconded for adoption and then held in suspension for full resolve and adoption at the next meeting of Council. The amendments (copy attached to these minutes) included;

- 1 - Additional to Standing Order 23(a) as per draft;
- 2 - Add new Standing Order 23(d) iii as per draft;
- 3 - Deletion of content of existing Standing Order 132 and substituting draft.

Resolve: Proposed by Cllr M. Robinson, seconded by Cllr S. Robinson, that the amendments 1 – 2 & 3 above are approved and held in suspension for full resolve at the next scheduled meeting of Council.

c. Members Confirmation

All members had received a memorandum from the Clerk, new copies of relevant documents had been sent to new Cllrs and previous Cllrs requested to confirm that they already hold the relevant documents and were requested to confirm the following;

- 1 - Each individual Cllr holds current copies of the Councils Standing Orders & Financial Regulations, Chairmanship and the Code of Conduct Order in way of Councillors Handbooks; (also available by way of the TC Website).
- 2 - Each individual Cllr agrees to abide by Policy, Procedures and Conditions set out within each document;

3 - Each individual Cllr confirms that their Declarations of Interests, Declarations of Gifts and Hospitality as required by the Code of Conduct are to be declared on the attached form which are to be submitted to the Clerk for batching and submission to the Monitoring Officer at MDC within 28 Days of being elected. Some members submitted their completed forms at the meeting.

Resolve: Proposed by Cllr J. Marsh, seconded by Cllr M. Robinson, by unanimous vote, that matters 1, 2 & 3 above are all confirmed by all Cllrs at the meeting.

7. 07/08 Chairman's Announcements – None at this time.

8. 07/08 Minutes

The Minutes of the Meeting of the Town Council held on the 17 April 2007 were considered for accuracy and content.

Resolve: Proposed by Cllr Champion, seconded by Cllr Parham, by unanimous vote, that the Minutes of the Town Council Meeting held on 17 April 2007 be approved as a true record and signed by the Chairman.

9. 07/08 Matters Arising from the Minutes – No matters were raised.

10. 07/08 Review of Council Structure and Meeting Schedule

Council considered recommendations in principle from the previous Council made on the 3 April 2007 to consider restructuring and adoption of a revised draft structure, copy of which was supplied with the agenda. The consensus was that the matter should be deferred and reviewed at a later date due to the newly elected Council. The Clerk raised concern that the Council had and would continue to operate outside of existing Standing Orders for some extended period of time.

Resolve: Proposed by Cllr Parham, seconded by Cllr Champion, by unanimous vote, that the structure remain as existing (Pilot Scheme) with all business being transacted through two full Council meetings per month for a further extension period of 6 months and that the matter be reviewed and report brought forward in month 4 / 5 of the new Council for consideration at the end of the extension period with hopefully a structure to be agreed and operated for the remaining life of the current Council. Standing Orders could then be amended if needed.

11. 07/08 Election Of Chairpersons and Portfolio Managers

Administration Portfolio Holder – Cllr Parham as proposed by Cllr Ellis and seconded by Cllr M. Robinson

Collett Park Portfolio Holder – Cllr M. Robinson as proposed by Cllr S. Robinson and seconded by Cllr Ellis

Community & Leisure Portfolio Holder – Cllr J. Marsh as proposed by Cllr Bartlett and seconded by Cllr Lockey

Footpath Portfolio Holder – Cllr T. Marsh as proposed by Cllr M. Robinson and seconded by Cllr S. Robinson

Properties Portfolio Holder – Cllr Ellis as proposed by Cllr M. Robinson and seconded by Cllr Parham

Regeneration Portfolio Holder – Cllr S. Robinson as proposed by Cllr Ellis and seconded by Cllr A. Taylor

Planning Chairman – Cllr Champion as proposed by Cllr Bartlett and seconded by Cllr J. Marsh

No vote was taken.

12. 07/08 Membership of Committees/ Portfolios/ Working Parties

Resolve: Proposed by Cllr Inchley, by unanimous vote, that as the Council was working for a further 6 month period without portfolio groups meeting and that this matter be deferred and reviewed at a later date and at the same time as the Structure review.

13. 07/08 Election of Representatives on Outside Bodies

Beacon Society – Cllr T. Marsh
Chamber of Commerce – Cllr Champion and Shearn
Christmas Lighting Committee – Cllr Gilham and Kinison
Citizens Advice Bureau – Cllr Champion
HERs / MCTi – Regeneration Portfolio Holder (Cllr S. Robinson)
Leisure Centre – Cllr Ellis and J. Marsh
Mendip in Bloom – Cllr Bartlett but ex Cllr Manvill may provide updates
Shepton 21 Regeneration Partnership - Regeneration Portfolio Holder (Cllr S. Robinson) and Cllr J. Marsh
Shepton in Bloom – Cllr Kinison but ex Cllr Manvill may provide updates
Shepton Mallet Stakeholders Group – The Chairman (Cllr Lockey) and Cllr Bartlett
Somerset Association of Local Councils – Admin Portfolio Holder (Cllr Parham)
Strawberry Line (East) Project Group – Cllr S. Robinson
Tourist Information and Heritage Centre – nomination of two members to serve on their Council of Management – Cllr Bartlett and K. Taylor
Town Twinning Association – Cllr Lovell

No vote was taken.

14. 07/08 Somerset County Council

- a. One Somerset – One Council – One Voice** – An update was received from Alan Jones CE along with information sheet of Popular Myths and the Facts. A copy had been previously emailed plus hard copy provided to each member. The Clerk confirmed that there was an open invitation to discuss Unitary Proposals with SCC at the Bath & West Showground on 22 May 2007 starting at 6.30pm for a 7pm start. Cllr Parham considered that the fact sheet was political spin and should be dismissed until actual facts were available. Members considered it vital that they and the townsfolk receive detailed and factual information on the argument. He also confirmed that the District Council would hold a public poll on the matter which they had requested funding from both Central Government / SCC but with no response to date. If needed then the District Council would fund the poll which would be open to all Mendip residents.

Resolve: Proposed by Cllr Inchley, seconded by Cllr Kinison, by unanimous vote, that this Council organises a Public Meeting say in the Salvation Army Rooms and invite all stakeholders to same to discuss and provide information on the Unitary proposals so that the general public are fully aware of the issues.

- b. High Street Pedestrian Improvement Works** – Correspondence received with images from Dan Martin LTP Implementation Officer, thanking the Council for letter of concern on the 23 March 2007 and confirmed that he appreciates the frustration of the Town Council at the time taken to complete additional and snagging works. The attached list of works were due to be undertaken shortly although there was no completion date. One member raised concern as to no provision of cycle racks as planned. It was confirmed that one bar / rack had been provided but this was considered unacceptable.

Resolve: Proposed by Cllr Inchley that the Council enquire a completion date for the remedial works and also for proper provision of a multi-cycle rack to the area as per the original plans.

- c. Charlton Road Pedestrian Crossing** – Cllr S. Robinson confirmed that this project was ready to go, that the Charlton Road crossroad signs would all be changed within the next 90 days and that the 7.5 ton weight restriction signs would be replaced with bigger and better sign, on completion of which the police would enforce the restriction. The Chairman wished the proposed pedestrian crossing to proceed without delay (due to other works in the town) as he considered it vital both for traffic calming and pedestrian safety. The Council had received written confirmation that the safety audit to the Pedestrian Crossing was nearing completion and that consultation with stakeholders would now take place.

Resolve: that the matters are noted.

15. 07/08 Mendip District Council

Litter Bin Replacement Policy. MDC advised that their Area Regeneration and/or the Town Council will be requested to partnership fund future replacements if the Town Council wish green colour bins and with the town logo. Failing this they will be standard black coloured with no logo. The Clerk also confirmed that the Dog Waste Bin to the Community Hospital had now been supplied and fitted and that he had already asked MDC for costing differential for a green colour bin and Town Logo over and above the plain black replacements.

Resolve: that the matter is noted and the Clerk chase MDC for additional costings of the green colour and the Town Logo to each bin and for the matter to receive further consideration by Council.

16. 07/08 Shepton 21 Regeneration Partnership

Paul Frampton had recently provided a presentation at the Annual Town Meeting. Cllr Inchley had attended a recent but short management meeting and was pleased that Shepton 21 was now setting out project plans with milestones and timescales as the Town Council had requested. Cllr S. Robinson had attended a meeting at the Shrubbery and was totally impressed with the positive attitude and input. Cllr Parham considered the recent event at the Academy had been a superb evening, well attended with a great deal of interest. Cllr Champion however raised concern that he was unable to attend as wheelchair access had not been provided. This was considered unacceptable but that when the new entrance was built this would be corrected.

Resolve: that the matter is noted and enquiries made as to when the new entrance and wheelchair access would be completed.

17. 07/08 Matters to be Noted

a)	Bound Historical Books	Bristol & West PLC have delivered four crates of books to the Town Council for safe keeping and at nil costs. Only request that any future research that raises matters which may be of interest to the Bristol & West is copied to them.
b)	Mid-Somerset Agricultural Society	Hosting a summer gathering with buffet supper at the Tithe Barn in Pilton on Thursday 24 May 2007. Tickets available at £15 per head.
c)	Temporary Closure Barrendown Footpath	SCC advised closure for 7 days from the 21 st May 2007 to allow new supply to be connected to the Infants School.
d)	SSAFA Forces Help	Letter received requesting provision of grant. Response letter and application form sent by return.
e)	Devon & Somerset Fire & Rescue Service	Introduction letter from Paul Young Chief Fire Officer with explanation of the new voluntary combination, the Governance of the new service and What will change.
f)	Annual Town Meeting	Draft minutes of the meeting held on Tuesday 24 April 2007. (attached)
g)	Collett Park Waste	Notice received from Veolia Environmental Services that there will be considerable increase in waste disposal due to Landfill cost increase. The Clerk confirmed that this was by some 11% and the cost heading would therefore go over budget.
h)	Policing Plan 2007/08	Received from Avon & Somerset Police Authority. Copy held in SMTC Office.
i)	Mendip In Bloom	Invitation and Entry Form received and available from SMTC Office.

j)	War Memorial Survey	Structural survey now re-scheduled for Wednesday 23 May 2007.
k)	Collett Park Wayleaves	Due 1 st April 2007. All invoiced and monies received. Next due April 2012.
l)	Town Centre Litter Pick	To be held starting from Chats café at 2pm on Saturday 19 May 2007 to complete around 3.30 to 4pm at the same venue.
m)	Chamber of Commerce AGM	To be held in MDC Committee Room on Thursday 17 May 2007 at 5.30pm.

Resolve: that the above matters a) to m) are noted.

18. 07/08 Planning Matters

a)	101513/006 Kimberley	The Silverwood Partnership Maxwell Road & land adjacent to.	Erection of 11 dwellings (DEL) Amended plans received 8 May 2007.	Full
	Resolve;	<p>Clrs Kinison, A. Taylor and K. Taylor then left the room Mr Stride spoke in objection to the proposal. He was very concerned as to the felling of some 32 trees and fencing off of the area which had already been done. He considered the proposals were overdevelopment, other properties would be overlooked, there was a substantial loss of car parking and no street lighting upgrade to Maxwell Road was shown on the plans. He also pointed out the previous 106 agreement and the problems with flooding in the area.</p> <p>Proposed by Cllr Marsh, seconded by Cllr S. Robinson, by a vote of 8 For, 2 Against and 2 Abstentions to Recommend Refusal. The proposal was considered over development, too much pressure of Maxwell Road access and should revert to the previous number of proposed dwellings. Also it should be ensured that the storm water drains are upgraded prior to any future development taking place.</p>		
b)	101513/005 Kimberley	The Silverwood off Westway Lane	Erection of 8no dwellings (DEL)	Full
	Resolve;	<p>Mr Stride spoke in objection. He stated that in 2001 and 2003, previous application had been refused both by this Council and MDC. MDC has promised that any development should not back onto Pullen Court. He considered it overdevelopment and the area had previously been designated Open Space on the Local Plan. Elderly Residents in Pullen Court would be disadvantaged.</p> <p>Proposed by Cllr Parham, seconded by Cllr Ellis, by a vote of 7 For, 3 Against and 2 Abstentions to Recommend Approval. Clrs Kinison, A. Taylor and K. Taylor then rejoined the meeting.</p>		
c)	119809/000 Jarrod	Mr & Mrs N Attwood 39 Whitstone Rise	Erection of first floor extension (DEL)	Full
	Resolve;	Proposed by Cllr Champion, seconded by Cllr Inchley, by a unanimous vote to Recommend Approval.		
d)	026727/015 Taylor	T-Mobile UK Ltd Anglo Trading Estate	Installation of three face-mounted mobile phone antennas on chimney, three equipment cabinets and ancillary development (DEL)	Tele-comms
	Resolve;	<p>Some concern was raised as to why previous applications and mast had been allowed on a Grade 2* Listed structure but as they were already there this may well set a bench mark for these applications.</p> <p>Proposed by Cllr Champion, seconded by Cllr Inchley, by a vote of 12 For and 3 Against to Recommend Approval.</p>		
e)	026727/016 Taylor	T-Mobile UK Ltd Anglo Trading Estate	Installation of three face-mounted mobile phone antennas on chimney, three equipment cabinets and ancillary development (DEL)	Tele-comms

	Resolve;	Proposed by Cllr Champion, seconded by Cllr Inchley, by a vote of 12 For and 3 Against to Recommend Approval.		
f)	106714/035 Williams	Bloor Homes (Swindon) Ltd Land at Field Farm	Erection of 23 dwellings with associated roads, parking and garages (DEL)	Reserve Matters
	Resolve;	Proposed by Cllr Champion, seconded by Cllr Inchley, by a vote of 11 For, 1 Against and 3 Abstentions to Recommend Approval. The Council would also enquire as to the number of social / affordable units that were included in the development.		
g)	116041/002 Foster	Reina Construction Land to rear of 33-37 Allyn Saxon Drive	Erection of 1 pair of semi-detached houses (DEL)	Full
	Resolve;	All Cllrs had previously made a declaration of interest as the Council owned the land and operated allotments on the site to the rear of the proposed development. Proposed by Cllr Champion, seconded by Cllr M. Robinson, by a vote of 11 For and 4 Against, to Recommend Approval. The member of the press then left the meeting.		
h)	030904/002 PG29 Walsh	Mr Henley Rogate Leg Square	Proposed felling of a Western Red Cedar tree in a Conservation Area (DEL)	CA Tree Works
	Resolve;	Much concern was raised to these proposals. Proposed by Cllr Gilham, seconded by Cllr S. Robinson by a vote of 14 For and 1 Abstention to Recommend Refusal, this substantial tree should be reviewed by the conservation and tree officer from MDC. If possible it should be made safe and managed rather than felling.		
i)	119826/000 Foster	Mr S T Heath 7 Norah Fry Avenue	Siting of satellite dish to south elevation (DEL)	Ground Mast PD Enquiry
	Resolve;	Both Cllrs Marsh then left the room. Proposed by Cllr Gilham, seconded by Cllr Parham, by a vote of 11 For and 2 Against, to Recommend Refusal. It should be reviewed if use / expansion of the existing communal satellite system could be used. Some concern was raised and MDC was to be requested by letter to inform their future proposals for further proposals such as this on the development. The dwelling in question was painted white and a black dish would stand out like a sore thumb. Both Cllrs Marsh then rejoined the meeting.		
j)	119485/001 Walker	Ms J Reed 51 Cowl Street	Erection of first floor extension (DEL)	Full
	Resolve;	Proposed by Cllr Champion, seconded by Cllr Shearn, by a vote of 7 For, 6 Against and 2 Abstentions to Recommend Approval.		

19. 07/08 Other Planning Matters

- a. **Wolff Stone, Fosse lane Industrial Est.** – Planning Appeal Decision – The appeal is dismissed and the enforcement notice upheld.
- b. **Mrs S Biggs, 42 Whitstone Road** – Planning Appeal Decision – The appeal is dismissed.
- c. **St Cecilia’s Care Home** – MDC decision that due to the applicant’s decision not to submit an amended application their enforcement section would take no further action.

Resolve: that the above matters a) to c) are noted.

Cllr Lovell then joined the meeting at 9.08pm.

20. 07/08 Portfolio Matters

Community & Leisure Portfolio		
a)	SM Scout Group	Council considered a request received for grant support to assist with Summer Camp in July this year which is to be at London. Cost to take each child will be £150. Any support would assist. (Total budget available for year £1,000)
Resolve: Proposed by Cllr Shearn, seconded by Cllr Champion, by a vote of 10 For and 6 Abstentions that a Community Grant of £100 is awarded.		
b)	Tourist Information Centre	Council considered release of Annual Grant as precept = £2,000. (review approved payments listing)
Resolve: Proposed by Cllr Lockey, seconded by Cllr Bartlett, by a vote of 10 For and 6 Abstentions that a Support Grant of £2,000 is awarded.		
c)	Mendip Citizens Advice Bureau	Council considered release of Annual Grant as precept = £4,296. (review approved payments listing)
Resolve: Proposed by Cllr Shearn, seconded by Cllr Champion, by a unanimous vote that a Support Grant of £4,296 is awarded. It should be noted that the additional £1,000 included in this total is a one off award to be earmarked to assist with their relocation costs.		
d)	Waterloo Road Safety	Meeting to be held 23 May 2007 at 5pm to which Cllr Inchley was invited. Council requested to confirm nomination and support.
Resolve: Proposed by Cllr Lovell, seconded by Cllr Lockey, by a vote of 10 For and 6 Abstentions that the Chairman (Cllr Lockey) and Portfolio Holder (Cllr J. Marsh) would attend.		
e)	Lido Swimming Pool Project	The Portfolio Holder thanked Cllr Lovell for all his hard work on the project and requested that he continue to which he agreed but confirmed the project was nearing completion and was due to open for this current season shortly.
Resolve: that the matter is noted and Cllr Lovell would continue as representative for the Council until full completion of the project.		
f)	Somerset Partnership NHS	The Somerset Partnership NHS and Social Care Trust are applying to become an NHS Foundation Trust by January 2008. Consultation document received for feedback and public meetings arranged.
Cllr J. Marsh reaffirmed her declaration of interest made previously. Resolve: that the matter is noted.		
Regeneration Portfolio		
g)	Conservation Area Character Appraisal	MDC contracted The Conservation Studio to carry out this requirement to support future THI bid. Invitation to meeting 24 May at 11am in MDC Committee Room and/or to complete questionnaire.
Resolve: that the matter is noted and Cllr S. Robinson would make enquiries.		
h)	Allotment Maintenance Contract	Contractor advised of RPI review and provided with schedule for this current year. Both Allyn Saxons site not currently within contract.

Resolve: that the matter is noted.

i)	Properties Inspection	<ul style="list-style-type: none">• 3 yearly inspection and report completed by Cllr Gilham and the Clerk on 30 April 2007. Report, recommended action and timescale attached. (Yellow)• 3/5 further damaged to the Shambles.• 3/5 Clerk ordered repairs to the Victorian Fountain Lantern.• 3/5 Clerk sent specifications and quotation requests to 4 contractors for works required to Collett Park Stone Walling, Water Supplies to Allyn Saxon Allotments and works to the Shambles. Return date of the 24 May 2007. Insurance claim being progressed for Collett Park walling.
----	------------------------------	--

Resolve: Proposed by Cllr Gilham that the Report is accepted (copy attached to these minutes) but that the new Portfolio Holder (Cllr Ellis) reviews the contents within the next few weeks. He should also review the Shambles situation.

j)	Shepton 21 use of SMTC rear office	Council considered ratification of an executive resolve following a request by Shepton 21 to use the facility as a meeting room. Terms and conditions set with review by both parties at end of Sept 07.
----	---	--

Resolve: that the matter is noted and that the new Portfolio Holder (Cllr Ellis) will review the matter and bring a report / recommendations back to Council for further consideration.

Collett Park Portfolio

k)	Collett Festival 2007	Glastonbury Festival Limited confirmed sponsorship of compeer for the event, and costs of £85. SMTC to place order and GFL to repay.
----	------------------------------	--

Resolve: that the matter is noted.

l)	Memorial Bench Seats	<ul style="list-style-type: none">• Seat completed just below Shelter and ceremony took place 5/5.• Further seat and base now sponsored and to be fitted overlooking the football pitch area as requested.
----	-----------------------------	---

Resolve: that the matter is noted.

m)	Vandalised & Collapsed Walling	Incident on 16 April 2007. One area dismantled / pushed over by youths. Not reported to police by contractor. On inspection two other areas (not same incident) located which represent a health & safety risk. Letter to one adjoining land owner. Insurance claim being progressed to include all 3 areas, estimated total cost £3,500. Estimates being obtained from various contractors.
----	---	--

Resolve: Proposed by Cllr Parham, seconded by Cllr M. Robinson by unanimous vote that the Council seek legal advice regarding the boundary walls which were in doubt or where needed, but that the Insurance Claim regarding the current damage be progressed and the Council to assume and take the stance of shared liability with adjoining property owners where it was unclear as to where liability stood. In these instances adjoining property owners should be challenged to pay 50% of the costs unless they could prove otherwise.

Footpaths Portfolio

n)	Footpath Maintenance Contract	<ul style="list-style-type: none">• Contractor advised of RPI review and provided with schedule for this current year with first cut taking place this month. Letter sent to Kevin Haskins requesting continued partnership funding of Station Road embankment. £250 now received, Councils resolve required to order these additional works with our contractor at cost of £360.
----	--------------------------------------	---

Resolve: Proposed by Cllr Gilham, seconded by Cllr Lockey, by a unanimous vote that an order is placed with the current contractor, Adrian Crozier, for three cuts to Station Road embankment throughout this year as previous years at a total cost of £360.

Administration Portfolio		
o)	SALC Update June 2007	<ul style="list-style-type: none"> • Clerks Training Events • New Councillors Training Events • Items of Interest For Clerks & Councillors • Implementation Guidance for Revised Code of Conduct • East Area Meeting Agenda for Monday 4 June at 7.30pm in Butleigh Church Room • Unitary Council – Consultation. Views required, form provided to be returned by 22 June 2007. <p>Cllr T. Marsh requested to attend a New Councillors Training course.</p>
Resolve: Proposed by Cllr Parham that the matters are noted, he would review the matters and the Clerk is to book 4 placements for New Councillor Training at the nearest and most suitable venues and to inform all new Councillors who would be allocated places on a first response basis.		
p)	Election to MDC Standards Committee	Three seats reserved for Parish Councils. Nomination Paper and candidates consent to nomination form available. Return date of 12 noon Wednesday 23 May 2007.
Resolve: Proposed by Cllr Marsh that Cllr Bartlett is nominated by the Town Council.		
q)	Annual Report	Annual Report of the Council for Year-Ending 31 March 2007. Draft (attached) for approval and publication. Content taken from Annual Town Meeting and Financial Accounts.
Resolve: Proposed by Cllr Inchley, seconded by Cllr Lockey, by a unanimous vote, that the Annual Report of the Town Council for Year Ending 31 March 2007 is approved and to be published.		
r)	Members Listing	Draft Listing of Members contact details (copy attached) Update or amendments required to enable update of database such as website etc. The Chairman reported that it was possibly the first time that three married couples served on the Town Council together at one time. The Administration Portfolio Holder considered it very desirable that full use is made of I.T. and email for efficiency and cost savings.
Resolve: that the matter is noted, all Cllrs are to check their details and inform the Clerk for updating.		
s)	External Audit	<ul style="list-style-type: none"> • Date for External Audit set for Saturday 30 June 2007. Public notice to inspect the accounts to be posted 17 May 2007. • Moore Stephens of Bath now contracted by the Audit Commission for this work through to 2010/11 with reduction in cost to £550 per annum.
Resolve: that the matter is noted.		
t)	Internal Audit Outcome and Review	<ul style="list-style-type: none"> • Second Internal Audit of year 2006/07 including draft final accounts completed on Friday 27 April 2007 (Report Attached). Due to the illness of existing Internal Auditor and his indication that he may well not be able to continue, Paul Reynolds from Fair Account contracted under executive resolve. • New and additional requirement for annual review of the effectiveness of the system of internal audit. (details attached). • Report and Recommendations from Internal Auditor, Paul Reynolds, Fair Account (attached).
Resolve: Proposed by Cllr Inchley, seconded by Cllr Champion that the Report and recommendation from the Internal Auditor is accepted and approved. Fair Account internal auditor is to be contracted and to undertake internal audit on behalf of the Council for the period 2007/08 at fees of £450, 2008/09 at £415 and 2009/2010 at £430 as per their quotation included within their report.		

u)	Accounting Software	The Internal Auditor had requested Council to consider purchase of or to set up working party to consider acquisition of appropriate Accounting Software to provide an updated and robust compliant platform which will be required in the near future for separate Trust Fund Accounts, reduction in timescale to produce, audit and finalise Accounts, to integrate current independent stand alone systems, to bring sums directly into the Annual Return and also to provide a robust financial system for the future role of the Town Council.
Resolve: Proposed by Cllr J. Marsh, seconded by Cllr T. Marsh, that the new Administration Portfolio Holder review the proposal with the Clerk and bring a report / recommendations to Council at a future meeting for consideration.		

21. 07/08 Finance

- a. **Budgets 2007/08** – Council considered the current budget as at 15 May 2007 (copy attached to these minutes). No questions were put.

Resolve; Proposed by Cllr Gilham, seconded by Cllr Ellis, by unanimous vote, that the matter is noted.

- b. **Draft Financial Accounts / Balance Sheet for Year Ending 31 March 2007** – Council considered approval of the Accounts for submission to the External Auditor, Moore Stephens (copy attached to these minutes). One member questioned the apparent high level of investment reserves. The Clerk / RFO explained that some £377,000 was due for payment in July 2007 to the District Council for the Lido Swimming Pool Project and the remaining balance was returns from sale of the old council offices in Great Ostry and some Oil Paints. The balance was earmarked for a new Civic Hall / Town Council Offices which was being worked up.

Resolve; Proposed by Cllr Gilham, seconded by Cllr Inchley, by unanimous vote, that the draft Financial Accounts and Balance Sheet for the Year Ending 31 March 2007 are approved and duly signed by the Chairman.

- c. **Annual Return for Year Ending 31 March 2007** – Council considered completion of the Annual Return for submission to the External Auditor, Moore Stephens (copies attached to these minutes).
- i. **Section 1** – Statement of accounts (consider Trust Fund disclosure).
 - ii. **Section 2** – Annual governance statement (consider Trust Funds disclosure).
 - iii. **Section 4** – Annual internal audit report.

Resolve; Proposed by Cllr J. Marsh, seconded by Cllr M. Robinson, by unanimous vote, that the Annual Return for the Year Ending 31 March 2007 is approved. All financial sums in Section 1 (Statement of Accounts) are agreed. All responses to questions within Section 2 (Annual Governance Statement) are Yes with the exception to matters relating to Trust Fund disclosures on both Sections 1 & 2 are to be left blank. The Clerk / RFO is to send a letter of explanation to the External Auditor to the effect that both Charitable Trusts relating to Collett Park and the War Memorial are included within the accounts which have been fully balanced and internally audited. Income and Expenditure relating to the War Memorial was very minor and considered not viable to account for and audit in separate accounts. Collett Park Charitable Trust was basically financially dormant with full legal license provided to the Town Council to maintain Collett Park on behalf of the Trust. In both instances the corporate body of the Town Council is Trustee of the Charitable Trusts.

- d. **Approval of Accounts for payment by Cheque, Direct Debit and Confidential Salary payments**

Resolve; Proposed by Cllr Inchley, seconded by Cllr Shearn, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for May 2007 as per Appendix "A" attached to these Minutes, be approved.

- e. **Quadron Standing Order** – Council considered an increase to the monthly Standing Order due to RPI Contract Indexation resolved by Council 17 April 2007.

Resolve: Proposed by Cllr Gilham, seconded by Cllr Ellis, by unanimous vote, that the monthly Standing Order to Quadron Services Limited to be increased to sum of £2,604.14 (inc VAT) per month from 28th June 2007. Increases due for the months of April / May are to be paid by cheque as per the invoice received.

-
- f. **Bankers Mandates** – Council considered bankers mandate requirements for the Current, Reserve and Investment Accounts. New mandate forms require signing and to be submitted to the relevant bank.

Resolve: Proposed by Cllr Lockey, seconded by Cllr Robinson, by unanimous vote, that the Chairman (Cllr Lockey, the Vice-Chairman (Cllr Bartlett) and the Administration Portfolio Holder (Cllr Parham) are the three signatories for each of the Councils banking accounts with a requirement of any two signatures for any transaction except internal transfers which are authorised to the Clerk. New mandate forms were then duly signed.

22. 07/08 **Agenda Matters for the Next Meeting**

The next meeting to be held on Tuesday 22 May 2007 at 7.00pm. Matter of the Lido Swimming Pool Car Park to be placed on the next agenda.

The Chairman thanked members for their attendance and closed the meeting at 10.10pm.

Cllr C.F. Lockey

Signature_____

Chairman

_____/_____/_2007

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2245	WPS Insurance Brokers	5200	Annual Insurance Administration Fee	£ 5.00
2246	J Bailey & Sons	4420	Insurance Claim paid by Insurers	£ 1,516.40
2247	Shepton 21 Regeneration Partnership	6530	Revenue support for administration	£ 1,500.00
2248	Glasdon U.K. Limited	7080	Dog Waste Bin for Community Hospital	£ 364.49
2251	SM TIC & Heritage Centre	5600	Presentation to Salvation Army Envoys	£ 47.50
2252	TJ Electrical Services	6040	Collett Park Exterior Toilet Lights	£ 230.30
2253	Western Newspapers	5450	Annual Town Meeting Advert	£ 62.28
2254	Contact Signs Systems	6500	Alcohol Restriction Signs - To be repaid	£ 683.56
2255	Paul Reynolds - Fair Account	5040	Internal Audit	£ 200.00
2256	Tourist Information Centre	6660	Annual Support Grant	£ 2,000.00
2257	Mendip Citizens Advice Bureau	6670	Annual Support Grant	£ 4,296.00
2258	Quadron Services Limited	6000/05	Contract RPI Increase for April / May 2007	£ 185.84
2258	Quadron Services Limited	6500	Fixing Alcohol Signs -To be repaid by MDC	£ 116.84
				£ 11,208.21

Payments by Direct Debit

30/3/07	Quadron Services Limited	6000/6005	Collett Park Contract - March 2007	£ 2,511.22
2.4.07	Market Town	5315	Website - Monthly Charge	£ 70.50
5/4/07	Cleanaway Ltd	6020	Collett Park - Waste Disposal	£ 31.91
16/4/07	BT	5160	Office Lines and Calls	£ 120.51
8/4/07	Plusnet	5310	Broadband Provision	£ 19.99
Sub Total				£ 2,754.13

Total = £ 13,962.34

CONFIDENTIAL PAYMENTS

2249	Graham H Brown	5000	Town Clerk - May Salary 2007	£ 1,477.92
Total				£ 1,477.92

Total Expenditure = £ 15,440.26

Date	Income	Code	Category of Income	Total Deposit
12-Mar	Bank Interest	4010	Business Account March 2007	£ 187.38
5-Apr	Various		Collett Park Wayleave Payments	£ 40.00
5-Apr	Norwich Union		Collett Park Insurance Claim	£ 1,516.40
2-May	Various		Collett Park Wayleave Payments	£ 70.00
10-Apr	Bank Interest		Business Account April 2007	£ 180.16
Total Income =				£ 1,993.94

CLlr C.F. Lockey
Chairman

Signature _____

Date _____

CLlr J.D. Bartlett
Vice Chairman

Signature _____

Date _____

Minutes of the Meeting of the Shepton Mallet Town Council held on 11 March 2008, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Lockey(CL)

Cllrs Bartlett(JB), Champion(RC), Ellis(ME), Gilham(JG), Inchley(CI), Kinison(JK), Lovell(ML), Marsh J(JM), Marsh T(TM), Parham(JP), Robinson M(MR), Robinson S(SR), Shearn(NS), Taylor A(AT) and Taylor K(KT).

members of the public and 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, use of the microphones was emphasised and informed that the meeting would be audio-taped for internal use only. Mobile telephones were requested to be switched off or to silent mode.

211. 07/08 Tesco Public Artworks

A presentation

Resolve: that the matter is noted.

212. 07/08 Public Forum

Resolve: Proposed by Cllr , Seconded by Cllr , by unanimous vote, that the meeting be adjourned for the matter to be transacted.

Notes of the matters raised were recorded for internal use and action. Matters raised included

Resolve: Proposed by Cllr , Seconded by Cllr , by unanimous vote that the meeting now be brought back into session.

213. 07/08 Apologies for absence – None, All Councillors in attendance.

214. 07/08 Members Declarations of Interests

All Cllrs declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.

All Cllrs declared a Personal and Prejudicial Interest in the Shepton Mallet War Memorial Charity due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council

Cllrs Marsh J & T both declared a Personal and Prejudicial Interest in the Precept Proposals budget heading Town Clock as Mr T Marsh undertook Town Clock duties on behalf of the Council.

Resolve: that the above matters are noted and recorded.

215. 07/08 Chairman's Announcements – The Chairman provided a list of engagements attended as follow;

216. 07/08 Minutes

The Minutes of the Meeting of the Town Council held on the 15 January 2008 were considered for accuracy and content.

Resolve: Proposed by Cllr , Seconded by Cllr by a unanimous vote that the Minutes of the Town Council Meeting held on 15 January 2008 be approved as a true record and signed by the Chairman.

217. 07/08 Matters Arising from the Minutes

a. Min

Resolve; that matters a & b above are noted.

218. 07/08 Somerset County Council

a. Highw

Resolve: that

219. 07/08 Mendip District Council

a. Ba.

Resolve: that the above matter (a to c) are noted.

220. 07/08 Matters to be Noted

Resolve: Proposed by Cllr , Seconded by Cllr , by unanimous vote that the above matters (a to c) are noted.

221. 07/08 Planning Matters

222. 07/08 Community Development Matters

223. 07/08 Service Delivery Matters

224. 07/08 Finance

a. Council was requested to ratify Executive Approval afforded by the Chairman and Vice Chairman in consultation with the Clerk to Approval of December 2007 Accounts made by payment of Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

b. Council was requested to Approve the January 2008 Accounts for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "B" attached to these Minutes.

Resolve; Proposed by Cllr BC, Seconded by Cllr AT by a unanimous vote to ratify Approval of December 2007 Accounts made by payment of Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr JP, Seconded by Cllr MR by a unanimous vote to Approve payments to be made by Cheque, Direct Debit, Confidential Payments and Income received for January 2008 as per Appendix "B" attached to these Minutes.

225. 07/08 Confidential Session –

Resolve; Proposed by Cllr BC, Seconded by Cllr NS by a unanimous vote that in view of the nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw which was complied with.

Mendip CCTV – Renewal of four year partnership agreement for years 2008 to 2012 received consideration. Input was provided by Cllrs RC and NS, both members of the Users Group.

Resolve; Proposed by Cllr , Seconded by Cllr by a unanimous vote that

226. 07/08 Agenda Matters for the Next Meeting of Council to be held Tuesday 6 May 2008 (AGM).

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

Cllr C.F. Lockey

Signature_____

Chairman

_____/_____/_2008

A P P E N D I X " A "

Councillor C.F. Lockey
Chairman

Signature_____ **Date**_____

Councillor J.D. Bartlett
Vice Chairman

Signature_____ **Date**_____

A P P E N D I X " B "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2347	MLAN Electrical Contractors	4066	Christmas Lights	£ 455.91
2348	SM Chamber of Commerce	4066	Nett balance of Christmas Lighting Account	£ 6,938.00
2349	All Tree Services	4044	Tree works to Allotment sites	£ 1,034.00
2350	Quadron Services Limited	4052	Works to the Market Cross/ removal allotment	£ 58.75
2352	HMCR - PAYE/NI	4000/4004	Final Quarter 2007/08 PAYE	£ 2,402.25
2353	Mr T Marsh	4050	Clockwinding Duties - Final Instalment	£ 169.37
2354	Mr A Crozier	4044	Allotment Maintenance - Final Instalment	£ 106.97
2354	Mr A Crozier	4046	Footpath Maintenance - Final Instalment	£ 171.62
2354	Mr A Crozier	4046	Station Road Contract - Final Instalment	£ 120.00
2355	Mr Colin Lockey	4034	Chairman's Allowance - Final Instalment	£ 556.20
2356	Mr G Brown - Clerk	4020	Repayment for purchase of office printer	£ 586.33
2357	Duchy of Cornwall	4040	HL Allotments Rent - Sept-March	£ 49.94
2358	Somerset Forge	4212	Fixing bait boxes in position	£ 43.24
				£ 12,692.58

Payments by Direct Debit

31/1/08	Veolia ES UK Ltd	4206	Collett Park Waste Disposal - Monthly	£ 36.57
1/2/08	Mendip District Council	4012	Quarterly Office Lease / Rent	£ 1,500.00
1/2/08	Market Town	4022	Website Hosting & Support - Monthly	£ 70.50
1/2/08	Bristol & Wessex	4042	Whitstone Road Allotment - Water	£ 29.73
4/2/08	CGU Bonus	4016/4222	Insurance Premium	£ 362.99
18/2/08	Plusnet Tech Ltd	4020	Broadband Subscription - Monthly	£ 19.99
22/2/08	CPRE	4028	Annual Subscription	£ 27.00
28/2/08	Quadron Service Limited	4200/02	Collett Park Ground Care Contract - Monthly	£ 2,604.14
28/2/08	Somerset County Council	4000/02	Pension Contributions - Monthly	£ 511.63
Sub Total				£ 3,115.77

Total = £ 15,808.35

CONFIDENTIAL PAYMENTS

2351	Graham H Brown	4000	Town Clerk - March Salary 2008	£ 1,511.56
Total				£ 1,511.56

Grand Total £ 17,319.91

Date	Income	Code	Category of Income	Total Deposit
11-Feb	Various + TIC		Allotment Rents + Footpath booklet sales	£ 376.00
11-Feb	Lloyds TSB Bank	1190	Monthly Gross Credit Interest	£ 260.05
18-Feb	Various		Allotment Rents	£ 207.50
19-Feb	SM County Infants School	4078	Returned cheque - School Crossing patrol	£ 665.00
Total Income =				£ 1,508.55

Councillor C.F. Lockey **Signature**_____ **Date**_____

Chairman

Councillor J.D. Bartlett **Signature**_____ **Date**_____

Vice Chairman

Minutes of the Meeting of the Shepton Mallet Town Council held on 11 March 2008, in the MDC Council Road, Shepton Mallet.

Present: Chairman - Councillor Lockey(CL)

Cllrs Bartlett(JB), Champion(RC), Ellis(ME), Gilham(JG), Inchley(CI), Kinison(JK), Lovell(ML), Robinson M(MR), Robinson S(SR) and Shearn(NS),

Deleted: Parham(JP),

Mr Tony Wilson (Headteacher) & Mr Roger Gromski both from Whitstone Community Technology College. Mr Paul Tomlinson MDC.

9 members of the public and 2 members of the press were in attendance. The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures.

Deleted:

Deleted:

A further brief was provided as to the use of the Induction Loop facility for users of hearing aids, use of the microphones was emphasised and informed that the meeting would be audio-taped for internal use only. Mobile telephones were requested to be switched off or to silent mode.

211. 07/08 Whitstone Community Technology College – Foundation Status – Mr Tony Wilson (Headteacher)

A presentation was provided on the dual use, Shepton Mallet Leisure Centre and plans to incorporate ownership and operation of this facility within the schools plans for Foundation Status. Tony provided detailed information into the historical background, the current situation, the case for taking control, the case against taking control and how best the matter could be moved forward in partnership. He considered that the Schools had a very good relationship with the existing leisure centre management and team. The school management team were of the view to go forward with taking own local control and a decision had been made on the 8 January 2008 by a unanimous vote to proceed with the aim for Foundation Status by 1 September 2008 and transfer of the Leisure Centre by 1 March 2009. Tony stated that he did not see any future restriction on the community's use of the facility. Several questions were put by members which, included; The Town Council had received no consultation to date and wished to be included as a current major stakeholder in the capital funding of the leisure centre. Tony considered that SCC should be the one undertaking consultations

Deleted: and

It was suggested that a written agreement should be provided to guarantee the community's use of the facilities and that this should form the blue print of how the centre should run. Tony again confirmed that the community were the section paying to use the facility and he would hope that this use would be expanded and not restricted especially if the facility was to operate at a profit in lieu of the minor annual loss of around £12,000.

Lack of car parking was currently an issue. Tony considered that one of the benefits would be the shared and full use of resources and could see no reason why the school parking facilities could not be fully utilised outside of school hours.

Tony provided a summary of the schools future expectations and also considered and hoped that the school complex would be partially or totally rebuilt within the next 10 year period.

Resolve: The Chairman thanked Tony Wilson for his detailed presentation and requested he remain and take questions from the public during public forum.

Deleted: .

Formatted: Indent: Left: 0.63 cm

Deleted: that the matter is noted.

Formatted: Font: Not Bold

Formatted: Indent: Left: 0.63 cm

212. 07/08 Whitstone School Heritage Project – Replica Shambles – Mr Roger Gromski

A presentation was provided to a school heritage project to construct and erect a replica shambles structure. The school had funding only to supply and erect the structure and he wished the consent and support of the town council to position the structure adjacent to the existing within the Market Place. This would entail obtaining permission of the land owner (SCC) obtaining planning permission, getting qualified contractors to excavate and provide the foundations and then for the Town Council to take on liability and maintenance of the structure once completed.

Formatted: Font: Not Bold

Resolve: The Chairman thanked Roger Gromski for his presentation and recommended that he make direct contact with SCC Highways in the first instance and that he considered that the Town Council would in principle at this early stage support the project.

Deleted: .
Deleted: Resolve: that the matter is noted.
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Indent: Left: 0.63 cm, Tabs: 0.63 cm, Left + Not at 1.59 cm

213. 07/08 MDC Heritage Projects Update – Mr Paul Tomlinson MDC

A presentation and update was provided to the various heritage projects both existing and future as follows:

HERs – This was a very successful scheme coming to its final conclusion following some 4 years work, with some £566,000 provided by way of 18 grants to 19 buildings and also some funding going to public realm works in High Street (South).

THI – A final decision was still awaited to the outcome of a bid for funding, which he hoped would be most positive and received in the next few weeks. He was looking for a possible May 2008 start with a program of works over the next 6 years supported by partnership funding much as the HERs project.

Conservation Area Appraisal – This was now completed and published.

Market Cross Repairs – Paul explained what he considered was slow but positive progress. He had been unofficially informed that a bid for grant funding was positive although several other funding sources had still to be achieved. Once funding was in place the structure could be fully surveyed and the work put in hand, hopefully during 2008 before the charity status was to be wound up and the structure transferred to the Town Council for future upkeep.

Formatted: Font: Not Bold

Resolve: The Chairman thanked Paul Tomlinson for his update and work to-date on behalf of the Town.

Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Indent: Left: 0.63 cm

214. 07/08 Public Forum

Resolve: Proposed by Cllr ML, Seconded by Cllr CCI, by unanimous vote, that the meeting be adjourned for the matter to be transacted.

Deleted: that the matter is noted.

Whitstone Foundation Status and the Leisure Centre – Sue Cook asked questions following the presentation by Tony Wilson as to future funding for equipment. Tony Wilson replied that he was sure additional funding streams would be available for such equipment. Taffy Stride raised concern as to the dual use and adults and children being mixed. Tony Wilson considered that this was the case presently with dual use and that the mixed use of adults and students was being successfully managed.

Deleted:
Deleted:
Deleted: Police Update – ¶
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold

Mr Tony Wilson, Roger Gromski, Paul Tomlinson and 5 members of the public then left the meeting.

Formatted: Font: Not Bold

Notes of the matters raised were recorded for internal use and action. Matters raised included *Bus Services update (Clive Pearson) – Town Centre trading (Clive Pearson) – Westfield Roundabout (Mike Harris) – Street Map by the Toilets (Mike Harris) – Old Gunnings Site (Mike Harris) – Councils revised Structure and meeting schedule (Mike Harris) – Paving Maintenance Works to Market Place and Town Street (Will Dunscombe) – Dobbles retail proposals to the old Tesco site (Will Dunscombe) – Restoration and cleaning of the War Memorial (Taffy Stride).*

Resolve: Proposed by Cllr RC, Seconded by Cllr JB, by unanimous vote that the meeting now be brought back into session.

Deleted:
Deleted:

215. 07/08 Apologies for absence – Councillors Marsh J(JM), Marsh T(TM), Parham(JP), Taylor A(AT) and Taylor K(KT).

Formatted: Font color: Black

Resolve: Noted.

Deleted: Proposed by Cllr ,
Seconded by Cllr , by
unanimous vote that

216. 07/08 Members Declarations of Interests

All Cllrs declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.

All Cllrs declared a Personal and Prejudicial Interest in the Shepton Mallet War Memorial Charity due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council

~~Pact Meeting and Shepton 21 Facelift Project - Cllr CI declared a Personal and Non-Prejudicial Interest as he was a member of the bodies concerned.~~

Formatted: Font: Not Bold

~~War Memorial - Cllr ME declared a Personal and Non-Prejudicial Interest due to his business interest.~~

~~Bands in The Park - Cllr JG declared a Personal and Non-Prejudicial Interest as he was a member of a Somerset band which may be involved in tendering and could get an engagement in the park. Cllr MI declared a Personal and Non-Prejudicial Interest as he was a member of a band which could be invited.~~

Formatted: Font: Verdana, 10 pt

Formatted: Justified, Indent: Left: 0.63 cm

Deleted: s

Resolve: that the above matters are noted and recorded.

Chairman's Announcements - The Chairman ~~reported that a letter of thanks had been received from the Royal British Legion for the funding of the Remembrance Band. He had attended a worthy visit to the Police Headquarters at Portishead where he was surprised at the extent of the development. A requested had been received via Cllr JK for the Churches Good Friday ceremony and walk to leave the wooden cross at the War Memorial or Flagpole over the Easter weekend and that they would remove same shortly after.~~

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

~~**Resolve:** that the above matters are noted. The Town Council has no objection to the leaving of the wooden cross at the War Memorial or Flagpole over the Easter Weekend however it needs to be secured and removed directly following the weekend.~~

Deleted: ¶

217. 07/08 Minutes

The Minutes of the Meeting of the Town Council held on 15 January 2008 were considered for accuracy and content.

Resolve: Proposed by Cllr ~~RC~~, Seconded by Cllr ~~MR~~, by a unanimous vote that the Minutes of the Town Council Meeting held on 15 January 2008 be approved as a true record and signed by the Chairman.

Deleted: ,

Deleted:

218. 07/08 Matters Arising from the Minutes

~~**Min 202d - Precept** - Cllr ML raised concern and disappointment that two different budgets were received and reviewed. He considered that the Town Council had the structure of the Precept Working Party which consisted of all the Portfolio Holders which should work as a team to produce one workable precept with vision for consideration and debate by Council.~~

Formatted: Indent: Left: 0.63 cm

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Deleted: that matters a & b above are noted.

Deleted: Highways

Formatted: Font: Not Bold

Deleted: Review

Formatted: Indent: Left: 0.63 cm, Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 2.22 cm + Tab after: 2.86 cm + Indent at: 2.86 cm, Tabs: 1.27 cm, List tab + Not at: 2.86 cm

Formatted: Superscript

Deleted: ¶
<#>Mendip.¶
¶

Deleted: c

Deleted: ¶

Resolve; ~~Noted~~

219. 07/08 Somerset County Council

~~a. **Charlton Road Yellow Lineage** - Cllr SR confirmed that these would be laid within a month or so.~~

~~b. **Lido Car Park Funding Bid** - Notice received that the Town Councils bid was unsuccessful on this occasion. Cllr SR considered that the democratic vote taken to support the bid which came 4th out of 28 bids had been overturned by unelected officers. Cllr SR was very concerned that the bid had been approved by a vote of 5 For and 3 Against and this type of decision had been received. He was still progressing the matter at the highest level.~~

~~**Resolve:** that he above matters (a & b) are noted and that Cllr SR continue to progress concerns regarding the Lido Car Parking funding decision.~~

Deleted: c

Deleted: ¶

220. 07/08 Mendip District Council

- a. Validation of Planning Applications – This related to both SCC and MDC - New procedures are to come into place on 6 April 2008. Draft of SCC proposals are now under consultation and available from the link www.somerset.gov.uk/ete/planning for a period of 6 weeks. Any comments are to be emailed to planning@somerset.gov.uk by 4 April 2008. Cllr MR explained this related to new forms and looked for all councils to use the same forms, format and questions relating to planning applications.
- b. HERs Project – The meeting for the 11 March had been cancelled due to lack of business but would be reprogrammed when news of the THI bid was known.
- c. List of Buildings of Local Historic or Architectural Importance – MDC advised of their plans and invited three representatives from the Town Council to attend a discussion forum on Monday 19 March at 6.30pm in the Council Chamber. The key topics are the Survey Process, the Selection Criteria, the Quality Control, the Consultation Process, the Policy and Statutory Framework, the Rural Parishes and Timescales.

Deleted: Back
 Formatted: Font: Not Bold
 Formatted: Font: 10 pt
 Formatted: Font: 10 pt

Deleted: Updat
 Formatted: Font: Not Bold

Deleted: Strategic

Resolve: that the above matter (a. to c) are noted. Cllrs RC, MR & SR form the three representatives from the Town Council on the discussion group in relation to the List of Buildings of Local Historic or Architectural Importance, meeting on Monday 19 March at 6.30pm in the Council Chamber.

Deleted:
 Formatted: Font: Not Bold
 Formatted: Font: Not Bold

221. 07/08 Matters to be Noted

a)	Somerset Local Access Forum Newsletter	Annual Newsletter 2007 received and passed to Cllr TM. Invitation to consider application to become a seated member of the Forum for a three year period. Nominations close Friday 14 March 2008.
b)	Twinning Association	Minutes of their meeting held on 2 February 2008 on file in the office.
c)	PACT Meeting	Next meeting Thursday 13 March 2008 at 7pm in Peter Street Rooms. Cllr CL submitted his apologies as unable to attend.
d)	Shepton 21 Facelift Project	Shepton 21 inform that they have been successful in allocation of £50,000 from MDC via the Tesco 106 fund towards their Town Centre Project. Mr Will Dunscombe raised concern as to the funding and considered that the property owners should fund repairs and maintenance them selves.
e)	Recycling & Refuse Collection	Calendar of Revised collection dates to cover Easter, May & August Bank Holidays and Christmas 2008. Copy attached, further copies available from the TC Offices.

Deleted: ¶
 ¶
 ¶
 ¶

Deleted: c

Deleted: ¶

Formatted: Justified

Formatted: Font: 10 pt

Deleted: on Tuesday 20 November, 11 December, 18 December 2007 & 8 January 2008

Deleted: Cllr JP also informed that initial feedback of the revised Council structure as far as Planning matters were concerned were very favourable.¶

Deleted:

Deleted:

Deleted: Tuesday ¶

Resolve: Proposed by Cllr CI, Seconded by Cllr RC, by unanimous vote that the above matters (a to e) are noted.

222. 07/08 Planning Matters

a)	Planning Recommendations Committee	Minutes of the Planning Recommendations Committee Meeting held on Tuesday 29 January, 19 February & 4 March 2008 were received and requested to be noted. Cllr RC raised concern to the new junction being constructed at Westfield in conjunction with the Hitchen lane Development. He considered that it was now even more dangerous than previous.
	Resolve;	Proposed by Cllr RC, Seconded by Cllr JG, by unanimous vote that the Minutes of the Planning Recommendations Committee Meeting held on Tuesday 29 January, 19 February & 4 March 2008 are noted. The Clerk is to arrange an urgent site meeting with SCC officers regarding the Westfield highway junction currently under construction.

Deleted: Cllr JP also informed that initial feedback of the revised Council structure as far as Planning matters were concerned were very favourable.¶

Deleted:

Deleted:

Deleted: Tuesday ¶

223. 07/08 Community Development Matters

a)	Community Development Committee	Receive and note Minutes of the Community Development Committee Meeting held on Tuesday 5 February 2008. It was considered that the Recycling Facility at Commercial Road remained absolutely unacceptable.
	Resolve:	That the Minutes of the Community Development Committee Meeting held on Tuesday 5 February 2008 are noted.
b)	St Peters & St Paul's Church	Rev Liz Smith reports further incident where approximately £2000 value of lead has been stripped from the church roof again. Request financial support to alarm the roof, also requesting MDC to assist
	Resolve:	Proposed by Cllr MR, Seconded by Cllr JB, by a vote of 7 For and 4 Abstentions that a Community Grant of £200 is awarded to part fund the requirement to alarm the roof area of the Church as a measure against any further incidents of theft of lead.
c)	Post Office Closure Programme	Information received from Postwatch regarding Bristol and Somerset Area Plan with 65 proposed closures, including 7 to be replaced with outreach services. They request review and response directly to Post Office Ltd and copied to Postwatch. Postwatch at this time have received the Post Office Ltd's plans on a confidential basis. Members considered that a SCC matter and also that MDC should be lobbying. Cllr SR informed that he was unable to comments but that he would speak to the relevant SCC officer about SCC possibly taking over post office facilities forced to close.
	Resolve:	Proposed by Cllr CI, Seconded by Cllr JG, by a unanimous vote that the Town Council write to the Post Office and Government Departments to show the distaste, displeasure and as a measure of pressure against any proposed closure of these valued community facilities.
d)	Doctors Practices	Information in the daily papers warned of possible proposals to restructure individual practices which may effect the Towns Community. Cllr NS had since been in contact with both surgeries who considered that this would not apply to the local area. They currently had no concerns but would keep a careful eye on matters.
	Resolve:	That the matter is noted.

- Formatted Table
- Formatted: Bullets and Numbering
- Formatted: Right
- Formatted Table
- Formatted: Bullets and Numbering
- Formatted: Right
- Formatted Table
- Formatted: Bullets and Numbering
- Formatted: Right
- Formatted Table
- Formatted: Bullets and Numbering
- Formatted: Right
- Deleted: ¶

224. 07/08 Service Delivery Matters

a)	Service Delivery Committee	Receive Minutes of the Service Delivery Committee Meeting held on Tuesday 19 February 2008.
	Resolve:	That the Minutes of the Service Delivery Committee Meeting held on Tuesday 19 February 2008 are noted.
b)	Collett Festival 2008 Proposals from the above meeting	<ul style="list-style-type: none"> • That the Air Ambulance and Town Street Traders initiative is supported with Collett Festival theme for the current year being assigned. • It was agreed to set up a working party to manage this years Festival and the matter to be placed on the next Council agenda. • It was agreed that Cllr JP would review the band Billy In The Low Ground and report back to the next meeting of Council. Unfortunately Cllr JP was not at this meeting so the matter could not be progressed but it was considered that other entertainment / displays had been booked. • It was agreed that the Smith Family be invited to provide the Pony and Trap as for the previous years event. Cllr MR confirmed that contact had already been made with the Smith Family.
	Resolve:	Proposed by Cllr MR, Seconded by Cllr ME, by a unanimous vote that the

- Formatted Table
- Formatted: Bullets and Numbering
- Formatted: Right
- Formatted Table
- Formatted: Bullets and Numbering
- Formatted: Bullets and Numbering
- Formatted: English (U.S.)
- Formatted: Right
- Formatted: Indent: Left: -0.06 cm

		theme for this years Collett Festival is assigned to the Air Ambulance and Town Street Traders and that a working party is set up to organise and manage the event.
c)	Bands in the Park	Chamber of Commerce confirm funding and cost of previous years events and the dates for this year will be each of the four Sunday's within the month of July. They wish approval to amend one of the dates to provide musical entertainment / band for the younger members of the Town.
	Resolve:	That the matter is noted and amendments approved to provide musical entertainment / band for the younger members of the Town on one of the dates.
d)	Goldhill Community Woodland	Recommendations are submitted from the Service Delivery Committee to the next meeting of Council to include the Goldhill Community Woodland annual maintenance works within the existing Ground Care contract at a sum of £320 per annum. Mr Will Dunscombe congratulated Cllr CI, RC and SR for their work in this matter, he considered the area looked great and other additional areas should now be considered.
	Resolve:	Proposed by Cllr MR, Seconded by Cllr RC, by a unanimous vote that the quotation from Quadron Services to monthly cutting of the grass walkways within the Goldhill Community Woodland site from March through to October on an ongoing annual basis at a cost of £320 is accepted and the works ordered and managed as an extension to the current Ground Care Contract.
e)	Allotment Rent Renewal date and charges	Recommendations are submitted by the Service Delivery Committee to amend the annual Rent Renewal date to the 1 October from the 1 February and to commence from October 2009. The Council is also requested to consider review and increase annual rent charges over a steady and progressive period of 5 years from the next rent review due in 2009 for implimentation from 2010.
	Resolve:	Proposed by Cllr RC, Seconded by Cllr MR, by a unanimous vote that the Allotment Rent Renewal date is amended from 1 February to 1 October 2009 and that tenant's are duly advised. The Service Delivery Committee is empowered to review and amend annual rent charges over a steady and progressive period of 5 years from the next rent review due in 2009 for implimentation from October 2010.
f)	Restoration and Cleaning of the War Memorial Invoice for legal services	Recommendations from the Service Delivery Committee that the services of Beech Tyldesley Architects are retained and that they work up and manage the project for Restoration and Cleaning of the War Memorial with payment being reimbursed from the allocated 106 monies. Invoice received from BGW Solicitors for registering a Caution on the land which the plinth / structure stands as to afford future protection. Action taken during relocation review. Invoice submitted to MDC to reimburse monies from the allocated 106 funds.
	Resolve:	Proposed by Cllr CI, Seconded by Cllr RC, by a vote of 10 For and 1 Abstention that the services of Beech Tyldesley Architects are retained and that they work up and manage the project for Restoration and Cleaning of the War Memorial with payment for their charges being reimbursed from the allocated 106 monies. The invoice from BGW Solicitors is also approved with monies to be reimburse by MDC from the allocated 106 funds.
g)	Victorian Fountain MIN SD19f	Recommendations from the Service Delivery Committee that maintenance work should be carried out on a 6 monthly basis and that the quotation obtained from Quadron Services to remove four base grills, clear debrie and power wash base and recesses, repaint grills and refix.

Formatted Table
Formatted: Bullets and Numbering

Formatted: Right

Formatted Table
Formatted: Bullets and Numbering

		are ordered on an ongoing annual basis for the sum of £50 plus VAT per visit, with two visits (Spring and late Autumn) each year, for the total annual sum of £100 plus VAT.
	Resolve:	Proposed by Cllr RC, Seconded by Cllr CI, by a unanimous vote that the quotation obtained from Quadron Services to remove four base grills, clear debris and power wash base and recesses, repaint grills and refix is accepted. Works are to be ordered on an ongoing annual basis for the sum of £50 plus VAT per visit, with two visits (Spring and late Autumn) each year, for the total annual sum of £100 plus VAT.
h)	Town Band Instruments	Response letter received from Tony Wilson, Headteacher at Whitstone Community Technology College confirming that they would be delighted to accept transfer of instruments already in their possession and provide their appreciation of the offer. Enquiry was made to the Clerk if any progress had been made to the alleged dormant bank account to which the Clerk replied "No further progress".
	Resolve:	Proposed by Cllr JG, Seconded by Cllr RC, by a unanimous vote that the previous Town Band Instruments as per the Asset Inventory sheet attached to these Minutes are transferred in full without condition to the ownership and responsibility of Whitstone Community Technology College and that the Councils asset register is updated to reflect the transfer.
i)	Internal Audit MIN SD20g	Recommendations from the Service Delivery Committee that due to Mr Paul Reynolds from Fair Account being taken seriously ill and all future appointments had been cancelled. It was unsure if he would be able to continue with the second half audit and risk assessment due in March and also audit of the final accounts when collated in May. In the interim the Clerk is to consult with adjoining Councils to their Internal Audit arrangements. The Clerk confirmed that he had made contact with Mr Ed Coton of Pro-Business of Wells which undertook internal audits for adjoining Councils and he was to visit the TC offices tomorrow to appraise the situation and provided costings to complete the internal audit work in the current financial year.
	Resolve:	Proposed by Cllr CI, Seconded by Cllr RC, by a unanimous vote that the Clerk is empowered to order the services of a replacement internal auditor for the current financial year to ensure that all Internal Audit requirements are completed for the financial accounts ending 31 March 2008.
j)	SALC Annual Fees	To consider renewal of Annual Affiliation fee to include both NALC and SALC (previous annual fee £915.73) currently due April 2008 at cost of £916.71.
	Resolve:	Proposed by Cllr JG, Seconded by Cllr RC, by a vote of 10 For and 1 Against that the annual Affiliation fee due in April 2008 to include both NALC and SALC is renewed at cost of £916.71.
k)	Community Grants	Application received from SM Army Cadets to support their Normandy Landings History Visit – Requested £500 current total budget = £600.
	Resolve:	Proposed by Cllr CI, Seconded by Cllr RC, by a vote of 10 For and 1 Abstention that a Community Grant of £400 is awarded to SM Army Cadets to support their Normandy Landings History Visit.
l)	Annual Town Meeting	Council was requested to consider a Speaker and subject for the event and to confirm venue.

Formatted: Right

Formatted Table

Formatted: Bullets and Numbering

Resolve;	That Mr Kevin Newton is invited to update and expand on plans to open Community facilities to include a possible ten pin bowling alley, leisure centre and indoor swimming pool.
m). Office Printer	To support executive decision by Cllr CI & JP due to failure of main office printer after 6.5 years service, to the purchase of replacement Brother HL7050 Network Laser Printer at cost of £499 plus VAT with free delivery. Consumables worth £142 will be supplied within costing and existing duplex printing unit will retrofit. Clerk to purchase on own credit card and obtain repayment.
Resolve;	Proposed by Cllr JG, Seconded by Cllr CI, by a unanimous vote that the executive decision by Cllr CL & JP to the purchase of replacement Brother HL7050 Network Laser Printer at cost of £499 plus VAT is fully supported and funds to be taken from contingencies.

Formatted: Right

Formatted Table

Formatted: Bullets and Numbering

Formatted: Right

225. 07/08 Finance

- a. Council was requested to ratify Executive Approval afforded by the Chairman and Vice Chairman in consultation with the Clerk to Approval of February 2008 Accounts made by payment of Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.
- b. Council was requested to Approve the March 2008 Accounts for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "B" attached to these Minutes.

Resolve; Proposed by Cllr RC, Seconded by Cllr CI, by a unanimous vote to ratify Approval of February 2008 Accounts made by payment of Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Deleted:

Deleted:

Resolve; Proposed by Cllr RC, Seconded by Cllr CI, by a unanimous vote to Approve payments to be made by Cheque, Direct Debit, Confidential Payments and Income received for March 2008 as per Appendix "B" attached to these Minutes.

Deleted:

Deleted:

Deleted: e

Resolve; Proposed by Cllr RC, Seconded by Cllr CI by a unanimous vote that the returned funding of £665 from Section 137 payment is noted and that the funds remain earmarked for Highway Safety matters within Waterloo Road.

Deleted:

226. 07/08 Confidential Session

Deleted: - CCTV

Resolve; Proposed by Cllr RC, Seconded by Cllr CI, by a unanimous vote that in view of the nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw which was complied with.

Deleted: BC

Deleted: NS

Cllrs MR & SR then left the meeting not to return.

Allotment Expansion - Members received update as to additional information and progress to date.

Deleted:

Deleted: Renewal of four year partnership agreement for years 2008 to 2012 received consideration. Input was provided by Cllrs RC and NS, both members of the Users Group.

Deleted: BC

Deleted: NS

Resolve; Proposed by Cllr ME, Seconded by Cllr RC, by a unanimous vote that the update is noted. Cllr JP is requested to provide an update to his meeting with Paul Plenty and that the Council wish to expedite matters ASAP. To assist a small working party is collated of Cllr RC, JP, ME and the Clerk to progress matters with some urgency and that a meeting is called between the working party and Mr Paul Plenty of MDC. The Clerk is to continue to progress evidence support regarding the Right of Way from long term allotment holders on the Hitchen Lane site.

Deleted: the draft Mendip CCTV Four Year Agreement 2008 to 2012 is approved and when available, to be duly signed by the Clerk on behalf of the Council.¶

227. 07/08 Agenda Matters for the Next Meeting of Council to be held Tuesday 6 May 2008 (AGM). None raised.

The Chairman thanked members for their attendance and closed the meeting at 9.38pm.

Deleted:

Minutes of the Annual General Meeting of the Shepton Mallet Town Council held on 6 May 2008, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor J.D. Bartlett

Cllrs Champion (RC), Ellis (ME), Inchley (CI), Kinison (JK), Lockey (CL), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Parham (JP), Robinson (MR), Shearn (NS), A. Taylor (AT) and K. Taylor (KT).

Eight members of the public 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, use of the microphones was emphasised and informed that the meeting would be audio-taped for internal use only. Mobile telephones were requested to be switched off or to silent mode.

The outgoing Chairman confirmed that he had an enjoyable and good year and thanked the Clerk for his support throughout the year. Cllr CI proposed a thank you to the outgoing Chairman and considered that he had done an excellent job in an honest and fair way which was supported by all at the meeting with applause.

1. 08/09 Election of Chairman

Resolve: Councillor Bartlett was proposed by Cllr CL, Seconded by Cllr MR and as there were no other nominations, Councillor Bartlett was duly elected Chairman of the Town Council, signed her Acceptance of Office and thanked members, commenting that she would aim to follow in the footsteps of the previous Chairman.

2. 08/09 Election of Vice Chairman

Resolve: Councillor J. Marsh was proposed by Cllr ME, seconded by Cllr MR and as there were no other nominations, Councillor J. Marsh was duly elected Vice-Chairman of the Town Council.

3. 08/09 Public Forum

Resolve: Proposed by Cllr JP, seconded by Cllr CL, by unanimous vote, that the meeting be adjourned for the matter to be transacted.

Notes of the matters raised were recorded for internal use and action and included; Pubic Transport update to the Ridgeway Estate (Mr Clive Pearson), CCTV effectiveness, the level of crime and youths with nothing to do (Mr Will Dunscombe).

Resolve: Proposed by Cllr JB, seconded by Cllr MR, by unanimous vote, that the meeting now be brought back into session.

4. 08/09 Apologies for absence – None

5. 08/09 Members Declarations of Interests

a) **Collett Park - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.

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

6. 08/09 Councils Standing Order, Financial Regulations, Chairmanship, Code of Conduct Order

All members were invited to confirm that they already hold the relevant documents and were requested to reaffirm the following;

1 - Each individual Cllr holds current copies of the Councils Standing Orders & Financial Regulations, Chairmanship and the Code of Conduct Order in way of Councillors Handbooks; (also available by way of the TC Website). Cllr CI was unsure if he had all copies of the said documents and would contact the Clerk for copies after the meeting.

2 - Each individual Cllr agrees to abide by Policy, Procedures and Conditions set out within each document;

3 - Each individual Cllr confirms that their Declarations of Interests, Declarations of Gifts and Hospitality as required by the Code of Conduct are current and that any amendments have been submitted to the Monitoring Officer at MDC.

Resolve: Proposed by Cllr JP by a vote of 13 For and 1 Abstention, that all Cllrs at the meeting reaffirm matters 1, 2 & 3 above.

7. 08/09 Chairman's Announcements – The Chairman paid tribute to the late Cllr Stephen Robinson "It was with great sadness and shock that we heard of the sudden death of Cllr Stephen Robinson. Stephen was a very committed councillor. He never shied away from responsibility and supported Shepton and its residents with a passion, whether it was regeneration, highways, tourism or a multitude of other issues which affect the Town. The large number of people at his remembrance service was a testament of his dedication and the respect which he was held in the community. I am sure you will all support Margaret in this difficult period" There then followed a one minute silence.

8. 08/09 Minutes

The Minutes of the Meeting of the Town Council held on the 11 March 2008 were considered for accuracy and content.

Resolve: Proposed by Cllr JP, seconded by Cllr JB, by unanimous vote, that the Minutes of the Town Council Meeting held on 11 March 2008 be approved as a true record and signed by the Chairman.

9. 08/09 Matters Arising from the Minutes – No matters were raised.

10. 08/09 Membership to Committee's of the Council (Current pilot structure due review November 2008)

- a. Service Delivery Committee** - 7 Cllrs plus Chair/Vice Chair of the Council are ex-official members; - Cllrs Champion(Properties), Ellis, Lockey, Marsh T (Footpaths), Parham(Administration), Robinson M(Collett Park), Taylor A and Taylor K, (plus Cllrs Bartlett & Marsh J).
- b. Community Development Committee** - 7 Cllrs plus Chair/Vice Chair of the Council are ex-official members; - Cllrs Gilham, Inchley, Kinison, Lockey, Lovell, Marsh J, and Shearn, (plus Cllr Bartlett).
- c. Planning Committee** - 8 Cllrs; – Cllrs Bartlett, Champion, Gilham, Lockey, Marsh J, Marsh T, Taylor A and Taylor K.

Resolve: It was agreed that the current membership remain with Cllr JM taking Chairmanship of the Community Development Committee until the next committee AGM. The Clerk confirmed that the Chairmanship of each Committee would be elected at the relevant committee AGM.

11. 08/09 Election of Representatives on Outside Bodies

Beacon Society – Cllr T. Marsh;
Chamber of Commerce – Cllr Champion and Shearn;
Christmas Lighting Committee – Cllr Champion, Gilham and Shearn;
Citizens Advice Bureau – Cllr Champion;
HERs / MCTi – Regeneration Portfolio Holder and Cllr Bartlett;
Leisure Centre – Cllr Marsh and Shearn;
Mendip in Bloom – Cllr Bartlett;
Shepton 21 Regeneration Partnership - Regeneration Portfolio Holder and Cllr J. Marsh;
Shepton in Bloom – Cllr Kinison;
Shepton Mallet Stakeholders Group – The Chairman (Cllr Bartlett);
Somerset Association of Local Councils – Admin Portfolio Holder (Cllr Parham);
Strawberry Line (East) Project Group – Cllr T Marsh;
Tourist Information and Heritage Centre – Cllr Bartlett and K. Taylor;
Town Twinning Association – Cllr Lovell.

12. 08/09 Somerset County Council – No matters were raised

13. 08/09 Mendip District Council – Cllr JP provided an update. The MDC budget had now been set. The forthcoming by-elections had been arranged for the Town and District Councils for the 29 May 2008 and the list of candidates published.

Resolve: that the matter is noted

14. 08/09 Matters to be Noted

a)	HERs Minutes	Minutes of the meeting held on Wednesday 7 April 2008 (copy attached)
b)	Twinning Association	Minutes received from 7 April meeting and available from the TC office.
c)	Annual Town Meeting	Draft Minutes of the Annual Town Meeting held Tuesday 22 April 2008 (attached).
d)	Police Newsletter	Received from Chief Superintendent Nikki Watson (copy attached)
e)	War Memorial	Site meeting to be held with all stakeholders on Friday 9 May at 9.15 to discuss the way forward.
f)	Casual Vacancy	MDC inform current Casual Vacancy for the Town Council to be filled by way of election on May 29 th . Cost unknown at this time.
g)	SALC Area Meeting	Agenda and details received for next meeting to be held on Monday 2 June 2008 at 7.30pm in Easton Village Hall.
h)	Bloor Homes Development	Invitation to a pre-planning consultation to take place for an extension to the existing development of a further 120 dwellings. To be held at their sales office on Wednesday 7 May from 2pm to 7.30pm.

Resolve: that the above matters a) to h) are noted. Cllr JP confirmed that he was to attend the 2 June meeting of SALC.

15. 08/09 Planning Matters

a)	Planning Recomm'nd Committee	To receive and note Minutes of the Planning Recommendations Committee Meeting held on Tuesday 24 th March, 8 th & 29 th April 2008. The Clerk confirmed that the next meeting of the Planning Committee programmed for Tuesday 20 May 2008 at 6.30pm would be upgraded to full Council membership due to a large planning application which had been received for Dobbies proposals on the old Tesco site.
-----------	-------------------------------------	---

Resolve;	That the above Minutes are received and the above matters noted.
-----------------	--

16. 08/09 Community Development Matters

a)	Community Development Committee	To receive and note Minutes of the Community Development Committee Meeting held on Tuesday 1 April 2008 previously distributed to all Cllrs.
Resolve;		That the above Minutes are noted.
b)	Community Partnership Meeting	Notes of the closed meeting held 22 April 2008 with stakeholders and partners. Copy provided to all Cllrs. Also copy email from Police Inspector Ray Hulin regarding organisation and requirements including from the Town Council to the proposed Community Action Day. Next meeting Wed 21 May at 2pm in the Chamber.
Resolve;		Cllr JP considered that the meeting had been positive although the Police had taken a defensive stance. He further considered that there were Community issues around the recording of criminal damage, some of which was being re-cat'egorised and not recorded. There were some problems with anti-social behaviour in the Town but not perhaps to the level shown in the press.Cllr JM informed that there was a meeting to be held on the 8 May with regard to the Community Action Day and also confirmed the next meeting of the partnership on the 21 May and that all Cllrs were invited to attend. That the matter is noted.
c)	Town Centre Facelift Project	Jo Christoforides invites a representative from the Council to sit upon the committee for the project which will be launched on the 2 June 2008. Briefing document attached. Meetings to be held monthly initially and quarterly thereafter.
Resolve;		Cllr JM read an email received from Guy Braga MDC regarding membership and attendances required. Proposed by Cllr ME, by unanimous vote that Cllr JP is nominated as the Town Councils representative to the Town Centre Facelift Project.

17. 08/09 Service Delivery Matters

a)	Service Delivery Committee	To receive and note Minutes of the Service Delivery Committee Meeting held on Tuesday 15 April 2008 previously distributed to all Cllrs.
Resolve;		That the matter is noted.
b)	Collett Park Contract	Stage review meeting with contractor arranged for Friday 23 May 2008 at 9.30am in the TC Offices. Cllrs MR, JP and the Chairman to attend.
Resolve;		Cllr CI raised concern as to the terms of reference of the review and considered that this should include market testing. Cllr TM considered that the Council was very lucky to have such a hard and concencious park keeper as Harold and that he was doing good work in the park. Cllr JP confirmed that an indepth review would take place. That the matter is noted.

c)	Collett Festival 2008	Saturday 14 June 2008 – Update to the event
	Resolve;	Cllr MR confirmed that there were plenty of applicants for stalls but that the event was short on displays. The event license had been issued and that the Somerset Sound Bus was to attend the event. Cllr MR would make contact with all Cllrs to seek their support on the day. That the matter is noted.
d)	CCTV Collett Park	Outcome of site meeting held Friday 2 May to consider locations and requirements for provision.
	Resolve;	Cllr MR and the Clerk explained the purpose and requirement of the Pilot. The Town Council would need to install the infrastructure which included supply and erection of a lighting pole adjacent to the play area and picking up an electrical supply from an existing underground cable closeby. Once this was installed MDC were to supply and fit one CCTV camera over a pilot period from early June through to the end of August 2008. Designated members would be requested to review the recordings to evaluate the performance of the system and any reported incidents. Some concern was raised as to expenditure, however a budget of £3,000 had been precepted and costs were envisaged at hopefully half of this total. An early decision was required to get the camera operational for Collett Festival. Proposed by Cllr JP, Seconded by Cllr TM, by a vote of 10 For and 4 Against that the CCTV Pilot and expenditure of the precepted £3,000 budget is approved. Should, for any reason the budget not be sufficient then the matter is to be referred for an executive decision.
e)	Collett Park Waste	Due to 33% increase in Landfill Tax the fortnightly lift of one 1100 litre waste bin will be increased by £2.05 to £15.55p per lift, per fortnight. Annual costs estimated £460 and shortfall in budget of £43 which will require virement from either contingencies or other (4208 repairs and renewals) budget heading.
	Resolve;	Proposed by Cllr MR, Seconded by Cllr JP, by unanimous vote that the additional expenditure is approved and the additional budget sum of £43 is vired from the contingencies budget heading.
f)	Members Attendance 2007/08	Listing attached. Cllr JP considered that the attendances throughout the year had been excellent.
	Resolve;	That the matter is noted.
g)	SCC Pension Fund	Funding Strategy Statement 2008 received. To consider acceptance.
	Resolve;	Cllr JP and the Clerk had reviewed the proposals and confirmed that they appeared acceptable. Proposed by Cllr JP, Seconded by Cllr MR, by unanimous vote that the SCC Pension Fund Strategy 2008 is accepted.
h)	Internal Audit	Final audit for year ending 31 March 2008 completed on 24 April 2008. Section 4 of the Annual Return had been completed by the auditor and a covering letter received which was read to the meeting in full.
	Resolve;	The Internal Auditor, Pro-Business confirmed their opinion that all Financial Statement had been properly prepared and that the Council's system of internal controls is adequate and effective. There are no matters which they consider need to be brought to attention of the external auditors. Minor points raised were brought to Councils attention. Proposed by Cllr JP, Seconded by Cllr CI, by unanimous vote that the

		Internal Audit Report from Pro-Business dated 2 May 2008 is noted and accepted. Minor points raised are to be placed on the agenda for the next meeting of the Service Delivery Committee.
i)	External Audit	Response letter received from the Audit Commission and Moore Stephens external auditor to the scale of fees to pay this current year due to the Lido transaction. External Audit to take place on Monday 9 June 2008.
	Resolve;	The response received from the Audit Commission and the External Audit confirmed that the scale of audit fees would remain in force and that no discount or dispensation would be provided. That the above matters are noted.

18. 08/09 Finance

- a. **Budgets 2008/09** – Council considered the current budget with print copy provided to all Cllrs with net virement, revised budget, actual spend to date and committed expenditure for the forthcoming year period.

Resolve; Proposed by Cllr JP, seconded by Cllr MR, by unanimous vote, that the current Budgets for the year 2008/09 are noted.

- b. **Approval of Accounts for payment by Cheque, Direct Debit and Confidential Salary payments**

Council was requested to ratify Executive Approval afforded by the Chairman and Vice Chairman in consultation with the Clerk to Approval of April 2008 Accounts made by payment of Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Council was requested to Approve the June 2008 Accounts for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "B" attached to these Minutes.

Resolve; Proposed by Cllr JP, seconded by Cllr MR, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for April 2008 as per Appendix "A" attached to these Minutes, and that payments to be made by way of Cheque, Direct Debit, Confidential Payments and Income received for May 2008 as per Appendix "B" attached to these Minutes are approved.

- c. **Quadron Standing Order** – Council considered additional costs to inclusion of maintenance for the Goldhill Community Woodland site which was now included within the base Ground Care Contract, plus an RPI Contract Indexation of plus 4.1% which resulted in an increase to the monthly Standing Order to a revised monthly sum (including VAT) of £2,757.64. The April increase due was included and the Standing Order to take effect from May 2008 and continue over the remaining 11 month period.

Resolve: Proposed by Cllr MR, seconded by Cllr JP, by a vote of 13 For and 1 Abstention, that the monthly Standing Order to Quadron Services Limited to be increased to sum of £2,757.64 (inc VAT) per month from 28th June 2008 and continue until further notice.

- d. **Draft Financial Accounts / Balance Sheet for Year Ending 31 March 2008** – Council considered approval of the Accounts which included the Income and Expenditure Summary, the Account Notes and the Audit reports, which were due for submission to the External Auditor, Moore Stephens (copy attached to these minutes).

Resolve; Proposed by Cllr JP, seconded by Cllr MR, by unanimous vote, that the draft Financial Accounts, Income and Expenditure Summary, Balance Sheet, Account Notes and Internal Audit Reports for the Year Ending 31 March 2008 are approved and duly signed by the Chairman.

e. Annual Return for Year Ending 31 March 2008 – Council considered completion of the Annual Return for submission to the External Auditor, Moore Stephens (copies attached to these minutes).

- i. Section 1** – Statement of accounts.
- ii. Section 2** – Annual governance statement.
- iii. Section 4** – Annual internal audit report.

Resolve; Proposed by Cllr JP, seconded by Cllr MR, by unanimous vote, that the Annual Return for the Year Ending 31 March 2008 is approved. All financial sums in Section 1 (Statement of Accounts) are approved. All responses to questions within Section 2 (Annual Governance Statement) are responded with a “Yes” and the Internal Audit Report within Section 4 is also approved.

f. Annual Report 2008 – Council considered the draft Annual Report for Year-Ending 31 March 2008.

Resolve: Proposed by Cllr MR, seconded by Cllr JP, by unanimous vote, that the Annual Report for Year-Ending 31 March 2008 is approved and to be published.

19. 08/09 Confidential Session – Abolition of contractual restrictions relating to allotments.

Resolve; Proposed by Cllr JB by a unanimous vote that in view of the nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw which was complied with. Cllr ME also left the meeting.

Matters appertaining to a request from an allotment holder on the Allyn Saxon allotments to keep chickens upon their allotment and construct buildings and fence off an area for this purpose, were considered along with advice from the Clerk regarding the legal status and the Allotments Act 1950 where a copy of Section 12.—(1) had been previously provided to all Cllrs with the agenda. Digital images of the area were also displayed. Much concern was raised as to the close proximity of residential properties and concerns raised by occupiers against the proposals. A vote to approve the proposal with set conditions was lost.

Resolve; Proposed by Cllr CI, Seconded by Cllr RC by a vote of 9 For and 4 Against that the respective tenant is advised that the Council up hold the current and contractual Tenancy Agreement and the set conditions within. The Council is to make further contact with Environmental Health and seek their advice and support in the matter and to also write to the Member of Parliament seeking support to amend and update the now 58 year old Allotments Act 1950 to support the Councils current Tenancy Agreement and conditions.

20. 08/09 Agenda Matters for the Next Meeting

The next meeting is to be held on Tuesday 1 July 2008 at 7.00pm.

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

Cllr J.D. Bartlett

Signature _____

Chairman

_____/_____/__2008

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2359	SALC	4028	Annual Affiliation Fee	£ 962.71
2360	Royal Bath & West Society	4028	Annual subscription	£ 80.00
2361	Shepton Mallet PCC	4068	Community Grant - Church Roof	£ 200.00
2362	Active Environment Services	4212	Collett Park Rodent Control	£ 177.61
2363	SM Army Cadets	4068	Community Grant - Normandy Visit	£ 400.00
2365	SCC LG Pension Scheme	4000/4002	Year end balance of contributions	£ 663.50
2366	EDF Energy	4066	Xmas Lights Electric Supply (Repaid CofC)	£ 541.90
				£ 3,025.72

Payments by Direct Debit

Sub Total £ -

Total = £ **3,025.72**

CONFIDENTIAL PAYMENTS

2364	Graham H Brown	4000	Town Clerk - April Salary 2008	£ 1,511.56
				Total £ 1,511.56
				Total Expenditure = £ 4,537.28

Date	Income	Code	Category of Income	Total Deposit
17-Mar	Various	500345	Allotment Rent	£ 137.50
17-Mar	TIC	500345	Footpath Booklet Sales	£ 20.00
27-Mar	Chamber Commerce / Allot	500346	Repayment Xmas Lights / Allotment rent	£ 468.19
				Total Income = £ 625.69

Cllr J.D. Bartlett
Chairman

Signature _____

Date _____

Cllr J.M. Marsh
Vice Chairman

Signature _____

Date _____

A P P E N D I X " B "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2368	Harris & Harris Solicitors	4008	Allotment Expansion Legal Advice	£ 662.81
2369	WPS Insurance Brokers	4016	Annual Insurance Administration Fee	£ 5.00
2367	Zephyr Flags & Banners	4058	Replacement Town Flag (smaller)	£ 199.75
2370	G Brown - Repayment	4020	Netpaydue Online Payroll and EOY filing	£ 58.75
2371	Tourist Information Centre	4070	Annual Grant - Revenue Support	£ 2,200.00
2372	Citizens Advice Bureau	4072	Annual Grant - Revenue Support	£ 3,000.00
2374	Mendip Community Transport	4074	Annual Grant - Revenue Support	£ 800.00
2375	Investec Bank		Transfer of Reserve Funds (inter account)	£ 15,000.00
2376	Mid Somerset Agricultural Soc	4068	Community Grant - Revenue Support	£ 250.00
2377	SM Local History Group	4068	Community Grant - Display Signage	£ 100.00
2378	Glasdon UK Limited	4058	Dog Litter Bin (supply) Tadley Acres	£ 355.98
2379	All Tree Services Limited	4214	Collett Park - Emergency Works	£ 88.13
				£ 22,720.42

Payments by Direct Debit

Awaiting Bank Statement

Sub Total £ -

Total = £ 22,720.42

CONFIDENTIAL PAYMENTS

2373	Graham H Brown	4000	Town Clerk - May Salary 2008 + April 08	£ 1,601.78
------	----------------	------	---	------------

Total £ 1,601.78

Total Expenditure = £ 24,322.20

Date	Income	Code	Category of Income	Total Deposit
11-Apr	Various	1000	Allotment Rent	£ 12.50
11-Apr	SCC - Cllr Stephen Robinson	4058	Donation - Dog Bin Tadley Acres Estate	£ 300.00
11-Apr	Glastonbury Festivals Ltd	1006	Collett Festival Sponsorship	£ 90.00
24-Apr	Mr Morgan	1000	Allotment Rent	£ 7.00
29-Apr	Anglo Trading Estate Limited		Partnership Funding - Station Road	£ 257.50
Total Income =				<u>£ 667.00</u>

Cllr J.D. Bartlett
Chairman

Signature _____

Date _____

Cllr J.M. Marsh
Vice Chairman

Signature _____

Date _____

Minutes of the Meeting of the Shepton Mallet Town Council held on 1 July 2008, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor J.D. Bartlett

Cllrs Champion (RC), Ellis (ME)(7.30pm), Gilham (JG), Inchley (CI), Kinison (JK), Lockey (CL), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Marvin (DM), Parham (JP), Robinson (MR), Shearn (NS), A. Taylor (AT) and K. Taylor (KT).
Paul Tomlinson (MDC), Ian Jarman (Chairman - Chamber of Commerce) and Lee Wright (Wright Associates).

Eleven members of the public and two 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, use of the microphones was emphasised and informed that the meeting would be audio-taped for internal use only. Mobile telephones were requested to be switched off or to silent mode.

21. 08/09 Public Forum

Resolve: Proposed by Cllr ML, seconded by Cllr JP, by unanimous vote, that the meeting be adjourned for the matter to be transacted.

Notes of the matters raised were recorded for internal use, action and included;

Update to Ridgeway Estate Bus Service – Public Toilets in Collett Park – Public Recycling Facility in Commercial Road Car Park – Cllrs Declarations of Interest - Public Toilets by MDC for Town Carnival and Dobbies Planning Application.

Resolve: Proposed by Cllr JG, seconded by Cllr AT, by unanimous vote, that the meeting now be brought back into session.

22. 08/09 Apologies for absence – Cllr Ellis would attend some 30 minutes late due to a prior engagement.

23. 08/09 Members Declarations of Interests

- a) **Collett Park - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.
- b) **Planning Application 26 Charlton Road** – Cllrs J & T Marsh both declared a Personal and Prejudicial Interest in the matter and would leave the meeting at the point of consideration.
- c) **Planning Application Land between Maxwell Road** – Cllrs A & K Taylor both declared a Personal and Prejudicial Interest in the matter and would leave the meeting at the point of consideration.

Resolve; that the above declarations are noted and duly recorded.
Cllr ME then joined the meeting

24. 08/09 Chairman's Announcements

The Chairman welcomed **Cllr Derek Marvin** to the Council and Cllr DM responded providing his commitment to the Council and the Town. The Chairman confirmed that thank you letters following provision of grants had been received from **Mendip Community Transport** and the **Mendip Citizens Advice Bureau**. The Chairman had attended **investiture of Street Parish Chairman and also the Mayor of Bath** which was of interest as the event was followed by a meeting of the Council which was held in the Abbey. The Chairman had attended the pre-opening event to **Kilver**

Court which was very enjoyable and also along with Councillor Margaret Robinson had participated in the **Community Action Day** held in the Hillmead Area on Saturday 7 June 2008. The event was deemed a success although the Chairman was disappointed with the level of community involvement. The Chairman had also attended the opening event of Costa Coffee on the Townsend Retail Park and had received a **donation of £250** for the chosen Charity which had now been passed onto the **Somerset & Dorset Air Ambulance**. Finally the Chairman recorded a supreme thank you to Cllrs Robinson for all her efforts in organising and running this years **highly successful Collett Festival**, thanks was also recorded to other Cllrs and public members for their assistance on the day.

25. 08/09 Minutes

The Minutes of the Annual General Meeting of the Town Council held on the 6 May 2008 were considered for accuracy and content.

Resolve: Proposed by Cllr ML, seconded by Cllr CL, by unanimous vote, that the Minutes of the Annual General Meeting of the Town Council held on 6 May 2008 be approved as a true record and signed by the Chairman.

26. 08/09 Matters Arising from the Minutes – No matters were raised.

27. 08/09 Somerset County Council

Local Initiatives Budget for SC Councillors- £15,000 per County Councillor to help to deliver benefit to local communities in Somerset. Information pack provided. County Councillors are to submit their priority proposals for funding by 28 November 2008 which is currently only available for supporting projects during 2008/9. Cllr MR confirmed that requests had already been received for support but would still wish to hear from worthy causes within the community. Cllr JP confirmed that it should be noted that the majority of the funding was subject to a strict criteria which also included project costs of over £2,000.

Resolve: That the matter is noted.

28. 08/09 Mendip District Council

a. Update to the THI Project – Paul Tomlinson MDC – Paul summarised the previous HERs scheme which had been operating over the last four years which he deemed very successful and pulled in some £560,000 funding into the Town. Following further applications they had now achieved a roll on project via THI and the Heritage Lottery Fund which would bring in a further £500,000 over the next four years. The project team had already completed their first meeting some three weeks ago. The scheme would allow owners to apply for grants to restore and renovate building and shop fronts in the main high street corridor. There was an additional initiative which permitted grant assistance to owners putting current empty space such as on first and second floors back into use. In addition to this there were four other complimentary initiatives; 1 – Improve conservation skills in the area via training and educational workshops, 2 – Work with schools to improve education and understanding of heritage within the Town, 3 – Improve and support inspection and repair of building by their owners and 4 – To support other projects such as improve setting of the Market Cross and also the end of Town Street. Paul then participated in a question and answer session with Cllrs and confirmed that unfortunately highway and pavement surfaces in the Market Place and Town Street which needed attention did not come within the remit of the scheme.

Resolve: that the matter is noted and Paul Tomlinson is to be congratulated on his work to-date and wish him continued success for the future.

b. The Mendip Play Strategy “Back out to Play” – Completed 18 months work with key play providers and identified how play should be taken forward within the district over the next 10 years.

Resolve: that the matter is noted.

- c. Off Street Parking Places Order 2008** – Proposals by MDC regarding permits and charges. Mr Stride raised concern as to the increased charges, the number of public car parking spaces being taken by MDC staff badge holders parking off the MDC site who did not have to pay any of these charges. Much concern was raised by the majority of Cllrs regarding the charges and the limited provision of free parking both in timescale and number of spaces. It was also understood that the Townsend Retail Park wished to extend their free parking to four hours but this that the District Council had not permitted this. Several District Members raised a balanced argument on Revenue Streams, Environmental and Health matters.

Resolve: Proposed by Cllr CI, seconded by Cllr JG, by a vote of 9 For, 6 Against and 1 Abstention that the Town Council oppose the proposed increase in charges, that the proposals would further damage the efforts being made to the regeneration of the town and that MDC are requested to provide free parking of 2 hours to all public spaces within Great Ostry Car Park.

29. 08/09 Matters to be Noted

a)	Public Art	Latest update of proposals to the Townsend location by Artist Peter Osborne dated May 2008 attached
b)	SCC Pension Fund	Annual Meeting and invitation received for Friday 12 September 2008 to be held at Dillington House from 9.30am

Resolve: Proposed by Cllr JG, Seconded by Cllr CI by unanimous vote that the above matters a) and b) are noted.

30. 08/09 Community Development Matters

a)	Community Development Committee	Minutes of the Community Development Committee Meeting held on Tuesday 3 June 2008 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr CI, seconded by Cllr RC, by unanimous vote, that the next planned meeting of the Community Development Committee scheduled for 5 August is to proceed and that a closed meeting of the Council takes place on Tuesday 9 September 2008 to consider the current and future management structure to which the current pilot was due for review in November in any event. In the interim Cllr DM is elected to serve on the Community Development Committee.
b)	Christmas Lighting Scheme	Update (attached) from the Chamber of Commerce following MIN SD10e from the Service Delivery Committee. The Clerk provided a summary report of finance and partnership funding to the scheme from 2001 to current (report attached).
	Resolve;	<p>Ian Jarman, Chairman of the Chamber of Commerce put the Chambers views forward that the Christmas Lights are classed as a Community Project and not a Business Project and therefore the Town Council should take the lead. He also requested the Town Council to fund storage facilities for the displays and also increase the current year's support funding by £800 to the same level as the previous year being £2,000.</p> <p>Unless this was forthcoming he considered that the Chamber of Commerce would withdraw from the Christmas Lights in the following year. There was some lengthy debate regarding this matter, Cllrs considered possible storage solutions, resource issues including the Clerks involvement and how partnership working may evolve. Several proposals were put without a vote.</p> <p>Cllrs AT & KT then left the meeting not to return.</p> <p>Proposed by Cllr MR, seconded by Cllr NS, by a vote of 13 For and 1 Against that three quotations are obtained for supply of a suitable storage container to be located in Collett Park Depot (decision of which supplier/costs are delegated to the Chairman and Vice</p>

		Chairman in consultation with the Clerk due to the urgency of the matter). Further funding of £800 is to be made available for this year's Christmas Lighting Scheme which is to be vired from the current Community Projects budget heading 4084.
c)	Action A371	Jo Sackett requested a member of the Town Council to membership of their committee. Infrequent meetings and only need to attend on bigger issues. Next meeting includes results of traffic surveys and to be held at Ivy House, Long Street, Croscombe at 7.30pm on 21 July 2008.
	Resolve;	That Cllr Margaret Robinson represents the Town Council at selected meetings of Action A371.
d)	Shepton Mallet AFC	Currently using West Shepton Playing Fields and provided a copy letter sent to MDC provided informing of their desperate situation. Looking for support of the Town Council for their cause and also to enquire if any funding available.
	Resolve;	A copy letter sent from Shepton Mallet AFC to MDC had been received along with a request for the Council to support their cause and to enquire if any funding was available. Summary contents of the letter were read by the Clerk. Cllr JP considered that due to the review currently being undertaken by MDC then the matter should be placed on hold. The review outcome would be known early next year and it would not be advisable to spend monies or investment into the land before this time. Proposed by Cllr CI, seconded by Cllr JG by a vote of 12 For and 2 Abstentions that the Town Council write to the Leader of MDC, Cllr Harvey Siggs to request that the review processes is accelerated and that hopefully a positive decision can then be made to provide full support for Shepton Mallet AFC's requirements. Shepton Mallet AFC are to be invited to the next meeting of the Community Development Committee to discuss the situation and the way forward.
e)	CCTV	Minutes of CCTV User Group Meeting held 20 May 2008 were distributed and outcome of Cllrs June visit to the Monitoring Centre were informed. Nominations were requested (5 to 6) for further visit on Thursday 24 July ay 7pm.
	Resolve;	That the matter is noted and any interested Cllr should provide their nominations directly to the Clerk.

31. 08/09 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 17 June 2008 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr JP, seconded by Cllr RC, by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held 17 June 2008 are noted.
b)	Footpath Maintenance Contract	Council considered ratification to the resolve of Service Delivery Committee Min SD9a Page 3 of above.
	Resolve;	Proposed by Cllr JP, seconded by Cllr JK, by unanimous vote, that works to Station Road is contracted to Quadron Services for the remainder of the current year at the same contract costs of £360 per

		annum but with increased specification of works and frequency of cutting. The footpath maintenance contract is to continue for the current year with Mr Adrain Crozier subject to satisfactory performance which is to be monitored on a monthly basis against the schedule of work. The committee will look to review and tender a Ground Care Contract for all works within the Town outside of Collett Park from the 1 April 2009.
c)	Allotment Maintenance Contract	Council considered ratification to the resolve of Service Delivery Committee Min SD10b Page 4 of above.
	Resolve;	Proposed by Cllr JP, seconded by Cllr JB, by unanimous vote, that the current contract with Mr Adrian Crozier is terminate and that the contract for the remainder of the current year under the same conditions and costings with the addition of Allyn Saxon site included as awarded to Mr Whitcombe is supported and approved. The committee are to review and works to be tendered for a Ground Care Contract for all works within the Town outside of Collett Park from the 1 April 2009.
d)	Collett Park Ground Care Contract	Council considered ratification to the resolve of Service Delivery Committee Min SD12a Page 7 of above.
	Resolve;	Proposed by Cllr JP, seconded by Cllr ME, by a vote of 13 For and 1 Against that the previously resolved extension of the existing contract from April 2008 is upheld for the additional 2 year term, to be reviewed in January 2010 with an option for a further and final extension (18 months) until 31 October 2011 following which the contract is to be re-tendered.

32. 08/09 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on Tuesday 20 May & 10 June 2008 received consideration.
	Resolve;	That the Minutes are noted.
b)	101513/007 Dewey	Ms D O'Shannesy Land between Maxwell Road & Middleton Lane Construction of 20 new houses and associated highways, drainage, garages, parking and new planting (DEL). FULL
	Resolve;	Adrian Evans from the Maxwell Road Residents Association raised concerns regarding the application which included over-development with the number of 4 bedroom properties, pinch points between existing and new dwellings, safety of Maxwell Road highway both in parking and speed control. The proposed play area positioned in a secluded area and away from view of the properties was also a concern. Taffy Stride raised the desecration of the orchard trees from the open space by a previous contractor Silverwood Partnership. He also considered the proposal to be over-development and out of character with the surrounding area. He also questioned the proposal for drainage and sewers and that they were having to install a pumping station. Proposed by Cllr CL, seconded by Cllr CI, by a vote of 10 For, 1 against and 3 Abstentions to RECOMMEND REFUSAL. It was considered the design was not inkeeping, the proposed 3 storey dwellings and the number of 4 bedroom units was unacceptable.

		<p>There were pinch points between existing and proposed dwellings and the play area should not be positioning in a secluded and hidden area. Consideration should be given to providing a link road to the north of Maxwell Road dwellings back round into Westway Lane and or traffic calming to Maxwell Road. The play area should be designed to be open and in full view of the dwellings.</p> <p>Cllr ME then left the meeting not to return.</p>
c)	030734/007 Taylor	<p>Somerset Partnership NHS & Social Care 26 Charlton Road Demolition of existing building and erection of 5 flats and 2 maisonettes (DEL) FULL</p>
	Resolve;	<p>Cllr JM & TM both left the meeting having made a Declaration of Interest previously.</p> <p>Several Cllrs raised concern as to the loss of the existing building but considered this application was an improvement on the previous Proposed by Cllr JB, seconded by Cllr JP, by a vote of 5 For, 4 Against and 2 Abstentions to RECOMMEND APPROVAL.</p> <p>Cllrs Jm & TM then both rejoined the meeting</p>
d)	117673/002 PG29 Walsh	<p>Mr K Pennyfather 7 Chestnut Parade Proposed pruning of a Sycamore (T9) remove branches to balance the crown and shorten branches encroaching towards house and proposed pruning of two Horse Chestnut trees (T8 & T7) subject to a tree preservation order TPO M1273 (DEL). TPO WORKS</p>
	Resolve;	<p>Proposed by Cllr CL, seconded by Cllr JP, by a vote of 6 For, 3 Against and 4 Abstention to RECOMMEND APPROVAL</p>
e)	036335/031 Walker	<p>Coxley Developments Ltd 5 Town Street Replacement shop front (DEL). Full</p>
	Resolve;	<p>Lee Wright (Wright Associates) provided a summary to the application. Concern was raised by Cllrs regarding loss of heritage frontage to the building and that the proposed changes were too uniform with other new shop fronts in the area.</p> <p>Proposed by Cllr RC, seconded by Cllr JM, by a vote of 11 For, 1 Against and 1 Abstention to RECOMMEND REFUSAL, on grounds of Principle and Design.</p>
f)	General Information	<p>067900/026 Shepton Mallet Library – New shop front. 19/2 SMTC Recommended Refusal, not in-keeping, MDC Granted permission.</p> <p>Coombe Farm, Coombe Lane – Date / Venue for Appeal Informal Hearing now set for 29 July 2008 at 10am in MDC Council Chamber.</p>
	Resolve;	<p>That the matters are noted.</p>

33. 08/09 Finance

Approval of Accounts for payment by Cheque, Direct Debit and Confidential Salary payments

Council was requested to ratify Executive Approval afforded by the Chairman and Vice Chairman in consultation with the Clerk to **Approval of June 2008 Accounts** made by payment of Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Council was requested to **Approve the July 2008 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "B" attached to these Minutes.

Resolve; Proposed by Cllr CI, seconded by Cllr RC, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for June 2008 as per Appendix "A" attached to these Minutes, and that payments to be made by way of Cheque, Direct Debit, Confidential Payments and Income received for July 2008 as per Appendix "B" attached to these Minutes are approved.

34. 08/09 Agenda Matters for the Next Meeting

The next meeting is to be held on Tuesday 2 September 2008 at 7.00pm. Consideration of £250 grant to Shepton Mallet Carnival to fund Public Toilets for the event.

The Chairman thanked members for their attendance and closed the meeting at 9.40pm.

Cllr J.D. Bartlett

Signature_____

Chairman

_____/_____/__**2008**

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2359	SALC	4028	Annual Affiliation Fee	£ 962.71
2360	Royal Bath & West Society	4028	Annual subscription	£ 80.00
2361	Shepton Mallet PCC	4068	Community Grant - Church Roof	£ 200.00
2362	Active Environment Services	4212	Collett Park Rodent Control	£ 177.61
2363	SM Army Cadets	4068	Community Grant - Normandy Visit	£ 400.00
2365	SCC LG Pension Scheme	4000/4002	Year end balance of contributions	£ 663.50
2366	EDF Energy	4066	Xmas Lights Electric Supply (Repaid CofC)	£ 541.90
				£ 3,025.72

Payments by Direct Debit

Sub Total £ -

Total = £ **3,025.72**

CONFIDENTIAL PAYMENTS

2364	Graham H Brown	4000	Town Clerk - April Salary 2008	£ 1,511.56
				Total £ 1,511.56
				Total Expenditure = £ 4,537.28

Date	Income	Code	Category of Income	Total Deposit
17-Mar	Various	500345	Allotment Rent	£ 137.50
17-Mar	TIC	500345	Footpath Booklet Sales	£ 20.00
27-Mar	Chamber Commerce / Allot	500346	Repayment Xmas Lights / Allotment rent	£ 468.19
				Total Income = £ 625.69

Cllr J.D. Bartlett
Chairman

Signature _____

Date _____

Cllr J.M. Marsh
Vice Chairman

Signature _____

Date _____

A P P E N D I X " B "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2368	Harris & Harris Solicitors	4008	Allotment Expansion Legal Advice	£ 662.81
2369	WPS Insurance Brokers	4016	Annual Insurance Administration Fee	£ 5.00
2367	Zephyr Flags & Banners	4058	Replacement Town Flag (smaller)	£ 199.75
2370	G Brown - Repayment	4020	Netpaydue Online Payroll and EOY filing	£ 58.75
2371	Tourist Information Centre	4070	Annual Grant - Revenue Support	£ 2,200.00
2372	Citizens Advice Bureau	4072	Annual Grant - Revenue Support	£ 3,000.00
2374	Mendip Community Transport	4074	Annual Grant - Revenue Support	£ 800.00
2375	Investec Bank		Transfer of Reserve Funds (inter account)	£ 15,000.00
2376	Mid Somerset Agricultural Soc	4068	Community Grant - Revenue Support	£ 250.00
2377	SM Local History Group	4068	Community Grant - Display Signage	£ 100.00
2378	Glasdon UK Limited	4058	Dog Litter Bin (supply) Tadley Acres	£ 355.98
2379	All Tree Services Limited	4214	Collett Park - Emergency Works	£ 88.13

£ 22,720.42

Payments by Direct Debit

Awaiting Bank Statement

Sub Total £ -

Total = £ 22,720.42

CONFIDENTIAL PAYMENTS

2373	Graham H Brown	4000	Town Clerk - May Salary 2008 + April 08	£ 1,601.78
------	----------------	------	---	------------

Total £ 1,601.78

Total Expenditure = £ 24,322.20

Date	Income	Code	Category of Income	Total Deposit
11-Apr	Various	1000	Allotment Rent	£ 12.50
11-Apr	SCC - Cllr Stephen Robinson	4058	Donation - Dog Bin Tadley Acres Estate	£ 300.00
11-Apr	Glastonbury Festivals Ltd	1006	Collett Festival Sponsorship	£ 90.00
24-Apr	Mr Morgan	1000	Allotment Rent	£ 7.00
29-Apr	Anglo Trading Estate Limited		Partnership Funding - Station Road	£ 257.50
Total Income =				£ 667.00

Cllr J.D. Bartlett
Chairman

Signature _____

Date _____

Cllr J.M. Marsh
Vice Chairman

Signature _____

Date _____

Minutes of the Meeting of the Shepton Mallet Town Council held on 2 September 2008, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor J.D. Bartlett

Cllrs Ellis (ME), Gilham (JG), Inchley (CI), Kinison (JK), Lockey (CL), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Marvin (DM), Parham(JP), Robinson (MR), Shearn (NS), A. Taylor (AT) and K. Taylor (KT).

Five members of the public 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, use of the microphones was emphasised and informed that the meeting would be audio-taped for internal use only. Mobile telephones were requested to be switched off or to silent mode.

35. 08/09 Public Forum

Resolve: Proposed by Cllr ML, seconded by Cllr CI, by unanimous vote, that the meeting be adjourned for the matter to be transacted. The Chairman reminded members of the public to limit their presentation to 3 minutes.

Notes of the matters raised were recorded for internal use, action and included; Public transport, service 669 around the Ridgeway Estate (Mr Clive Pearson) – Old Wells Road and A371 Darshill highway conditions and possibility of problems during the winter period(Mr Mike Harris) – Current Council structure not allowing full inclusion and voting of all members (Mr Mike Harris) – Mosaic in Collett Park Shelter (Mr Will Dunscombe) – CCTV in Collett Park (Mr Will Dunscombe) – MDC current review of existing contracts and possible future closure of Public Toilets (Mr Taffy Stride).

Resolve: Proposed by Cllr ML, seconded by Cllr CI, by unanimous vote, that the meeting now be brought back into session.

36. 08/09 Apologies for absence – Cllr Champion(family) and Taylor A(work).

Resolve: Proposed by Cllr CI, by unanimous vote, that the apologies are accepted and recorded.

37. 08/09 Members Declarations of Interests

- a) **Collett Park - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.
- b) **War Memorial - All Cllrs** declared a Personal and Prejudicial Interest in the War Memorial Trust due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council. Cllr ME also declared a Personal & Prejudicial Interest and would not vote thereon due to Business Interest.
- c) **Financial Payments – Town Clock** – Cllrs Marsh J and Marsh T both declared a Personal & Prejudicial Interest as Cllr Marsh T undertook Clock Winding duties for the Council and both would leave the meeting at the point of consideration.

Resolve; Proposed by Cllr JB, Seconded by Cllr JM by unanimous vote that that the above declarations are noted and duly recorded.

38. 08/09 Chairman's Announcements

The Chairman informed attendance to Civic Services at Frome and Burnham on Sea and a further Civic function to attend in Shepton next week. The Chairman also attended a Garden Party at the

Bishops Palace in Wells and was looking to resurrect the meeting of the 5 Towns, Chairs and Mayors which had previously been found to be most useful. The Carnival Committee were currently very busy and looking for volunteer support especially on the day of the event. The Chairman also reported on her visit to the Shepton Show which she deemed very successful despite the muddy conditions. The THI project was progressing well and it was hoped to hold a Restoration and Building Fair in the Town Centre at the end of October.

39. 08/09 Minutes

The Minutes of the Meeting of the Town Council held on the 1 July 2008 were considered for accuracy and content.

Resolve: Proposed by Cllr CI, seconded by Cllr ML, by unanimous vote, that the Minutes of the Meeting of the Town Council held on 1 July 2008 be approved as a true record and signed by the Chairman.

40. 08/09 Matters Arising from the Minutes – No matters were raised.

41. 08/09 Somerset County Council

- a. Local Initiatives Budget (LIB) for SC Councillors** – Cllr MR informed that the grant application for the resurfacing of the Lido Car Park had unfortunately failed however she hoped to provide monies towards the project from her current allocation of LIB which was monies allocated from the previous SCC Area Working Panel. Cllr MR also had concerns as to the limited time and impact of the Speed Indicator Devices (SIDs) proposed for Waterloo Road and she hoped to spend the remaining allocation of LIB funds toward increasing the number of weeks that the SIDs would be in position. Cllr CI and CL both enquired an update to the proposed Pedestrian Crossing in Charlton Road which Cllr MR confirmed that currently the requirement did not meet the LTP criteria for funding, however she would attempt to ensure that 106 funding would be allocated by way of the current Planning Application by McCarthy Stone. Cllr MR was very frustrated by SCC who appeared having agreed their 5 year plan to have not included any works within Shepton Mallet.

Resolve: that the matter is noted.

- b. Old Wells Road Highway** – Somerset Highways have confirmed that there were a few drainage problems on this stretch of highway which had been aggravated by service connection work relating to the Norah Fry Development, one of which was a collapsed culvert which was now completed. CCTV surveys had also been completed and they would be making repairs to various highway drains and resurfacing work should start on 12 January 2009.

Resolve: that the matter is noted.

- c. Area Highways Meeting** – The Clerk confirmed a meeting with Andrew Turner the Highways Area Manager and Cllr Champion which also included a walk around the Town to view blocked highway gullies and drains. A further meeting was arranged for 14 October at 10am where he would introduce his local superintendent Mr Steve Palmer who was responsible for the Shepton Mallet area and would hopefully resolve any matters which may arise by way of regular visits to the TC Office. The Clerk requested any outstanding highways matters to be with him prior to the 14 October so that these could be raised at the meeting.

Resolve: that the matter is noted.

- d. Laural Bush Area, Commercial Road / Shaftgate Avenue** – Somerset Highways confirmed that the area could not now be "Stopped Up" for legal reasons and requested consideration of official options as to the way forward. The Clerk showed digital images taken of the site and options and recommendations put by both SCC and MDC officers. A proposal to recommend an option to remove all the Laural Bushes and maintain the existing trees was lost.

Resolve: Proposed by Cllr JM, seconded by Cllr NS, by a vote of 9 For, 1 Against and 3 Abstentions that a site meeting takes place with both SCC and MDC and an executive group consisting of Cllrs JB, JM, CL & CI empowered to make the executive decision as to which option to recommend.

- e. **SALSF Grant Application for resurfacing of the Lido Car Park** – Correspondence received from Tony Cooper, SALSF Project Officer unfortunately confirmed the the TC application for grant funding had been unsuccessful in the face of considerable competition and that his Management Board felt that other projects provided greater benefits to communities affected by aggregate extraction. Cllr MR confirmed earlier in the meeting that she proposed to allocate other funds towards this project.

Resolve: that the matter is noted.

42. 08/09 Mendip District Council

Section 106 Monies Granted to BAPA – Mr Will Dunscombe spoke in objection to the decision, considering that public monies were being wasted with this wrongful and dishonest decision. He requested that the Council consider writing to the Audit Commission requesting them to investigate the matter. Mr Taffy Stride reminded Cllrs that at a previous Town Meeting when direct questions were put to BAPA and Kevin Newton regarding finance they did not see it as a problem. Mr Stride questioned what enhancements and benefits they had brought to the Town to date. He further considered that the Town Council should have grave concerns in the matter. Cllr TM stated that he had only heard about this matter several weeks ago despite several meetings of the Town Council and its committees over the last few months and not on any occasion had any of the five District Councillors raised the matter for information even though confidential sessions had been available. He further considered that the Town Council should have been informed and could not see how the two Councils could work together in the future under such conditions. He felt let down by the District Council members. Cllr ME informed that he was not a member of the MDC Central Mendip Community Partnership (CMCP) that had made the decision and that he had no knowledge of the matter. Cllr CL considered that representatives from the Town Council should have been invited to attend the confidential session meeting. Cllr JP confirmed that the monies had been granted to The Bristol Academy of Performing Arts and not Coxley Developments or Kevin Newton. He considered it was not unusual for the District Council to give grants to local businesses as it happens many times every year under the LABGI (Local Authority Business Grant Initiative) scheme however on this occasion the situation was time critical and the most readily available source of funding was through the section 106 route. The decision by the MDC CMCP was unanimous and was always going to be put in the public domain. Cllr JB enquired about the financial collapse of BAPA and if Cllr JP had seen BAPA’s Business Plan to which Cllr JP confirmed no but that senior financial officers within MDC had. Cllr JB enquired as to why MDC had not just provided a financial loan in lieu of the grant which Cllr JP replied with the reasoning that the 106 monies had a time restraint to be spent and that this was to expire before the repayment of any loan. Several Cllrs spoke in support of the MDC decision to financial support BAPA.

Resolve: Proposed by Cllr ME, seconded by Cllr CI, by a vote of 10 For, 1 Against and 2 Abstention that the Town Council write to MDC informing them of the concerns of both the public and the Town Council as to the consideration, reasoning and legality of the decision to provide £47,000 of the Towns 106 monies to BAPA. MDC was also to be requested to confirm how they were to monitor BAPAs financial plans and progress in the next few years and that they should consider ensuring that one of MDC senior financial officers are made a director of BAPA to protect the substantial public financial interest.

43. 08/09 Matters to be Noted

a)	Beacon Hill Society	A family woodland trail and tree quiz to be held on Saturday 4 October 2008 setting off from the car park, old Frome Road between 10.30 & 11.30am.
b)	SALC AGM	Agenda, Minutes and supporting papers received for their AGM to take place on Saturday 27 September 2008 from 10.30am until 4pm.

c)	War Memorial Works	Council was informed that the works ordered with Ellis & Co was programmed to start on Monday 6 October when traffic lights and scaffold would be erected and due for completion on Friday 31 October 2008.
----	---------------------------	---

Resolve: Proposed by Cllr CI, Seconded by Cllr NS by unanimous vote that the above matters a) to c) are noted.

44. 08/09 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on Tuesday 15 & 29 July and 12 & 26 August 2008 received consideration.
Resolve;		Proposed by Cllr CI, seconded by Cllr JG, by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on Tuesday 15 & 29 July and 12 & 26 August 2008 are noted.

45. 08/09 Community Development Matters

a)	Community Development Committee	Minutes of the Community Development Committee Meeting held on Tuesday 5 August 2008 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr CI, seconded by Cllr ML, by unanimous vote, that the Minutes of the Community Development Committee Meeting held on 5 August 2008 are noted.
b)	Samaritans	Request for Community Grant was received and considered. The Clerk provided details of current budget and also previous awards made.
Resolve;		Cllr CI confirmed the details of the request and the remaining current budget of £400. Proposed by Cllr CI, seconded by Cllr JP, by unanimous vote, that a Community Grant of £75 is awarded which should enable one volunteer to receive the required training.
c)	Knit & Chat Group	Council was requested to ratify executive decision to award a Community Grant of £50, made by Cllr Bartlett, Parham and Inchley to an urgent request from the Knit and Chat Group to support an exhibition visit to a Knitting and Stitch Show on the 11 October 2008.
Resolve;		Proposed by Cllr CI, seconded by Cllr JP, by unanimous vote, that the Council fully support and approve in retrospect the executive decision to award a Community Grant of £50.

46. 08/09 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 19 August 2008 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr ME, seconded by Cllr JB, by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held 19 August 2008 is noted. The matter of the Mosaic Project to the Shelter is to be placed on the next agenda.

b)	War Memorial	Following a negative resolve regarding Minute SD22.08/09 item e from the meeting of the 19 August 2008 Council was requested to consider an affirmative and positive proposal to the name of the War Memorial and also to consider investigating registering with the War Memorial Trust.
Resolve;		<p>Mr Taffy Stride spoke on behalf of the "Friends of the Cenotaph" and provided historical information and confirmed correspondence and positive support from the War Memorial Trust. The "Friends" requested that the Charitable Trusts name be changed to "The Shepton Mallet Cenotaph Trust" and that it be registered with the War Memorial Trust. Several Cllrs considered that it had always been known as the Cenotaph and that its correct title should reflect this. Cllr JG considered that the matter should be investigated and views of the Royal British Legion and Charity Commission obtained. Cllr CI further considered that the community and especially those with family names upon the Cenotaph are also to be consulted. Cllr ME informed that there was no restrictive timescale for a decision in this matter.</p> <p>Proposed by Cllr CI, seconded by Cllr NS, by a vote of 8 For, 3 Against and 2 Abstentions that the Council consult with and seek support from the Royal British Legion and community families with names upon the Cenotaph to the proposal to proceed to investigate and change the name of the Charitable Trust to the "Shepton Mallet Cenotaph Trust" and that the Cenotaph should also to be registered with the War Memorial Trust.</p>

47. 08/09 Finance

Approval of Accounts for payment by Cheque, Direct Debit and Confidential Salary payments

Council was requested to ratify Executive Approval afforded by the Chairman and Vice Chairman in consultation with the Clerk to **Approval of August 2008 Accounts** made by payment of Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr JP, seconded by Cllr JM, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for August 2008 as per Appendix "A" attached to these Minutes are approved.

Both Cllr JM & TM then left the meeting having made a previous Declaration.

Council was requested to **Approve the September 2008 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "B" attached to these Minutes.

Resolve; Proposed by Cllr JP, seconded by Cllr JG, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for August 2008 as per Appendix "A" attached to these Minutes, and that payments to be made by way of Cheque, Direct Debit, Confidential Payments and Income received for September 2008 as per Appendix "B" attached to these Minutes are approved.

Both Cllr JM & TM then rejoined the meeting.

48. 08/09 Confidential Session – Collett Park CCTV

Resolve; Proposed by Cllr JB, by unanimous vote, that in view of the nature of the matter of the business to be transacted, it is advisable in the public interest that the press and public are excluded and that they be instructed to withdraw.

An option from MDC to provide a permanent CCTV camera in Collett Park connected to their system to replace the current pilot received consideration.

Resolve; Proposed by Cllr MR, seconded by Cllr TM, by a vote of 11 For, 1 Against and 1 Abstention that the proposal from MDC to provide a permanent CCTV camera in Collett Park connected to their existing system at a one off costs (including the current pilot cost) of less than the pilot budget provision of £3,000 is approved. The Town Councils ongoing costs were estimated at provision of the electrical supply throughout the year and an allowance of £200 for annual cleaning of the CCTV camera. All other provisions and costs would be provided by MDC who are to be thanked for their support in the matter and that the Town Council may look towards upgrading lighting within the coverage of the CCTV camera in the future if deemed appropriate.

49. 08/09 Agenda Matters for the Next Meeting

Cllrs were reminded of a closed meeting of Council to be held next Tuesday 9 September 2008 at 7pm in the Council Chamber to consider the current pilot management structure and meeting schedule. This is to include how the 2009 Precept considerations are to be worked up and brought together for Councils consideration.

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

Cllr J.D. Bartlett

Signature_____

Chairman

_____/_____/__2008

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2399	Lyreco UK Limited	4018	Office Stationery & Printing	£ 179.03
2400	Georgian Hire Limited	4216	Collett Festival - Portaloos	£ 176.26
2402	Wicksteeed Leisure	4220	Collett Park Play Equipment Inspection	£ 94.00
2403	Capita Business Services	4018	SM In Bloom Portfolio Bindings	£ 6.83
2404	G H Brown - Repayment	4036	Civic/Twinning Gifts, Wrappings and Cards	£ 80.40
2404	G H Brown - Repayment	4018	IJT Inkjet Recycled Cartridges Direct	£ 18.95
2404	G H Brown - Repayment	4020	Internet Security Software Renewal	£ 29.97
2404	G H Brown - Repayment	4018	Online Photo's 1No 12x8 and 15No 8x6	£ 2.75
2405	RBS Software maintenance	4020	Accounting Software Year 1	£ 88.12
				£ 676.31
Payments by Direct Debit				
2/6/08	Market Town	4022	Website Hosting / Monthly	£ 70.50
2/6/08	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 41.83
18/6/08	Plusnet	4022	Broadband Provider - Monthly	£ 19.99
Sub Total				£ 132.32
Total =				£ 808.63

CONFIDENTIAL PAYMENTS

2401	Graham H Brown	4000	Town Clerk - August Salary 2008	£ 1,556.77
Total				£ 1,556.77
Grand Total				£ 2,365.40

Date	Income	Code	Category of Income	Total Deposit
13-Jun	HMRC	105	VAT Reclaim 0408	£ 458.23
18-Jun	MDC	1002	Footpath Agency Grant	£ 220.00
Total Income =				£ 678.23

A P P E N D I X " B "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2406	Mr Terry Marsh	4050	Town Clock Duties - first 50% instalment	£ 176.48
2407	Mrs Julia Bartlett	4034	Chairman's Allowance - first 50% instalment	£ 573.00
2408	Mr A Crozier	4046	Footpath Contract - first 50% instalment	£ 178.88
2409	Mr M Whitcombe	4044	Allotment Contract - first 50% instalment	£ 111.47
2410	Great Ostry Picture Framing	4018	Annual Council Photo Framing	£ 36.90
2412	C H Penn	4036	Chairman's Chain Engraving (2years)	£ 11.00
2413	Beech Tyldesley Architects	4300	War Memorial Fees - Repayable from 106	£ 611.00
2414	Mr M Whitcombe	4044	Allyn Saxon Allotment Clearance	£ 30.00
2415	Mrs E O'Grady	4068	Community Grant - "Knit & Chat"	£ 50.00
				£ 1,778.73

Payments by Direct Debit

30/6/08	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,757.64
30/6/08	Somerset County Council	4000-4002	Pension Contributions	£ 528.89
30/6/08	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 42.01
1/7/08	Market Town	4022	Website Hosting / Monthly	£ 70.50
1/7/08	Bristol & Wessex	4042	Allotments HL - Water Rates	£ 26.68
1/7/08	Bristol & Wessex	4042	Allotments WR - Water Rates	£ 28.99
1/7/08	Norwich Union	4016-4222	Insurance Premium - Monthly	£ 380.11
16/7/08	BT	4014	Office Lines / Telephone	£ 110.36
17/7/08	Plusnet	4022	Broadband Provider - Monthly	£ 19.99
28/7/08	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,757.64
28/7/08	Somerset County Council	4000-4002	Pension Contributions	£ 528.89
28/7/08	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 41.83
Sub Total				£ 7,293.53

Total = £ 9,072.26

CONFIDENTIAL PAYMENTS

2411	Graham H Brown	4000	Town Clerk - Sept Salary 2008	£ 1,556.57
Total				£ 1,556.57

Grand Total £ 10,628.83

Date	Income	Code	Category of Income	Total Deposit
9-Jul	MDC		Repayment for War Memorial Project	£ 1,075.00
10-Jul	Lloyds Bank		Business Account Interest - Monthly	£ 213.85
8-Jul	Zoe Wood	500353	Collett Festival	£ 100.00
Total Income =				£ 1,288.85

CLlr J.D. Bartlett
Chairman

Signature_____

Date_____

CLlr J.M. Marsh
Vice Chairman

Signature_____

Date_____

Minutes of the Meeting of the Shepton Mallet Town Council held on 9 September 2008, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor J.D. Bartlett

Cllrs Champion(RC),Ellis (ME), Kinison (JK), Lockey (CL), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Marvin (DM), Parham(JP), Robinson (MR) and Shearn (NS).

The Chairman opened the meeting and welcomed members. 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 mobile telephones were requested to be switched off or to silent mode.

50. 08/09 Apologies for absence – Cllr Gilham(family) and Inchley (school governors meeting).

Resolve: Proposed by Cllr ML, by unanimous vote, that the apologies are accepted and recorded.

51. 08/09 Council Structure

Council reviewed the current pilot structures and previous operating structures of the Council. The Clerk provided a summary of legal and timescale requirements. In depth consideration took place involving all members.

Resolve; Proposed by Cllr ME, Seconded by Cllr JP by a vote of 11 For and 1 Against that with immediate effect the Town Council adopt the following structure.

Town Council

The Town Council will continue to operate as existing with meetings being held Bi-Monthly on the first Tuesday of January, March, May, July, September, November and at any other time as requested by the Chairman of the Council. All serving Town Councillors will have membership (16 total).

Planning Recommendations Committee

Delegated Authority to consider and resolve all Planning Applications received up to a size of 10 number development units (small and medium applications) and all other matters relating to planning such as Street Naming, Planning Enforcement, Certificate of Lawfulness etc. Strategic and large Planning Applications are to be considered and resolved by full Council.

Planning Recommendations Committee members (11 number) will be elected by Council at the Council AGM. The Chairman and Vice-Chairman of the Planning Recommendations Committee will be elected by the respective Committee at the Committee AGM which will be the first scheduled meeting following the full Council AGM in May.

The Planning Recommendations Committee will meet as required (two or three weekly cycles) to ensure compliance with response timescales (currently 21 days) to Planning Applications and consultations received.

Current Members are; Cllrs Gilham(Chairman), Champion(Vice), Bartlett, Kinison, Lockey, Lovell, Marsh J, Marsh T, Marvin, Taylor A and Taylor K (11 total).

Service Delivery Committee

Delegated Authority to consider and resolve all Town Council Service Delivery Matters, to approve Monthly Financial Payments (in months that the full Council do not meet) and to consider and submit the draft Precept to Council.

Service Delivery Committee members (maximum 9 number) will consist of the Administration, Collett Park, Community & Leisure, Footpaths, Properties and Regeneration Portfolio Holders as elected by Council at the Council AGM and the Chairman and Vice-Chairman of the Council and Chairman of the Planning Recommendations Committee. The Chairman and Vice-Chairman of the Service Delivery Committee will be elected by the respective Committee at the Committee AGM which will be the first scheduled meeting following the full Council AGM in May.

The Service Delivery Committee will meet Bi-Monthly on the first Tuesday of February, April, June, October, December, and at any other time as requested by the Chairman of the Committee.

Current Members are; Cllrs Parham(Chairman), Robinson(Vice), Bartlett, Champion, Gilham, Marsh T and Marsh J. (7 total)

Community Development Working Party

Delegated Authority to investigate, consider and make Recommendations to Council on all matters relating to Community Development which includes matters within the scope of the Community & Leisure, Regeneration Portfolio's and Community Grants.

Working meetings will not be open to the public or outside parties unless under invitation, a simplistic agenda with items to be reviewed is to be provided and notes of the meeting taken to record outcomes, action points and recommendations which are then to be submitted to the next appropriate meeting of Council for formal consideration and resolve.

The Chairman and Vice-Chairman of the Community Development Working Party will be elected by the respective Working Party at the first scheduled meeting following the full Council AGM in May.

The Community Development Working Party will meet Bi-Monthly on the third Tuesday of February, April, June, October, December, and at any other time as requested by the Chairman of the Working Party.

Current Members are; Cllrs Inchley (Chairman), Marvin (Vice-Chairman) and all other Town Cllrs (16 total).

Resolve; Proposed by Cllr JP, Seconded by Cllr RC, by unanimous vote that for the current year the draft Precept is to be considered and worked up by the Service Delivery Committee at their scheduled meeting on 21 October and submitted for full consideration and resolve by Council at the 4 November meeting.

The Clerk is to amend meeting schedules and all required documents as resource permits. Standing Orders and Financial Regulations are to be amended to the requirements of the new structure and submit for consideration and approval at a future meeting of Council.

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

Cllr J.D. Bartlett

Signature _____

Chairman

_____/_____/__2008

Minutes of the Meeting of the Shepton Mallet Town Council held on 4 November 2008, in MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor J.D. Bartlett

Cllrs Champion(RC), Ellis (ME), Gilham (JG), Inchley (CI), Kinison (JK), Lockey (CL), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Marvin (DM), Parham(JP), Robinson (MR) and Shearn (NS),

Police Beat Officer PC Steve Hubbard and Mr Philip Welch (Editor), Mid-Somerset Series of Newspapers

Twenty members of the public and three members of the press were in attendance. The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids, use of the microphones was emphasised and informed that the meeting would be audio-taped for internal use only. Mobile telephones were requested to be switched off or to silent mode.

50. 08/09 Presentation – Mr Philip Welch (Editor), Mid-Somerset Series of Newspapers

Mr Welch informed that the Journal had been in existence since 1854 and still had the same principle as when started in respect of being Independent, having an active Letters Page and increase content of Local News. He thanked Fran Weelen the Shepton Mallet report for all her hard work. He then undertook a question and answer session with Members and the Public.

Q – Cllr CL requested the letters page be brought back to page 6. A – Unable to due to pressures of advertisers whom wish to be in the front of the paper.

Q – Cllr JG appears coverage of local authorities has dropped off. A – Do not agree, considers gives good coverage and undertakes their Civic duties.

Q – Cllr RC some news stories and headlines to not reflect fully and correct content. A – Agree

Q – Cllr JP Journal tends to take negative stance and should make increased emphasis on some of the positives. A – Does not accept, they are not negative about the community, do try to balance the positives.

Q – Cllr NS appears you do not get much response / replies to articles / letters / requests. A – Agree

Cllr JM considered that the Journal was enjoyed by the community and did provide a balanced view. Members of the public supported this view and one considered that the photography by Jason Bryant was excellent.

Resolve: the Chairman thanked Philip Welch for his presentation and taking questions which was very much appreciated. Philip Welch then left the meeting.

51. 08/09 Public Forum

Resolve: Proposed by Cllr ML, seconded by Cllr RC, by unanimous vote, that the meeting be adjourned for the matter to be transacted.

Police Matters / Update – Beat Officer PC Steve Hubbard – Steve thanked the Council for their ongoing support over the last two years, positives were the Waterloo Road improvements, the PACT process, the Skateboard Park and the improvement to the Hillmead area. He wished to push the Ride-along Scheme which invited Cllrs and the Public to attend a working shift with the police officers to see what it was actually like and he considered that most would be quite surprised. He then undertook a question and answer session with Members;

Q - Cllr CL raised concern that the 7.5 ton weight limit through the Town was being abused and not enforced. A – If he sees an offence taking place he would deal with the matter but did not have resource to stand waiting for an offence to occur.

Q – Cllr CI enquired what level of incidents occurred on Halloween as an example. A – Less than 20 incidents it was very quiet.

Q – Cllr JM raised a specific incident to a resident and their family on the Hillmead estate. A – He was aware of the incident and situation but could not comment further in this meeting,

Q – Cllr JP considered that the PCSOs were spending increased time in vehicles rather than being on foot patrol, he also requested the current situation and action against anti social behaviour in the Town albeit it low level offences it was still of much concern to the community and finally he had been informed that a member of the public had reported to the police an apparent drink drive offence and very little action had taken place. A – PCSOs were dealing more in depth with community issues and used vehicles to travel within the town for reasons of efficiency. He considered anti social behaviour was a term and not an offence. If they viewed offences taking place then they would deal with it appropriately. He would also look into the Police response to the drink drive offence mentioned.

Q – Cllr JK wished to see more time at PACT meetings for discussions. A – This was difficult given the number of items submitted and timescales and perhaps not the most appropriate meeting for lengthy debate into matters. The outcome of the PACT provided him with his priorities for the next quarter period.

Q – Cllr DM raised the speed / boy racer problem within the Town and requested action. A – This was a current PACT priority and he would be looking for public support by way of noting vehicle number plates and reporting of incidents possibly by way of email.

Steve then took questions from the Public – Mr Taffy Stride raised concern regarding the boy racer reporting situation that many of the community did not have internet or email access. Mr Will Dunscombe considered that positive action should be taken to support the youth and alleviate and address the boy racer complaints, in other towns dedicated areas had been provided for the youth motorist to meet within certain conditions. A resident of Swan House on the Hillmead estate spoke of his family situation and problems encountered since living in this location, he considered how he had been treated with very little support as being disgusting. The Chairman then thanked The Beat Officer PC Steve Hubbard for his attendance who then left the meeting.

*Notes of the matters raised were recorded for internal use, action and included; Mr Mike Harris- **Public Forum** should be available at all meetings and any matters even if not specific to the meeting should be permitted to be raised. Mr Mike Harris-Problems with **HGV access and obstructing the highway leading to the Anglo Trading estate** and namely Brothers Drinks' Mike Harris- Considered that the new lighting to **Haskins Car Park caused light pollution**. Mr Will Dunscombe- Requested support and endorsement of the Town Council to the **Skate Park expansion initiative / project**. He informed that they had been successful in obtaining funding of £12,000 towards the BMX track and a further £8,000 for a Youth Shelter. He also named a long list of commercial and retail companies that had pledged further financial support. He was not asking the Town Council for monies. Cllr MR considered that this was excellent news and congratulated all concerned. If there was indeed any shortfall then he should come to the Town Council in the future. Mr Taffy Stride- raised concern to the failure of Somerset primary Care Trust to support the application for **license of a Pharmacy to a Town Street retailer**. He had written to the Health Minister whose response was that it was a local decision subject to adhering to guidelines. He considered that these had not been complied with and hopes the Town Council could support him in the matter. Mr Taffy Stride- Considered that now the three vase holders had been cleaned at the **Cenotaph there was no need for the proposed centre stone** which only had one vase and the money would be best spent elsewhere. All it needed was the three flower holders renewing within the existing granite bases. Mr Clive Pearson- raised concern that the Council had appeared not to support the provision of a litter bin at the Community Hospital especially when the Hospital had offered to pay for the provision. He wished the Council to reconsider the request.*

Resolve: Proposed by Cllr ML, seconded by Cllr JM, by unanimous vote, that the meeting now be brought back into session.

52. 08/09 Expansion of the Skate Park to provide BMX Track and Youth Shelter

As the matter was urgent and had been raised in Public Forum, Council considered the matter against the advice of the Clerk as late business.

Resolve: Proposed by Cllr ME seconded by Cllr JG by a vote of 12 For and 2 Abstentions (Cllr CI & JP) that the Town Council support, in principle, the Shepton Mallet BMX and Skate Park Steering Group with their idea of expansion of the existing Skate Park to provide provision of a BMX Track and Youth Shelter.

53. 08/09 Apologies for absence – Cllrs A. Taylor and K. Taylor.

Resolve: that the apologies are accepted and recorded.

54. 08/09 Members Declarations of Interests

- a) **Collett Park - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.
- b) **War Memorial - All Cllrs** declared a Personal and Prejudicial Interest in the War Memorial Trust due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council. Cllr ME also declared a Personal & Prejudicial Interest and would not vote thereon due to Business Interest.
- c) **Financial Budget Code 4050 – Town Clock** – Cllrs Marsh J and Marsh T both declared a Personal & Prejudicial Interest as Cllr Marsh T undertook Clock Winding duties for the Council and both would leave the meeting should this individual budget heading be discussed.
- d) **Skateboard Park** – Cllr Inchley declared a Personal and Non-Prejudicial Interest as a member of the Steering Group.
- e) **Drainage and the Flood Risk in Leg Square / Lower Lane** – Cllr Ellis declared a Personal and Non-Prejudicial Interest in the matter due to the proximity to his residence.

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

55. 08/09 Chairman's Announcements

The Chairman informed that a **Service of Re-Dedication of the Bells and Clock** at St Peter & St Paul's Church would take place on Sunday 23 November at 6pm and also confirmed details to this year's **Royal British Legion Poppy Appeal Concert** being held this Friday at 7.30pm in the Parish Church with tickets available at a cost of £6. A stall would be set up outside the Bell Hotel from the 5th to 7th November to sell poppies and orders could be taken for posies, crosses and wreaths. Letters of gratitude for grant funding and sponsorship had been received from the **Samaritans and Mid-Somerset Agricultural Society**. A letter had also been received today from Mr Will Dunscombe regarding the **Skate Park** which had been considered earlier in this meeting. The Chairman had attended the **MDC Civic Service** and **RAF Battle of Britain Service** in September, also presented the cups and awards to the worthy winners in the **Shepton Mallet in Bloom** competition. Last evening she was to attend a shift with the police patrol but unfortunately this had been cancelled. The **Christmas Lights "Switch On"** is to take place on Friday 28 November starting at 6pm.

56. 08/09 Minutes

The Minutes of the Meeting of the Town Council held on the 2nd & 9th September 2008 was considered for accuracy and content.

Resolve: Proposed by Cllr RC, seconded by Cllr CL, by unanimous vote, that the Minutes of the Meeting of the Town Council held on 2nd September 2008 be approved as a true record and signed by the Chairman.

Resolve: Proposed by Cllr RC, seconded by Cllr JB, by unanimous vote, that the Minutes of the Meeting of the Town Council held on 9th September 2008 be approved as a true record and signed by the Chairman.

57. 08/09 Matters Arising from the Minutes

Min 42. 08/09 Dobbies 106 Agreement – Cllr TM did not want the £10,000 sum within the agreement to be allocated to the extension of the East Somerset Railway study and requested District members to support and ensure that any 106 monies are reallocated to a more worthy cause. Cllr CL considered that the Town Council should be consulted and fully involved in allocation of any 106 monies and agreements.

Resolve; that the matter is noted.

Min 51. 08/09 Council Structure and Amendments to Standing Orders and Financial Regulations – Council considered recommendations to revoke Standing Orders and Financial Regulations dated 10 December 2002 amended 5 June 2007 and Appendix to these orders for the Pilot Structure dated 6 November 2008 and to approve and adopt Standing Orders and Financial Regulations dated 6 January 2009. (Final draft copy provided to all Cllrs previously)

Resolve; Proposed by Cllr JP, Seconded by Cllr RC that the amended Standing Orders and Financial Regulations dated 6 January 2009 is in principle approved but that stands adjourned without discussion until the 6 January 2009 meeting of the Town Council.

58. 08/09 Somerset County Council

- a. Local Transport Plan 2** – Summary received from SCC reminding Council of transport priorities and objectives across the county until 2011.

Resolve: that the matter is noted.

- b. Drainage and the Flood Risk in Leg Square / Lower Lane, Shepton Mallet.** Letter received from resident of Leg Square and copy letter sent from Leg Square Residents Group to Somerset highways. Major General Ray Pett spoke on behalf of the Leg Square Residents' Group who considered there were serious drainage problems with Leg Square and adjoining areas. Following previous flooding incidents, the latest of which was in May this year, nothing had been done about the situation and there appeared to be no communication or joined up thinking between the various authorities responsible for the matter. The residents and their insurers had expended considerable sums of money to make repairs etc and he was particularly concerned as to instances of release of sewerage during flood conditions and that no repairs had taken place to stone walling on Charlton Road. He had various correspondences to date and he would supply these to the Town Council. He was informed that the Environment Agency was to provide a presentation regarding flooding to the MDC CMCP meeting to be held on the 9 December and members of the public were requested to attend and ask questions. Members considered that the proposals put by the Environment Agency should be reviewed by a Working Party, however several considered that it was important that the working party have some teeth to enable progress to be made.

Resolve: Proposed by Cllr JB, Seconded by Cllr CI by unanimous vote that a Working Party is formed of SCC Cllrs ME, MR, Members of the Town Council, the Clerk and representatives from the Residents Group to consider Drainage and Flood Risk matters to Leg Square and Lower Lane.

- c. Shepton Mallet Lido Car Park Project** – SCC confirm funding of £15,000 as proposed by Cllr Robinson towards the project in this current year from the Local Initiative Budget. Letter of Agreement to be signed and returned.

Resolve: Proposed by Cllr MR, Seconded by Cllr JB by unanimous vote that the Council are pleased with the positive support, that the funding has been allocated and the Agreement is to be signed and returned to SCC.

- d. Free car Parking** – Cllr JM informed that a review was to be put to the MDC Cabinet and was very keen to ensure the District Ward Cllrs who were members of the MDC Cabinet were forceful and to ensure that the Free Parking provision within the Town was kept.

Resolve; that the matter is noted.

59. 08/09 Mendip District Council

Collett Park CCTV – The Clerk provided update and requested Council to resolve current budget with a view to proceed with permanent CCTV provision linked to existing systems. The Clerk provided an update to costing and confirmed that the Council had already approved the project and total costs would be less than the current allocated budget of £3,000. MDC would be providing additional equipment to link the permanent CCTV system and ownership would be retained by them. The only ongoing liability to the Town Council was an annual charge for cleaning of £200

which had been allowed for in the appropriate budget heading. The Clerk confirmed that MDC had suggested with any remaining budget sum that the Town Council may wish to future review possible upgrade in area lighting to support the CCTV provision.

Resolve: Proposed by Cllr JG, seconded by Cllr RC, by a unanimous vote that the updated financial information and ongoing liability is noted and that the project proceeds as previously resolved within the current budget allocation.

60. 08/09 Matters to be Noted

a)	CATEC / Civic Hall Project	Update following meetings held Wednesday 17/ 9 and Thursday 16/10. A final draft Report would be available by the 21 November 2008 followed by the final meeting to be held Wednesday 26 November 2008.
b)	Council Question Time Events	Opportunity for community to ask questions about any of the service or projects run by the County or District Councils. MDC Offices on 14 January 2009 from 6pm until 8pm.

Resolve: that the above matters a) & b) are noted.

61. 08/09 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on 16 & 30 September and 14 & 28 October 2008
Resolve;		Proposed by Cllr JB by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on Tuesday 16 & 30 September and 14 & 28 October 2008 are noted.

62. 08/09 Community Development Matters

a)	Community Development Committee	Minutes of the Community Development Committee Meeting held on Tuesday 7 October 2008 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr RC, seconded by Cllr JP, by unanimous vote, that the Minutes of the Community Development Committee Meeting held on Tuesday 7 October 2008 are noted.

63. 08/09 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Wednesday 22 October 2008 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr RC, seconded by Cllr JP, by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Wednesday 22 October 2008 is noted.
b)	Collett Festival – Change of Date	Recommendations from the Service Delivery meeting held 22 October 2008 - Page 3 – Min SD30g – Collett Festival to be held annually on the third Saturday in June;

	Resolve;	Cllrs CL and NS both considered that the existing date of the 2 nd Saturday in June had been successful for many years and should not be changed. Proposed by Cllr JP, seconded by Cllr JB, by a vote of 6 For, 6 Against, 2 Abstentions and with the casting vote of the Chairman For that Collett Festival is to be held on the 3 rd Saturday in June.
c)	War Memorial Enhancemnt Project	Recommendations from the Service Delivery meeting held 22 October 2008 - Page 4 – Min SD32c – For the Town Council to take the lead in the Project to Enhance the area around the War Memorial;
	Resolve;	Mr Taffy Stride considered the matter had dragged on and a decision should be made and the matter put to bed. He stated the monies were available and the Council should get on with it and get it done. Proposed by Cllr JP, seconded by Cllr CI, by unanimous vote, that the Town Council should take the administrative lead in the project to enhance the area around the War Memorial using full funding allocated from the Tesco 106 monies.
d)	Allotment Tree Policy	Recommendations from the Service Delivery meeting held 22 October 2008 - Page 5 – Min SD32e – To adopt additional Policy and Conditions regarding Trees upon Allotment Plots;
	Resolve;	Cllr CI raised concern that Allotment Holders should be allowed to plant hedgerow etc to assist both wildlife and organic cultivation of their allotments. Proposed by Cllr JP, seconded by Cllr RC, by a vote of 4 For, 4 Against, 6 Abstentions and with the casting vote of the Chairman For that the additional Policy and Conditions regarding Trees upon Allotment Plots (as attached) is approved and is applied to the current Agreement and Conditions of Tenancy.
e)	Devolution of Services Survey	Recommendations from the Service Delivery meeting held 22 October 2008 - Page 5/6 – Min SD33b – To respond to Devolution of Services Survey;
	Resolve;	Proposed by Cllr JP, seconded by Cllr RC, by unanimous vote, that the Town Council should explore areas of mutual benefit to the Communities we serve in such matters as Administration and Service Delivery.
f)	External Audit Report and Fidelity Insurances	Recommendations from the Service Delivery meeting held 22 October 2008 - Page 6 – Min SD33c - External Audit report and no actions to Fidelity Insurance recommendations.
	Resolve;	Proposed by Cllr JP, seconded by Cllr RC, by unanimous vote, that the External Audit Report for the year ended 31 March 2008 is received and noted along with the Clerks Report and Recommendations dated 8 October 2008. No action or amendment is to be taken at this time.
g)	Financial Budgets and Banking Arrangemnts	Recommendations from the Service Delivery meeting held 22 October 2008 - Page 6 – Min SD33e – To confirm receipt of Budget Update and continue with current Banking Arrangements.
	Resolve;	Proposed by Cllr JP, seconded by Cllr JB, by unanimous vote, that the Financial Budgets as at 9 October 2008 with Projected Spend as at 31 March 2009 is noted and that the Councils banking and investment strategy and accounts remains without change at this time.

h)	Renaming of the War Memorial to the Cenotaph	No previous resolve from Service Delivery Committee on the 22 October 2008 (Min SD32a) and consideration should be resolved prior to attaining membership of the War Memorial Trust (Min SD32b).
Resolve;		Proposed by Cllr JM, seconded by Cllr JK, by a vote of 12 For and 2 Against that the name of the Charitable Trust Number 204004 is amended subject to full compliance with the Charity Commission requirements to the "Shepton Mallet Cenotaph Charity", that the structure and all reference to the memorial is in future shown as the "Cenotaph" and that the registration with the War Memorial Trust proceeds in the name of the "Shepton Mallet Cenotaph Charity".

64. 08/09 Precept and Financial Budget for 2009/2010.

Council considered recommendations from the Councils Committees to Individual Budget Headings, Overall Expenditure and Precept Requirement as detailed list attached. (note provision increase in number of properties within the Town). Amendments were made to increase the budget heading 4038 Property Maintenance by £2,000 to a total of £3,000 for improvements to allotments and a reduction in contingencies to a level of £8.679 to ensure that the level of parish Council Tax applicable to a Band D property within the Town remained at £41.69 the same as the current year.

Resolve; Proposed by Cllr ME, seconded by Cllr CI, by unanimous vote, that the Budget listing showing a total spend of £152,825 for the year ending 31 March 2010 and the Precept requirement of £138,326 is approved as per schedule attached to these minutes.

65. 08/09 Finance

Approval of Accounts for payment by Cheque, Direct Debit and Confidential Salary payments

Council was requested to ratify Executive Approval afforded by the Chairman and Vice Chairman in consultation with the Clerk to **Approval of October 2008 Accounts** made by payment of Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr CI, seconded by Cllr RC, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for October 2008 as per Appendix "A" attached to these Minutes are approved.

Council was requested to **Approve the November 2008 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "B" attached to these Minutes.

Resolve; Proposed by Cllr CI, seconded by Cllr RC, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for November 2008 as per Appendix "B" attached to these Minutes are approved.

66. 08/09 Agenda Matters for the Next Meeting – No matters were raised.

The Chairman thanked members for their attendance, wished all present a "Happy Christmas" and closed the meeting at 9.20pm.

Cllr J.D. Bartlett

Signature_____

Chairman

_____/_____/__2008

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2416	Bath & District Samaritans	4068	Community Grant	£ 75.00
2417	Duchy of Cornwall	4040	Hitchen Lane Allotment Site Rent - 6 months	£ 58.75
2418	HMRC	4000/4004	Tax / NI for 2nd Quarter 08/09	£ 2,311.78
2419	Countryhide	4208	Collett Park - Bird Food	£ 23.49
2420	Mendip District Council	4969	THI / Heritage Scheme Contribution	£ 5,500.00
2421	Record RSS Limited	4220	Collett Park - Replacement See-Saw	£ 2,749.50
2422	Countryhide	4208	Collett Park - Bird Food	£ 40.96
2423	Somerset Forge Limited	4214/4218	Collett Park Tree Guards	£ 2,028.29
2424	Moore Stephen Accountants	4006	External Audit Fees 2007/08	£ 2,291.25
				£ 15,079.02

Payments by Direct Debit

01-Aug	Mendip District Council	4012	Quarterly Office Lease	£ 1,500.00
01-Aug	Market Town	4022	Website Hosting / Monthly	£ 70.50
01-Aug	Bristol & Wessex	4204	Collett Pk Depot/Toilets - Water & Sewerage	£ 122.05
01-Aug	Norwich Union	4016-4222	Insurance Premium - Monthly	£ 380.11
19-Aug	Plusnet	4022	Broadband Provider - Monthly	£ 19.99
28-Aug	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,757.64
28-Aug	Somerset County Council	4000-4002	Pension Contributions	£ 528.89
28-Aug	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 42.01
1/9/08	Market Town	4022	Website Hosting / Monthly	£ 70.50
1/9/08	Norwich Union	4016-4222	Insurance Premium - Monthly	£ 380.11
16/9/08	Lloyds TSB	4006	Annual Bank Charges - Sweep Facility	£ 50.00
17/9/08	Plusnet	4022	Broadband Provider - Monthly	£ 19.99
29/9/08	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,757.64
29/9/08	Somerset County Council	4000-4002	Pension Contributions	£ 528.89
29/9/08	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 42.01
Sub Total				£ 9,270.33

Total = £ 24,349.35

CONFIDENTIAL PAYMENTS

2423	Graham H Brown	4000	Clerks Salary - October 2008	£ 1,556.77
Total				£ 1,556.77

Grand Total £ 25,906.12

Date	Income	Code	Category of Income	Total Deposit
7-Aug	TIC & Barrett	500354	Footpath Booklet/ Allotment Rent	£ 47.00
4-Sep	Western Power	500005	Wayleave - Collett park - U/G Cable	£ 2.90
11-Aug	Lloyds Bank	1190	Bank Account Monthly Interest	£ 191.97
4-Sep	HMRC VAT	105	VAT Reclaim - 1/5/08 to 28/7/08	£ 1,814.08
10-Sep	Mendip District Council	1176	2nd 50% Precept Payment	£ 67,513.00
10-Sep	Lloyds Bank	1190	Bank Account Monthly Interest	£ 174.87
17-Sep	Mendip District Council	1012	Cenotaph Works - Repayment from 106	£ 520.00
Total Income =				£ 70,263.82

A P P E N D I X " B "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2426	Wincanton Silver Band	4076	Remembrance Band	£ 200.00
2427	1st Shepton Mallet Scouts	4068	Community Grant - Camp	£ 75.00
2428	Victim Support - Somerset	4068	Community Grant - Training Volunteers	£ 75.00
2430	The Festive Lighting Comp	4066	Refurb Xmas Displays - Repay by Chamber	£ 8,225.00
2431	The Poppy Appeal	4036	Remembrance Wreath	£ 16.50
2432	Mr G H Brown (Clerk)		Repayment - Inkjets & Laser Toner	£ 98.67
				£ 8,690.17

Payments by Direct Debit

01-Oct	Market Town	4022	Website Hosting / Monthly	£ 70.50
01-Oct	Norwich Union	4016-4222	Insurance Premium - Monthly	£ 380.11
16-Oct	BT	4014	Office Lines / Telephone	£ 109.99
16-Oct	Plusnet	4022	Broadband Provider - Monthly	£ 19.99
28/10/08	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,757.64
28/10/08	Somerset County Council	4000-4002	Pension Contributions	£ 528.89
28/10/08	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 60.10
Sub Total				£ 3,346.63

Total = £ 12,036.80

CONFIDENTIAL PAYMENTS

2429	Graham H Brown	4000	Town Clerk - Salary November 2008	£ 1,556.57
Total				£ 1,556.57
Grand Total				£ 13,593.37

Date	Income	Code	Category of Income	Total Deposit
29-Oct	Chamber of Commerce		Repayment for Christmas Lights Refurb	£ 7,000.00
10-Oct	Lloyds Bank		Monthly Interest	£ 318.75
28-Oct	HMRC VAT	105	VAT Reclaim 1/8/08 to 30/9/08	£ 1,038.09
Total Income =				£ 8,356.84

Cllr J.D. Bartlett
Chairman

Signature _____

Date _____

Cllr J.M. Marsh
Vice Chairman

Signature _____

Date _____