

Minutes of the Meeting of the Shepton Mallet Town Council held on 19 January 2010, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman – Councillor J.M. Marsh

Cllrs Bartlett(JB), Dunscombe(WD), Gilham(JG), Height(BH), Inchley(CI), Lockey(CL), Lovell (ML), T. Marsh (TM), Marvin (DM), Parham(JP), Robinson (MR) and Shearn(NS).

Two members of the public and no members of the press were in attendance. The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids, 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.

68. 08/09 Public Forum

Resolve: Proposed by Cllr ML, seconded by Cllr WD, 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;

*Mr Clive Pearson – Belated **happy New Year**, considered the **services by some Councils** in the recent cold-snap as disgusting, considered it very sad that the **TIC had to organise a raffle** to help keep the facility open. He also wished the Council to consider an initiative to getting the **Babycham deer** saved from its existing position just laid on grassland and erected on a plinth within the Town and the TIC could then market smaller / model reproductions of the Babycham symbol.*

*Mr Taffy Stride –offered gratitude to the **Aldi store manager for supply of salt and grit** which had enabled him to grit both Station Road and part of Compton Road during the recent severe weather. He also wished to thank townsfolk for their donations toward **floral tributes for the Cenotaph** which unfortunately they had not been able to undertake due to the recent severe weather, however flowers were to be placed over the next few weeks. He also wished to speak at the point of consideration to **Mendip District Council**, to the Planning Application for **Barratt Homes** and the **Cenotaph Enhancement Project**.*

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

69. 08/09 Apologies for absence – Cllrs Champion(family) and Kinison(health).

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

70. 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) **Cenotaph - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Cenotaph Trust due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council. Cllr Dunscombe also declared a Personal and non Prejudicial Interest as a member of the Friends of the Cenotaph.

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

71. 08/09 Chairman's Announcements

The Chairman stated that it had been a very eventful month and was pleased to see the Clerk back from annual leave. The Chairman requested that the Council review a late and urgent item relating to staff appraisals under Confidential Session at the end of the meeting.

Resolve: Proposed by Cllr JM by unanimous vote, that the Council consider urgent business relating to staff appraisals at the end of the agenda in Confidential Session.

72. 08/09 Minutes

The Minutes of the Meeting of the Town Council held on the 3 November 2009 was considered for accuracy and content.

Resolve: Proposed by Cllr DM, seconded by Cllr ML, by unanimous vote, that the Minutes of the Meeting of the Town Council held on 3 November 2009 are approved as a true record and signed by the Chairman.

73. 08/09 Matters Arising from the Minutes – No matters were raised.

74. 08/09 Somerset County Council

- a. Grit Bins** – Cllr BH requested consideration as to provision or setting up a small working group to investigate possible provision of grit / salt bins within the Town for use in adverse weather. Many Cllrs had been contacted with the request for salt, grit and storage bins from many areas of the Town during the recent period of severe weather. Townsfolk had been unable to leave their properties and many could not get to their employment. Cllr BH had contacted SCC Highway and they informed if the Town Council would supply the bins they would fill them full of grit / salt and refill them whenever requested free of charge. They had nominated a supplier of Concept Products in Somerton and with quantity discounts the bins could be purchased for around £130 each plus VAT. Cllr NS considered that it may not be that simple as there were legal and administrative issues and implications to consider.

Resolve: Proposed by Cllr CL, Seconded by Cllr BH, by unanimous vote that a working party is set up consisting of Cllrs Height, Dunscombe, J Marsh, Lockey and Shearn and empowered to investigate the matter and with a remit to provide and position appropriate and approved grit / salt bins in required areas of the Town. The first meeting to take place with the Clerk at the Fire Station this Saturday 23 January at 9am.

Resolve: Proposed by Cllr CL, Seconded by Cllr WD, by unanimous vote that a budget of £1,500 to fund the grit/salt bin provision is approved and to be taken from contingencies / reserves.

Cllr MR confirmed that there were no other matters to be raised at this time.

- b. Speed Indicator Devices** – Cllr CL considered it wrong that SCC had to be subsidised when this was their responsibility, although he applauded Cllr MR for providing funding for the current year, SCC should stop avoiding their responsibility and start funding the SIDs, also they should deliver central governments requirements for 20mph zones especially outside of school premises which are directly on the frontage of main highways.

Resolve: Proposed by Cllr CI, Seconded by Cllr ML, by unanimous vote that the matter of provision and funding of Speed Indicator Devices and Highway safety is to be placed on the next agenda for the Community Development Working Group.

75. 08/09 Mendip District Council

Mr Taffy Stride enquired if any golden handshake or compensation was to be paid to the previous Chief Executive of MDC. He also considered that other senior management should be dismissed as well and that the MDC Cabinet should also be concerned as they were well aware of the situation. All in all there should be a complete clearout.

Cllr JP provided an update, the budget consultation was ongoing, the cabinet would provide a draft by early February and the budget would be considered by Council on the 16 February. Two important documents had recently been made public, these were the Anti-Social Behaviour paper which involved numerous parties and partners including the Town Council and was very important, the second related to the Business Support strategy, which was still being worked up although the first draft was now in the public domain. Targets and timescales still needed to be inserted. As for the point above made by Mr Stride this related to the Local Area Assessment which was a backward looking document to the year 2007/2008. Many of the issues had already been recognised and improvements identified with some already in place. Cllr JG considered it sad and disappointing that Mendip had been rated one of the bottom ten Councils in the Country. He considered that the Community had been let down and stated the Little Ostry derelict development site which had been left derelict for some long time as an example. He stated that all the community required better results in the future.

76. 08/09 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on 10 & 24 November and 18 & 22 December 2009 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr JG, Seconded by Cllr CL by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on Tuesday 10 & 24 November and 1 & 22 December 2009 are noted.
b)	Planning Application	Miss L McGowan, Barratt Homes, Jasmine Place, Westway Lane Retrospective application for the erection of one board sign and three flag signs on poles (DEL).
	Resolve;	Mr Stride raised concern that once again a retrospective application had been received and he considered that the application should not be considered as there was no such location as Jasmine Place. Proposed by Cllr JG, Seconded by Cllr CL by a vote of 9 For, 1 Against and 3 Abstentions to recommend Approval.

77. 08/09 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 15 December 2009 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr CI, seconded by Cllr WD by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 8 December 2009 are noted.
b)	106 Monies Working Group	The Chairman update Council as to content and outcome of the latest meeting with the next meeting being scheduled for 25 February 2010 at 5.30pm.
	Resolve;	Cllr DM informed he had discussions with the Tesco Store manager about provision of information boards to improve links with the Town Centre. Proposed by Cllr JM that the matter is noted and Cllr DM could attend the next meeting of the working group if he so wished?

78. 08/09 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 15 December 2009 previously distributed to all Cllrs received consideration.
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	Resolve;	Proposed by Cllr JP, seconded by Cllr CI, by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 15 December 2009 are noted.
b)	Cenotaph Enhancemnt	The meeting received an update to the project and considered the preference of type / colour of natural stone paving to enable the planning application to be submitted. Costing for QS work was also made available for the various options / types of finishes, a hard copy of which was provided to all Cllrs. The project, now using natural stone materials would be over budget by some £7,000 for the Marshall Victorian Gold stone, £11,000 if the Blue/Grey pennant stone was used and £25,600 if the Purbeck Portland stone was used.
	Resolve;	Mr Taffy Stride spoke on behalf of the Friends of the Cenotaph that they would wish to see two types of stone used in different areas of the hard landscape and these were the Victorian Gold and Blue/Grey pennant stone. Proposed by Cllr CI, seconded by Cllr JB, by unanimous vote, that Option A put by the Landscape Designer be approved which specified the Marshall Victorian Gold stone and indicated QS costing for the complete works of £41,705.99 which was currently approximately £7,000 over budget. The outcome of the planning application should be known before the budget deficit is resolved.
c)	Collett Park Toilets	The toilets had been closed due to a burst water pipe during the severe weather. The Clerk provided an update to the current situation. The electrical contractor was to carry out tests and fault remedial work this Thursday.
	Resolve;	The Clerk provided a verbal report as to the condition of the toilet infrastructure and deemed any further expenditure would be wasted, the roof space and services were totally unacceptable and priority should be given to total refurbishment of the public toilet block. The fabric of the building was satisfactory but the interior, the layout and the services needed total refurbishment within the next three months. Some Cllrs considered that the toilets should be closed immediately, others considered that the Properties Portfolio holder should visit the site with the Clerk to review the situation, other considered the Clerk should write up a detailed report for further consideration. Proposed by Cllr JP, seconded by Cllr DM, by a vote of 11 For, 1 Against and 1 Abstention, that the Clerk assess the safety and services to the toilets and is empowered to order closure of the toilets if unsafe or not fit for purpose. As a matter of urgency the Clerk is to liaise with Interpublic to seek their advice and costings for refurbishment of the public toilet block and to report back to the next meeting of Council.
d)	Collett Park Fitness Equipment	Cllrs received an update and notes of the meeting held Thursday 14 January 2010. Following technical and qualified advice from the Leisure Centre the Clerk provided a draft layout plan to the various pieces of equipment and where it was proposed to be located within Collett Park.
		The majority of Cllrs were not supportive of any equipment being positioned in front of the bandstand, Cllr NS considered that all the equipment should be kept on the right hand side of the park when looking down from Park Road. The Chairman qualified that this was only a concept layout and was looking for support in principle to enable plans and digital images to be made up to support proposed funding applications. If and when funding was obtained the matter would be put back to Council for a further consideration.

	<p>Resolve; Proposed by Cllr WD, seconded by Cllr JM, by a vote of 10 For and 3 Against, that the concept layout drawing of 7 locations within Collett Park for possible future fitness equipment is approved in principle with three areas on the right hand side, three areas on the left hand side and one further area by the existing CCTV camera pole is approved. If all fifteen pieces of fitness equipment were to be installed one designated area would have 3 pieces of equipment and the six remaining areas would have 2 pieces in each.</p>
e)	<p>Temporary Office Update</p> <p>Cllr JP provided an update to the temporary arrangements of the Clerks office, with full public access, at the Fire Station during building works to the existing offices at Park Road. The only omission was that the Clerk was having to use his home internet connection for collection and sending of emails and internet use. Cllr JP also reaffirmed that as previously resolved the Office IT was being upgraded at the same time but that due to required operating systems and software licenses the total costs may be slightly over budget. The Clerk considered that the building works may well take a further three weeks to complete.</p>
	<p>Resolve; That the matter is noted.</p>

79. 08/09 Finance

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

Council was requested to **Approve the January 2010 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr CI, seconded by Cllr ML, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for January 2010 as per Appendix "A" attached to these Minutes are approved.

80. 08/09 Confidential Session - Resolve; Proposed by Cllr JM 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. This was not required as all members of the public had already left the meeting.

Staff Appraisal - The Chairman provided an update to Staff Appraisals undertaken on Monday with Cllr JP & NS. Consideration was provided to the future retirement and replacement options for the role of Clerk and the possible future requirements of the Town Council.

Resolve; Proposed by Cllr JM, seconded by Cllr JP, by a vote of 10 For, 1 Against and 2 Abstentions that a working party led by Cllr Parham and consisting of Cllrs Gilham, Height, Marvin and Shearn are to investigate and explore the various options and to provide a report and recommendations to the next meeting of Council on 2 March 2010.

81. 08/09 Agenda Matters for the Next Meeting – Pedestrian Crossing for Waterloo Road.

The Chairman thanked members for their attendance and closed the meeting at 9pm.

Cllr J.M. Marsh

Signature _____

Chairman

_____/_____/_____**2010**

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2559	HMRC	4000-4004	Tax / Ni - 3rd Quarter 2009/10	£ 2,448.83
2560	Somerset Playing Fields Assoc	4028	Annual Subscription	£ 10.00
2561	Wincanton Silver Band	4076	Remembrance Day 2009 - Grant	£ 200.00
2562	Arien Signs	4084	Interim Payment - Town Signs - Repay 106	£ 1,380.00
2564	Quadron Services Limited	4028	Collett Park - Lake Clearance	£ 460.00
2564	Quadron Services Limited	4028	Collett Park - Paling Fencing + 200 whips	£ 230.00
2565	Race Brother	4038	Allyn Saxon Walling - Insurance Claim	£ 340.75
				£ 5,069.58
Payments by Direct Debit				
30-Nov	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
30-Nov	Somerset County Council	4000-4002	Pension Contributions	£ 551.26
30-Nov	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 44.84
01-Dec	Aviva (Norwich Union)	4016-4222	Insurance Premiums	£ 406.26
17-Dec	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.56
29-Dec	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
29-Dec	Somerset County Council	4000-4002	Pension Contributions	£ 551.26
29-Dec	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 44.67
Sub Total				£ 7,015.79
Total =				£ 12,085.37

CONFIDENTIAL PAYMENTS

2563	Mr G H Brown	4000	Town Clerk - January Salary 2010	£ 1,616.00
Total				£ 1,616.00

Grand Total **£ 13,701.37**

Date	Income	Code	Category of Income	Total Deposit
5-Nov	SM TIC	1011	Footpath Booklet Sales - Inv 110	£ 40.00
11-Nov	Madden	1000	Allotment Rent	£ 11.00
9-Dec	Lloyds TSB	1190	Monthly Gross Interest	£ 5.59
Total Income =				£ 56.59

Cllr J.M. Marsh
Chairman

Signature _____

Date _____

Cllr N.F. Shearn
Vice Chairman

Signature _____

Date _____

Minutes of the Meeting of the Shepton Mallet Town Council held on 6 January 2009, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor J.D. Bartlett

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

Andrea White and five representatives from the Shepton Mallet Young Peoples Centre.

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.

50. 08/09 Public Forum

Resolve: Proposed by Cllr ME, seconded by Cllr RC, 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; Mr Clive Pearson confirmed that the **2008 Poppy Appeal had raised funds of £6,159.86p** to date. He also raised concern as to the 17 empty shops in the Town Centre and given the economic downturn requested the **MDC should consult directly with all the current retailers to support** by way of possible reduction to their business rates. He also requested that the **MDC Leader should liaise more closely with the Town Council** on these matters. Mr Will Dunscombe wished all Cllrs a Happy New Year and considered that the MDC decision to allocate **106 monies of £10,000 to the Railway Feasibility Study** may well be illegal and that the monies could be put to much better use given the current economic downturn situation. Mr Stride nominated to speak on the Pharmacy matter and Mr Will Dunscombe nominated to speak on the Cenotaph Charity matter.*

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

51. 08/09 Apologies for absence – Cllrs Gilham, Kinison, Taylor A and Taylor K.

Resolve: that the apologies are accepted and recorded.

52. 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) **Cenotaph - 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.
- c) **Somerset Partnership NHS Foundation Trust** – Cllrs Marsh J and Marsh T both declared a Personal and Prejudicial Interest as Cllr Marsh J was employed by the Trust.

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

53. 08/09 Chairman's Announcements

The Chairman confirmed that thank-you letters had been received for grant support provided to Victim Support and Knit & Chat who also provided a photograph of their visit to London. The Chairman had attended the Remembrance Ceremony, the SCC Carol Service, the Wells Journal Carol Service and also had lunch with the Executives of the Royal Bath & West Showground reporting that next year looked to be an exciting year.

The Chairman confirmed that consultation had just been received from MDC in relation to a planning application outside of the Town boundary which involved a proposed Crematorium located along the Old Wells Road at the location with the junction of the Ridge Road to which they invited comments. Many of the Cllrs were supportive of the proposals however concerns were raised as to access roads and also the impact on the landscape and open countryside.

Resolve: Proposed by Cllr CI, seconded by Cllr RC, by a vote of 10 For and 2 Against that no decision be made regarding the Crematorium matter which is to be referred to the next Planning Committee Meeting which is to be upgraded to full Council to consider the matter. The press were requested to assist with bringing the matter to the attention of the community seeking their comments and input at the next meeting of Council to be held next Tuesday 13 January 2009.

Cllr RC raised the dangerous situation of water emerging from the ground outside of the junction of Hitchen Lane and West Shepton which was freezing over in this cold spell. Either the development had breached a spring or drains had been blocked or broken to cause the problem and something needed to be done.

54. 08/09 Minutes

The Minutes of the Meeting of the Town Council held on the 4 November 2008 was considered for accuracy and content.

Resolve: Proposed by Cllr MR seconded by Cllr CL, by unanimous vote, that the Minutes of the Meeting of the Town Council held on 4 November 2008 are approved as a true record and signed by the Chairman.

55. 08/09 Matters Arising from the Minutes

Additional Pharmacy – Mr Taffy Stride informed that he had received a response and substantial documentation from the Primary Care Trust to their consideration and decision to refuse the application. He had written by return and informed the PCT that he would respond in the New Year. Following his review of the documentation he had handed this to the Clerk and then to Cllr RC for their review. He considered there was a case to answer and he would firstly seek if Mr Phil Allen still wished to open a Pharmacy in the Town Centre and if so would then seek further support of the Town Council.

Dobbies 106 Monies – Cllr TM agreed with Mr Dunscombe's earlier comments and considered that the feasibility study was a waste of the £10,000. He had hoped that the District Ward Cllrs could have worked together to support the Town Council in this matter. He was most disappointed that the District members had not worked to achieve and now the funds would be wasted.

Min 51. 08/09 Council Structure and Amendment to Standing Orders and Financial Regulations – Council considered revoking 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 as Proposed by Cllr Parham, Seconded by Cllr Champion and held in suspension since the 4 November 2008 meeting. Also to consider question raised at 23/12 meeting of the Planning Committee as to why Cllr Shearn is not and will not be a member of the Planning Committee (note that the 6 month ruling will apply). There are two options for review;

a- Someone already on the new membership be replaced with Cllr Shearn.

b - Wait until the May AGM when Council will resolve the membership of all Committees

Resolve; Proposed by Cllr JP, Seconded by Cllr DM, by a vote of 11 For and 1 Against that 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 are revoked and that Standing Orders and Financial Regulations dated 6 January 2009 are approved and adopted with immediate effect.

Resolve; Proposed by Cllr CL, Seconded by Cllr RC, by a unanimous vote that following Cllr Marvin volunteering to stand down from membership of the Planning Recommendations Committee he is to be replaced by Cllr Shearn.

Min 63. 08/09b Collett Festival Policy – Council considered if to ratify resolve for Collett Festival to be held on the 3rd Saturday in June.

Resolve; A vote Proposed by Cllr JP, Seconded by Cllr MR was lost by 5 For and 6 Against with 1 Abstention. Collett Festival date will therefore remain unchanged and to remain as the second Saturday in June.

Min 63. 08/09d Allotment Tree Policy – Council considered if to ratify resolve for Trees upon Allotment Plots.

Resolve; Proposed by Cllr RC, Seconded by Cllr JP, by a vote of 11 For and 1 Against that the Allotment Tree Policy as resolved by the Service Delivery Committee is approved and adopted with immediate effect.

56. 08/09 Somerset County Council

- a. **A303 Willoughby Hedge to Mere** - Update received regarding the major maintenance scheme and the proposed 12 week road closure which would impact on Shepton Mallet will not take place but is currently being reviewed. Will provide further update when known.

Resolve: Proposed by Cllr Proposed by Cllr ME, Seconded by Cllr MR by unanimous vote that the matter is noted.

- b. **Speed Indicator Device, Waterloo Road** - Program of provision received for 2009 and 2010 from Mr Dave Grabham of SCC. Cllr CL welcomed the provision and requested update to the proposed pedestrian crossing at Charlton Road to which Cllr MR confirmed that SCC had advised they were unable to provide any funding at this time and wanted the full monies to come via a 106 agreement with the adjoining McCarthy development. Cllr CI still considered that a pedestrian crossing was required for Waterloo Road and also requested further public support and assistance to speed watch in the same area. He considered the only way to achieve a pedestrian crossing was to obtain and provide supporting evidence as to the speeding traffic.

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

57. 08/09 Mendip District Council

- a. **Listing of Buildings of Local Historical or Architectural Importance** – Update received and consideration to formulation of nominations of buildings to be included on the local list. Cllr ME provided information as to the process and requirement.

Resolve: Proposed by Cllr MR, Seconded by Cllr JP by unanimous vote that the matter is noted.

58. 08/09 Matters to be Noted

a)	Christmas Displays Insurance	Extended insurance cover in place to the value of £10,000 against the displays and infrastructure when held in stock. Extra premium paid for by the Chamber of Commerce.
b)	Mendip Housing Newsletter	Newsletter received from Mendip Housing Ltd, informing work undertaken towards providing affordable housing in the Mendip Area.

c)	Closure of Bowlsh Lane	SCC advised temporary closure of Bowlsh Lane for 12 weeks starting 12 January 2009. This is in conjunction for the PCTs contractor to take down and rebuild the stone boundary walling to the Community Hospital site.

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

59. 08/09 Service Delivery Matters – Cllr John Parham

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 2 December 2008 previously distributed to all Cllrs received consideration. Confirmation was received from Tony Wilson, Headteacher, Whitstone School that he would provide facilities for organisers, members and spectators to use car parks within the School for organised and approved weekend football fixtures within Collett Park. The Clerk confirmed that the organisers and their teams had been advised with immediate effect.
	Resolve;	Proposed by Cllr JP, Seconded by Cllr JB by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 2 December 2008 are noted and that Tony Wilson, Headteacher at Whitstone is thanked for his support and use of car parking facilities within the school grounds during the weekend football fixtures are to be played in Collett Park.
b)	Collett Park Play Equipment	Presentation to proposals for additional play equipment to be provided within Collett Park. Shepton Mallet Young People have obtained £10,000 grant funding and wish to achieve provision of equipment aimed at the 11 to 15 year young people. Costings and sketch plans were provided at the meeting to all Cllrs.
	Resolve;	Andrea White and representatives from the Shepton Mallet Young Peoples Centre provided a presentation to their project which had involved students from Whitstone School as to what play equipment was desirable and that they had now achieved grant funding of some £10,000 towards the project which needed to be spent by the end of February. Cllr MR provided supporting information and a sketch to the proposed location and areas which was provided to all Cllrs. The total project would cost some £17,000 of which the Young People had the £10,000. Cllr MR also pledged £1,000 from her allocated SCC Initiative Budget and that the remaining £6,000 could be supported by the Town Council from the capital funds held and earmarked for Collett Park Play Equipment. Proposed by Cllr CI, seconded by Cllr ME, by a vote of 6 For, 1 Against and 5 Abstention that the Town Council agree in principle to proceed with the project subject to the Service Delivery Committee undertaking an in-depth review into the matter at their next meeting to be held on 3 February. A site meeting is to be held next Tuesday 13 January in Collett Park at 3.15pm to which all Cllrs are invited to attend to seek agreement on the actual siting of the proposed equipment The Chairman then thanked Andrea White and the Young People for their attendance and presentation.
c)	Towns Website	Shepton 21 has received notification of grant funding to upgrade the existing town website. This needs to be completed by April 2009.

		Plans for a consistent design encompassing the Town Council, Chamber of Commerce, TIC with the addition of a Community site. Councils considered if to proceed and nomination of a small group to deliver.
	Resolve;	Proposed by Cllr JP, seconded by Cllr CI, by unanimous vote, that Cllr JP, CI, NS and the Clerk meet with Mr Mike Perry within the next couple of weeks to move the matter forward.
d)	Freedom of Information Scheme	Current Scheme had now expired. The Information Commissioner Model Scheme if adopted unchanged will be approved and remain in force until further notice as informed by the Information Commissioners Office. Draft provided to all Cllrs with the agenda.
	Resolve;	Cllr JP provided a summary to the Model Scheme and how proposed charges had been calculated and finally arrived at. Proposed by Cllr JP, seconded by Cllr ME, by a vote of 11 For and 1 Against that the Information Commissioners Model Scheme with set charges for information documents and different formats is approved and adopted with immediate effect.
e)	Communities in Control	Consultation received from Central Government to the Local Government Empowerment White Paper; <i>Communities in Control – Real People, real power</i> . The contents provide a Code to recommended practice on local authority publicity with a return date of Thursday 12 March 2009.
	Resolve;	Proposed by Cllr RC, Seconded by Cllr JP, by a vote of 8 For and 4 Against that the Code of Local Government Empowerment White Paper; <i>Communities in Control – Real People, real power</i> is accepted.

60. 08/09 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on held on 18 November, 9 & 23 December 2008 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr JB, Seconded by Cllr RC by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on Tuesday 18 November, 9 & 23 December 2008 are noted.
b)	Time to Plan	MDC Launched formal consultation on two major plans for Shepton Mallet to 2026 which includes Sustainable Community Strategy and the Local Development Framework. Cllr CI to review the documents and provide an appraisal report to this meeting. Andrew Elliot (Technical Director – Terence O'Rourke on behalf of clients CG Fry & Son and the Duchy of Cornwall have land interests related to Strategic Site Option 4 for Shepton Mallet which forms part of the issues and options consultation. They wish to meet with relevant representative(s) of the Town Council to listen and understand their and the Duchy of Cornwall, views, including the merits / issues associated with the SM4 site. Matter already on Council agenda for the 6 January 2009. They had requested a meeting which was now confirmed for 12noon on Monday 19 January 2009 in the TC Offices.
		Cllr CI submitted an appraisal report as resolved from the Community Development Committee (attached). Cllr CI presented the report and highlighted matters of Housing, Education, Training, Public Transport with the possibility of a main line Rail Link. The Chairman and members thanked Cllr CI for such a good appraisal and report to the proposals. Members then provided their individual views, priorities

Resolve;	<p>and future aspirations for the Town. Cllr JM raised concern as to future development increasing the problems relating to flooding but was pleased the report recognised the Town had such a good footpath network. Cllr ME stated he supported the sporting requirements but considered they should include both cricket and rugby and to be delivered by way of one comprehensive centre. He considered that sports provisions split up into small geographical areas did not work. Cllr Parham then left the meeting not to return. Cllr TM raised concern as to the number of trees continually being felled and not replaced and requested the Clerk to chase Janet Wilson of MDC once again following the Town Council request for the MDC Tree Officer to attend a future meeting to discuss tree matters</p> <p>Proposed by Cllr ME Seconded by Cllr MR by unanimous vote, that Cllr Inchley take on board and include the points raised at this meeting within his report and following consultation with the Chairman and Clerk for the consultation response / report to be submitted to MDC.</p> <p>Cllrs to attend the 19 January meeting are Bartlett, Champion, Gilham, Kinison, Lockey, Marsh J, Marsh T and Shearn.</p>
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61. 08/09 Community Development Matters – Cllr Chris Inchley

a)	Community Development Committee	<p>Minutes of the Community Development Committee Meeting held on Tuesday 16 December 2008 previously distributed to all Cllrs received consideration.</p>
Resolve;		<p>Proposed by Cllr DM, seconded by Cllr JM, by unanimous vote, that the Minutes of the Community Development Committee Meeting held on Tuesday 16 December 2008 are noted.</p>
b)	Shepton Mallet Library	<p>Min CD73 Item I from the above Minutes – Response received from SCC Phil Nichols, Senior Manager, Library Operations.</p>
Resolve;		<p>Proposed by Cllr DM, seconded by Cllr CL, by unanimous vote, that the matter is noted and to be kept under review. Cllr ME then left the meeting not to return.</p>
c)	Mental Health Services	<p>Proposals for the Development of Mental Health Service in Mendip received from Somerset Partnership NHS Foundation Trust with request for consultation and feedback no later than 15 March 2009.</p>
Resolve;		<p>Members raised much concern to the proposals which were deemed totally unacceptable. Proposed by Cllr CL, seconded by Cllr DM, by unanimous vote, that the Town Council have deep concern as to the Somerset Partnership NHS Foundation Trust proposals for the Development of Mental Health Service in Mendip which the Town Council find totally unacceptable. The Town had already lost the Windsor Day Centre and the proposals mean't a further reduction in health care for the community. There would be a reduction in beds implying more care left in and by the community carers and to combine patients who were elderly suffering with dementure alongside and in the same ward as patients who were suffering severe mental health disorders was totally unacceptable. Patients that were suffering mental health problems were weak and vulnerable.</p> <p>A representative from the Somerset Partnership NHS Foundation Trust with authority in these matter is to be requested to attend the next meeting of Council on the 3 March 2009 to justify their proposals.</p>

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62. 08/09 Finance

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

Resolve; Proposed by Cllr CL, seconded by Cllr JB, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for January 2009 as per Appendix "A" attached to these Minutes are approved

b. Amendment to monthly Standing Order to SCC Pension Scheme

Resolve; Proposed by Cllr CL, seconded by Cllr DM, by unanimous vote, to cancel the March 2009 payment for final year end account to be balanced by way of Cheque – Restart monthly Standing Order as of April 2009 with revised sum of £551.26 to account for amended levels of salary and also 0.4% increase in Employers Pension Contribution.

c. Amendment to monthly Standing Order to Market Town (website hosting)

Resolve; Proposed by Cllr CL, seconded by Cllr DM, by unanimous vote, that due to changes in VAT the Standing Order is amended from £70.50 to £69.00.

d. Amendment to monthly Standing Order to Quadron Services Limited (collett park and town maintenance contracts)

Resolve; Proposed by Cllr CL, seconded by Cllr MR, by unanimous vote, that due to changes in VAT the Standing Order is amended from £2,757.64 to £2,698.97.

e. Budgets – Expenditure as at 6 January 2009

Resolve; Proposed by Cllr JB, Seconded by Cllr CI by unanimous vote, that the Summary (attached) to budgets with expenditure as at 6 January 2009 along with detailed breakdown provided to each individual Portfolio Holder is noted.

63. 08/09 Shepton Mallet War Memorial Charity

Mr Will Dunscombe considered that any further expenditure on legal fees attempting to register the land upon which the Memorial stands would be wasted and the Town Council should get on with the Landscaping advice.

Advice received from Harris & Harris Solicitors confirmed that a meeting and Resolution of the Trustees was required to approve previous resolve of this Council to amend the Governing Document of the Charity being a Declaration of Trust dated 15 July 1922, namely –

Pursuant to the provisions of Section 74D of the Charities Act 1993 (as inserted by Section 42 of the Charities Act 2006) the Trustees of the above Charity resolve to use their statutory power to amend the Governing Document of the Charity being a Declaration of Trust dated 15 July 1922 as follows; that from the date of this resolution that the name of the Charity shall be changed from "Shepton Mallet War Memorial Charity" to "Shepton Mallet Cenotaph Charity" and that the Trustees further resolve that the working name of the Charity shall be "the Cenotaph"

The Councils Solicitors also requested consideration if they should proceed further with the land investigation. Previous Caution Title WS38614 registered.

Resolve; Proposed by Cllr CL, seconded by Cllr DM, by a vote of 9 For and 1 Against, that the Town Council as the Corporate Body and each individual Trustee approve that pursuant to the provisions of Section 74D of the Charities Act 1993 (as inserted by Section 42 of the Charities Act 2006) the Trustees of the above Charity resolve to use their statutory power to amend the Governing Document of the Charity being a Declaration of Trust dated 15 July 1922 as follows; that from the date of this resolution that the name of the Charity shall be changed from "Shepton Mallet

War Memorial Charity" to "Shepton Mallet Cenotaph Charity" and that the Trustees further resolve that the working name of the Charity shall be "the Cenotaph".

Resolve; Proposed by Cllr CL, seconded by Cllr CI, by a unanimous vote that Harris & Harris are instructed that the Town Council / Trustees do not wish to proceed with further investigation or legal work to attempt to register the land upon which the Memorial stands in the name of the Charitable Trust. The existing "Caution" which is already registered with the Land Registry is deemed to suffice.

64. 08/09 Confidential Session – Council considered 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, which was complied with.

Shepton Mallet Lido – The Clerk presented tenders received for the resurfacing of the full car park and access roads to include new signage. The specification has been submitted by the various contractors and further requirements to be confirmed / clarified / negotiated with the successful contractors had been agreed with Ian Munday of MDC. The Clerk provided a summary document with recommendations and confirmed that the grant sum of £15,000 had been received from SCC. Following a meeting with Ian Munday of MDC the Clerk read contents of observations and confirmations received by email. Cllr CI considered that Mr Munday is to be thanked for his observations but that given the budget available the Town Council considered that it had achieved a good deal.

Resolve; Proposed by Cllr CI, seconded by Cllr CL, by unanimous vote, that the tender received from Ford Bros of Cheddar for the resurfacing of the Lido Car Park for the sum of £19,922.96 is accepted and an order placed subject to successful negotiations and with the final agreement of MDC Ian Munday. Subject to the above the quotation received from HW Signs to provide and fit vehicular signage for £170 is also accepted and an order placed. On completion landscape works within the budget of £500 if to be obtained from suitable contractors for further consideration and to be within the total project sum of £20,892 which is to be funded by way of grant from SCC for £15,000 and the balance sum of £5,892 from MDC.

65. 08/09 Agenda Matters for the Next Meeting – No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 9.05pm.

Cllr J.D. Bartlett

Signature _____

Chairman

_____/_____/__2009

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2439	Somerset Playing Fields	4028	Annual Subscription	£ 10.00
2440	Repayment to the Clerk	4300	3 x Flower containers for Cenotaph	£ 23.97
2441	Encore Electrical	4066	Christmas Lighting Contract - Interim Payment	£ 1,783.65
2442	Quadron Service Limited	4054	Cleaning of Victorian Fountain Base	£ 58.75
2443	HM Revenue & Customs	4000/4004	3rd Quarter PAYE TAX/NI	£ 2,500.77
				£ 4,377.14

Payments by Direct Debit

3/11/08	Mendip District Council	4012	Quarterly Office Lease	£ 1,500.00
3/11/08	Market Town	4022	Website Hosting / Monthly	£ 70.50
3/11/08	Norwich Union	4016-4222	Insurance Premium - Monthly	£ 380.11
19/11/08	Plusnet	4022	Broadband Provider - Monthly	£ 19.99
28/11/08	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,757.64
28/11/08	Somerset County Council	4000-4002	Pension Contributions	£ 528.89
28/11/08	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 43.46

Sub Total £ 3,329.99

Total = £ 7,707.13

CONFIDENTIAL PAYMENTS	
2440	£ 1,593.82
	Total £ 1,593.82

Grand Total £ 9,300.95

Date	Income	Code	Category of Income	Total Deposit
10-Nov	Lloyds Bank		Monthly Interest	£ 264.78

**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 3 March 2009, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor J.D. Bartlett

Cllrs Champion(RC), Inchley (CI), Lockey (CL), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Marvin (DM), Robinson (MR) and Shearn (NS),

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.

66. 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.

Notes of the matters raised were recorded for internal use, action and included; Unacceptable performance by both SCC and MDC to clearance and treating of public highways, pavements and access to both the Hospitals and Town Centre during the recent snow and ice conditions. This situation should not be allowed to arise again (Mr Clive Pearson) – Additional Play Equipment within Collett Park was raised by Mr Will Dunscombe whom was appalled with the way the matter had been dealt with by the Council, however the Chairman informed reasons of incorrect information and costings supplied in the first instance were the main reason for the delay and only one piece of equipment being purchased. Mr Dunscombe also confirmed that two youth shelters had now been installed at West Shepton and was hopeful that the BMX Track would be installed shortly.

Mr Taffy Stride raised concern as to the Academy facility which had received a donation of £47,000 from the MDC 106 monies. He was concern as to a total lack of appropriate planning, promotion and advertising to events being held. He also understood that some of the flats built specifically for students were now being let out to the general public. The Chairman advised Mr Stride to contact the Academy and MDC directly on the matter.

Resolve: Proposed by Cllr MR, seconded by Cllr ML, by unanimous vote, that the meeting now be brought back into session and that letters of concern be sent to SCC and MDC raising all the points regarding non clearance of snow and nil treatment to highways and public pavements especially to the Hospitals which was deemed to be of the highest priority. They should ensure that the recent situation should not arise in the future.

67. 08/09 Apologies for absence – Cllrs Ellis, Gilham, Kinison(health) and Parham(work).

Resolve: that the apologies are accepted and recorded.

68. 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) **Cenotaph - 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.

- c) **Clockwinding Contract and Payments – Cllrs Marsh J and Marsh T** both declared a Personal and Prejudicial Interest in the matter as Mr Marsh carried out clock-winding duties under contract to the Council. Both would leave the meeting at the point of consideration.

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

69. 08/09 Chairman's Announcements

The Chairman reported various meetings with outside bodies and was to attend functions in the near future for the Civic Event at Wells and also investiture of the High Sheriff. She had also had a telephone conversation with Mrs Waterer whom was very pleased with the recent road naming in memory to her late son.

70. 08/09 Minutes

The Minutes of the Meeting of the Town Council held on the 6 January 2009 was considered for accuracy and content. Minute 55. 08/09 had already been amended to record that Cllr Marvin had volunteered to stand down from the Planning Recommendations Committee.

Resolve: Proposed by Cllr RC, seconded by Cllr DM, by unanimous vote, that the Minutes of the Meeting of the Town Council held on 6 January 2009 which included the above amendment are approved as a true record and signed by the Chairman.

71. 08/09 Matters Arising from the Minutes

Minute 55. 08/09 Proposed Pharmacy – Mr Taffy Stride updated to a very tedious job to go through the lengthy response from the License Authority, however once the findings had been collated he proposed to consult with Mr Allen as to if he wished to proceed with an appeal or further application and if he was still of interest to provide a Pharmacy facility within the Town. Should he not wish to proceed that Mr Stride said he was aware of similar proposals from Grove House Surgery and the information could be passed to them to support their future proposals.

72. 08/09 Somerset County Council

- a. **Council Tax** – Cllr MR confirmed that at the last meeting of SCCC the increase to Council Tax had been agreed at 2.74%. Cuts had been made to Highway and Volunteer Sector funding.
 - b. **Bus Stop Flags** – Cllr MR informed that the flag signs missing from Charlton Road and Paul Street had now been replaced and public transport was stopping at these points.
 - c. **Charlton Road Pedestrian Crossing** – Cllr MR confirmed that following complaints being received the matter had been referred to the appropriate department for review along with the problem of overgrown trees obliterating road signage.
-

73. 08/09 Mendip District Council

- a. **Budget Cuts and Redundancys** – Cllr MR confirmed that savings had been made, 35 job posts had gone and that the increase in Council Tax had been agreed as 3%. The concessionary bus fares would cost some 1.3 million pounds in year 2009/10 of which they received very little support funding. Cllr CI enquired reasons for specific cuts by SCC and to Tourism, Homeless and Regeneration within MDC which appear to conflict with their previous priorities. Cllr MR reported that the outcome of the TICs was not yet confirmed and she was really hoping that the Shepton Mallet TIC could be maintained. Cllr MR was unable to comment as she was not informed as to the Homeless situation and as regards for the reduced Regeneration Officer posts she had no idea who was staying.
- b. **Shiney's Car Wash, Cannards Grave** – Cllr TM raised concern as to the run off of water and contaminates from the car washing operations on this site. Outfall was running into and down the highway and represented a hazard especially in the recent winter conditions. He

considered that the facility was not fit for purpose and requested that the two District Cllrs JM & MR both take this matter up with MDC.

- c. **Tourist Information** – Cllr NS conformed that he would make a Declaration of Interest in the matter if he had known the matter was to be discussed. He considered that the Town Council and MDC should support that all available monies would be best spent locally and it was imperative that the Sherpton Mallet TIC should be kept going. Both District Cllrs JM & MR pledged that they would be fighting for that outcome. The Chairman of the SM TIC was to provide a presentation with alterenate business plans to the MDC Cabinet and that all Cllrs should lobby MDC Cabinet Cllrs prior to the meeting of their Cabinet.

74. 08/09 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on held on 13 & 27 January and 10 & 24 February 2009 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr RC, Seconded by Cllr CL by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on 13 & 27 January and 10 & 24 February 2009 are all noted.

75. 08/09 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 17 February 2009 previously distributed to all Cllrs received consideration.
Resolve;		Cllr NS questioned the purpose of the Working Group as the first meeting appeared to be as the previous Committee. He considered that he was the only member to put forward proactive ideas. That the Notes of the Community Development Working Group Meeting held on Tuesday 17 February 2009 are noted.
b)	Access for Disabled within the Town	As resolved at the Community Development Working Group Meeting held on Tuesday 17 February 2009, draft letter to MDC provided for consideration.
Resolve;		Proposed by Cllr CL, seconded by Cllr RC, by unanimous vote, that the letter from the Council to the District Council dated 3 March 2009 regarding improving access for the Disabled within the Town is approved and to be sent.
c)	Shepton Mallet Lido	Update to Car Park Project – Response received from MDC regarding operating dates for 2009, position as to defect repairs and also confirmation that a trial period will take place for adult only swimming sessions.
Resolve;		The Clerk provided an update to the Lido Car Park project and read an email received from Mr Ian Munday which confirmed that the Lido was to open on the 23 May 2009 for the season period and close on the 13 September 2009. The repairs to the tank were expected to be corrected by way of pressure relief valves being fitted and the plan was to drain down the pool earlier than normal to get the work completed before the opening date of the 23 May 2009. He also confirmed that funding had been achieved and that a pilot would take place to provide a weekly morning swim session for Adults only. That the matter is noted. Mr Ian Munday of Mendip District Council is to be chased for a formal response to the previous request by the Town Council for consideration and provision of Season Tickets and

Non Swimmers entry tickets to the Lido, the same as could be purchased at other swimming facilities within the District.

76. 08/09 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 3 February 2009 previously distributed to all Cllrs received consideration.
Resolve;		<p>Cllr Marsh raised concern that a previous proposal, seconded and voted on with respect to the Collett Park Play Equipment was not shown within the Minutes. The Clerk advised that the matter should be raised at the next meeting of the Committee and it was up to the appropriate Committee to amend and approve their respective Minutes. Cllr CL enquired if the proposal to future use of Garston Street Amenity Land as a car park was still be worked up to which the Clerk confirmed that it had been found that existing covenants restricted any such proposals and therefore the matter was not being progressed.</p> <p>That the Minutes of the Service Delivery Committee Meeting held Tuesday 3 February 2009 are noted. The matter regarding amendment of the draft Minute regarding the new Play Equipment is be considered by the Service Delivery Committee at their next meeting.</p>
b)	Contract Review	<p>Cllrs Marsh J & Marsh T both left the meeting for the consideration. Council considered the Annual Review in line with RPI / Inflation for all ongoing contracts from 1 April 2009 through to 31 March 2010, to include;</p> <ul style="list-style-type: none"> ▪ Collett Park Ground Care - £27,339.16 ▪ Town Centre Maintenance (Garston Street Amendity Land / Goldhill Community Woodland / Station Road) - £504/£320/£360 ▪ Footpath Maintenance - £357.77 ▪ Allotment Maintenance - £222.94 ▪ Town Clock Maintenance - £352.97 <p>Due to changes with MDC Contracts the previous benchmark of RPI cannot be used. National percentages for fully inclusive RPI are as follows;</p> <p>Nov 08 = 3.0% Dec 08 = 0.9% Jan 09 = 0.1%</p>
Resolve;		<p>Proposed by Cllr MR, seconded by Cllr CI, by unanimous vote, that due to the estimate that the RPI may well go into deflation percentages in the coming year that all contract are held at nil percentage change for the forthcoming year 2009/2010 and at the existing annual costs as shown above.</p> <p>Cllrs Marsh J & Marsh T, then rejoined the meeting</p>
c)	Memorial and Bench Seats within Collett Park	<p>Council considered policy to the provision, supply, cost and future maintenance / renewal to bench seats within Collett Park. A draft policy document will be provided at the meeting as being drawn up and currently four applicants requesting details following recent press release. The outline policy is expected to indicate;</p> <ol style="list-style-type: none"> 1 - The Town Council will supply the concrete bases. 2 - Three types of bench seats will be offered, the first two types will have replaceable slats of recycled / hardwood materials, the third

		<p>seat will be from a bespoke catalogue offering high spec solid wood seating. The Town Council will undertake full maintenance and repair to the first two types, however the Town Council will only provide limited maintenance to and will not replace the solid wood seats should they be vandalised or come to the end of their lifespan.</p> <p>3 – The sponsor will be required to pay the full costs for the supply, delivery, memorial plaque and fitting costs.</p> <p>Supporting paper to be provided at this meeting.</p>
	Resolve;	<p>The Clerk confirmed that following the recent press article he now had five applicants that expressed an interest in sponsoring a Memorial Bench Seat within Collett Park. Cllr NS raised concern that these were not the same design of seats as used previously in the park and which were of a much reduced costs.</p> <p>Proposed by Cllr CI, seconded by Cllr MR, by a vote of 9 For and 1 Against that the Memorial Seat Policy as draft provided by the Clerk and as attached to these Minutes dated 3 March 2009 is approved. A copy of the policy and any supporting information is to be provided to all current and future sponsor enquiries to provide Memorial Bench Seats within Collett Park.</p>
d)	Collett Park Play Equipment Reserve Fund	<p>Council considered defining a set criteria to the Capital Reserve Fund allocated to Collett Park Play Equipment for the future Repair / Replacement / Upgrade of existing Play Equipment, existing Play Safety Surfaces and existing Play Infrastructure (fencing etc) only. The fund is not to be used for additional or extension of Play Equipment or Play Areas within Collett Park.</p>
	Resolve;	<p>Proposed by Cllr NS, seconded by Cllr CL by a vote of 9 For and 1 Abstention that the existing and any future capital reserve fund held under the Collett Park Play Equipment Fund is held as a sinking fund for the held future purpose of the repair / replacement or upgrade of existing Play Equipment, existing Play Safety Surfaces and existing Play Infrastructure (fencing etc) only. The fund is not to be used for additional or extension of Play Equipment or Play Areas within Collett Park.</p>
e)	SM Rotary Walkabout Event Sunday 3 May 2009	<p>Executive approval has been granted for use of Collett Park for the Rotary annual walkabout event planned to end in Collett Park on Sunday 3 May 2009.</p> <p>They will be placing of a caravan, awning and gazebo in the park, as the finish line with the caveat that this is a public park and access / use must not be obstructed and be made available for all at all times.</p>
	Resolve;	<p>Proposed by Cllr CL, seconded by Cllr CI by unanimous vote that the executive approval granted for use of Collett Park for the Rotary annual walkabout event planned to end in Collett Park on Sunday 3 May 2009 is approved.</p>
f)	Cenotaph	<p>Update to Repair and Restoration Project with final phase of work to start on the 16 March 2009 was provided. Cllr CI enquired if the defect of previous repairs which had fallen out of the base section had been noted and would be corrected. This was confirmed by the Clerk. Update to meeting held with various stakeholders to the Enhancement Project. Cllr RC confirmed that the meeting had been most useful and progress had been made. Council was requested to approve the tender document for the design and specification elements for the project drawn up by the Clerk. The draft document had been distributed to various stakeholders for review and input and final draft but without response to date.</p>

Resolve;	Proposed by Cllr RC, seconded by Cllr CL, by unanimous vote, that the update to the repair and restoration projected is noted. The tender document for the Design and Specification of the Enhancement Works is approved and appropriate and qualified contractors invited to submit tenders in the format and due dates stipulated within the tender document.
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77. 08/09 Finance

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

Council was requested to **Approve the March 2009 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr RC, seconded by Cllr CL, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for March 2009 as per Appendix "A" attached to these Minutes are approved.

78. 08/09 Agenda Matters for the Next Meeting (AGM) – No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 8.05pm.

Cllr J.D. Bartlett

Signature_____

Chairman

_____/_____/_2009

Minutes of the Annual General Meeting of the Shepton Mallet Town Council held on 5 May 2009, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor J.M. Marsh (JM)

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

Zena Pollard (Shepton 21).

Three 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.

1. 09/10 Election of Chairman

Resolve: Councillor Jeannette Marsh was proposed by Cllr JB, Seconded by Cllr MR and as there were no other nominations, Councillor Jeannette Marsh was duly elected Chairman of the Town Council, signed the Acceptance of Office and thanked members, commenting that it was indeed a privilege and that she would do her very best for Shepton Mallet. The Chairman then thanked Cllr Judy Bartlett for her term in Office which she had worked hard and conscientious throughout, attending all the meetings which she could have attended. This received applause from the meeting.

2. 09/10 Election of Vice Chairman

Both Cllrs JP and NS received nominations and the Chairman called for a closed ballot to which the Clerk issued papers and collected written votes.

Resolve: Councillor Neil Shearn was proposed by Cllr ML, seconded by Cllr CL and by a closed ballot of 8 votes to 5 votes was duly elected Vice-Chairman of the Town Council.

3. 09/10 Public Forum

Resolve: Proposed by Cllr RC, seconded by Cllr JB, 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;

*Mr Clive Pearson provide an update to **Public Transport** and reiterated information presented at the recent Annual Town Meeting that all Services would continue, the new Timetable would be available 1 June, that Frome Minibuses were the new service provider to the Ridgeway Estate providing two new low floor buses. He thanked the Police and Town Council for their ongoing support and vowed to continue to work for direct services from the Town to both Bristol and Bath. He was then thanked and applauded by the meeting.*

*Mr Will Dunscombe considered that the **Collett Park Wall Mural Project** was a good idea, he was pleased that the Royal British Legion had put their resolve in writing that the **Cenotaph stay put** in its current position. He then raised concern at the non **attendance at meeting** of Cllrs A & K Taylor and considered that they should stand down and give opportunity to individual members of the Town who wanted to get involved.*

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

4. 09/10 Apologies for absence – None were received.

5. 09/10 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) **Kenotaph - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Kenotaph Charity due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.
- c) **Shepton 21 – Cllr Inchley** declared a Personal and Non-Prejudicial Interest in the matter as he was a member of the Management Group.
- d) **Town Clock – Cllrs J Marsh and T Marsh** both declared a Personal and Non-Prejudicial Interest in the matter as Mr T Marsh undertook Clock Winding duties for the Town Council.

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

6. 09/10 Councils Standing Order, Financial Regulations, Chairmanship, Code of Conduct Order

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

- a)- 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).
- b)- Each individual Cllr agrees to abide by Policy, Procedures and Conditions set out within each document;
- c)- 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 JM by a unanimous vote that all Cllrs at the meeting confirm matters a), b), and c) above.

7. 09/10 Chairman's Announcements – The Chairman informed none at present but sure would have some next time. Cllrs Bartlett confirmed that during her last period in Office she had attended three civic events, one in Wells and Glastonbury and the final one in Shepton Mallet when the Earl of Wessex visited the Lesiure Centre.

8. 09/10 Minutes

The Minutes of the Meeting of the Town Council held on the 3 March 2009 were considered for accuracy and content.

Resolve: Proposed by Cllr RC, seconded by Cllr ML by unanimous vote, that the Minutes of the Town Council Meeting held on 3 March 2009 be approved as a true record and signed by the Chairman.

9. 09/10 Matters Arising from the Minutes

Min 75b 08/09 Disabled Access within the Town Centre – Cllr RC confirmed a positive meeting with MDC which Cllr JB had also attended. MDC Officers had been supportive and were writing to SCC to seek their advice. Following the meeting a walk about the Town Centre had taken place to view the concerns and problems some of which were in progress though still at the planning stage.

Resolve; Proposed by Cllr JM that the matter is noted and Cllr RC was requested to keep Council informed as to progress.

10. 09/10 Election of Portfolio Holders

Administration – Cllr Parham received Proposal by Cllr DM and Seconded by Cllr JB
Collett Park – Cllr Robinson received Proposal by Cllr JB and Seconded by Cllr JP
Community & Leisure – Cllr Bartlett received Proposal by Cllr JM and Seconded by Cllr MR
Footpath – Cllr Marsh T received Proposal by Cllr CL and Seconded by Cllr JG
Properties – Cllr Champion received Proposal by Cllr JB and Seconded by Cllr JP
Regeneration – Cllr Kinison received Proposal by Cllr MR and Seconded by Cllr JP

Resolve; Proposed by Cllr DM, Seconded by Cllr JM, by unanimous vote that the above Cllrs are duly Elected as designated Portfolio Holders.

11. 09/10 Membership to Committee's of the Council

Cllr CL requested the Chairman to approach both Cllrs Taylor A and Taylor K to their future intentions regarding attendance at meetings.

- a. Planning Committee** – – 11 Cllrs; Cllrs Bartlett, Champion, Gilham, Inchley, Kinison, Lockey, Lovell, Marsh J, Marsh T, Marvin and Shearn.
- b. Service Delivery Committee** - – 9 Cllrs max; consisting 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 plus Cllr Inchley.
Current members are therefore; Cllrs Parham(Chairman), Robinson(Vice), Bartlett, Champion, Gilham, Inchley, Kinison, Marsh T, Marsh J and Shearn.
- c. Community Development Working Group** – All serving Cllrs (16 total).

Resolve: Proposed by Cllr RC, Seconded by Cllr CL, by unanimous vote that the above membership of the respective Committees and Working Group are approved.

12. 09/10 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 Kinison
Citizens Advice Bureau – Cllr Champion
THI/ Hers – Regeneration Portfolio Holder (Cllr Kinison)
Leisure Centre – Cllr J Marsh and Shearn
Shepton 21 Regeneration Partnership - Regeneration Portfolio Holder (Cllr Kinison)
Shepton in Bloom – Cllr Kinison
Shepton Mallet Stakeholders Group – Cllr Bartlett
Somerset Association of Local Councils – Admin Portfolio Holder (Cllr Parham)
Strawberry Line (East) Project Group – Cllr Champion
Tourist Information and Heritage Centre – Cllr Bartlett and Robinson
Town Twinning Association – Cllr Lovell

Resolve: Proposed by Cllr CI, Seconded by Cllr JM, by unanimous vote that the above Cllrs are duly Elected as Representatives of the Town Council on the respective Outside Bodies. The Council is also to write to SALC requesting that all future meetings are held in the evenings or at weekends where possible to enable elected representatives to attend.

13. 09/10 Somerset County Council

- a. Major Transport Schemes** - Concern had been previously raised as to the information that seven schemes were to go ahead within the County, 3 of which were in Taunton, a further 3 were routes leading into Taunton and the final one was in Yeovil. It was considered that the

Town Council should review the decisions and record its concerns regarding no schemes or monies being expended and shared in the hinterland areas such as Shepton Mallet. Cllr MR considered that SCC did not seem very happy to do anything about local schemes at present although this could change in the future. She had been previously informed that there was no current funding for the Shepton Mallet area at the moment however she liked to think that this would change. Cllr CI raised concern and suggested that the Town Council write a strong statement to SCC rejecting their current policies and demanding that appropriate funding is allocated to the Shepton Mallet area for highway infrastructure improvements. Cllr JP explained that the Regional Strategy which was Central Government led had identified specific areas of growth and major schemes had been set to support this growth through to the year 2025 and that was where the main funding was being spent. The highway maintenance budget was entirely separate however SCC had indicated that this would receive reduced funding in the future.

Resolve: Proposed by Cllr CI, Seconded by Cllr JG, by unanimous vote that the Town Council find the current SCC policy for improving highway structures in the larger Towns only to be unacceptable and areas such as Shepton Mallet were just being ignored. The Town Council wish to demand in the strongest terms that proportional and appropriate funding is made available to Shepton Mallet areas for the purpose of improving road infrastructure. Areas of Wells, Frome, Glastonbury and Street had all previously obtained major improvements to highway infrastructure such as ring roads and no such schemes had been forthcoming for Shepton Mallet.

b. Shepton Mallet Walking & Cycling Map – SCC confirm that following comments submitted they have revised and reprinted their walking and cycling map series. The have provided a copy of the new version of the Shepton Mallet map, new editions are currently being distributed and shortly available for download from www.movingsomersetforward.co.uk – To note

Resolve: Proposed by Cllr RC, Seconded by Cllr CI, by unanimous vote that the matter is noted.

14. 09/10 Mendip District Council

a. Restructure– Cllr JP provided update that MDC had now restructured with 6 Senior Managers instead of 12 with 3 others making up the Corporate Team. There were now 9 Portfolio Holders plus 1 other and these 10 making up the Cabinet. The new managers had been in post since 1 April and were working towards the requirement to achieve some 1.6million pounds in savings. It was indeed early days and we would have to wait and see how progress would be achieved.

b. THI Scheme – Cllr JP informed that they were proposing to run a maintenance week with the Town Council by utilising the Cherry Picker during the period of the Christmas Lighting installation to offer free inspection to Town Centre property owners to inspect high level roof structures, chimneys and guttering.

Resolve: that the matters are noted.

15. 09/10 Matters to be Noted

a)	Mendip CCTV User Group	Minutes of meeting held 19 February previously distributed to all Cllrs. Next meeting will be their AGM scheduled for the 21 May 2009 and the Service Level Agreement for 2009/2010 has been calculated as 2.8%.
b)	SM Flood Risk Scheme	Environment Agency advise that the report providing details as to measures to reduce the risk of flooding to residents was to be submitted in May but that this has been extended to anticipated July 2009. District / County Councillor Ellis also made aware.
c)	Goldhill Community Woodland	Vandalism over weekend 18-20/5/09 resulted in approximately 70 trees either having their plastic tree protection tubes partly or full removed and thrown down. Matter reported to the Duchy and SCC

		who are dealing with. Matter also reported to the Police. Cllr TM considered that the gravel steps recently installed were dangerous to users and something more substantial should be put in place.
d)	Town Council Vacancy / Election.	An election will take place on Thursday 4 th June 2009 following the resignation of Cllr Ellis.

Resolve: Proposed by Cllr JG, Seconded by Cllr RC by unanimous vote that the above matters a) to d) are noted. The Council is to write to Mr Phil Stone (SCC) informing safety concerns to the gravel steps installed to the Goldhill Community Woodland site and request this be replaced by something more substantial.

16. 09/10 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on Tuesday 17 March & 21 April 2009..
	Resolve;	Proposed by Cllr JG, Seconded by Cllr RC by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on 17 March and 21 April 2009 are noted.

17. 09/10 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 14 April 2009 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr CI, seconded by Cllr RC, by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 14 April 2009 are noted.
b)	Shepton 21 Request for Support	<p>Following attending a meeting with the Community Development Group Shepton 21 request the following support consideration of the Council.</p> <p>Public Barbecue in Collett Park (By Very Popular Request) - A local conservation business has agreed to donate a day's labour so that a job that would take two days, including materials, will be discounted to £390. Admin £80. Total £470. The barbecue quoted above will include a concrete base, with a small chimney constructed in Victorian brick and lockable front grill to prevent vandalism. The design to be agreed.</p> <p>Bands in the Park - As in previous years: £750 for three brass bands. Approx £180 for a local group. Admin:£120.Total:£1050</p> <p>Supervised Music Rehearsal for young people - In custom made room behind Baptist Church with kitchen, table tennis and bar billiards. One evening a week. Staff costs and admin for one year: £3,300 – They have to pay for one accredited member of staff. Others are required and we have the volunteers ready. In partnership with Somerset Youth Service.</p> <p>Milestones - Restoring local milestones: £100 for paint, brushes and mileage. Some 30 odd in and around the area. The first is now looking resplendent on the A371 between Shepton and Croscombe. In partnership with the Milestone Society and Somerset County Council.</p>

	<p>Resolve; Proposed by Cllr JP, seconded by Cllr CI, by a vote of 12 For and 1 Abstention, that the Town Council would explore the initiatives due to insufficient information and short timescales to some proposals and that Executive Powers are afforded to the Chairman, the Vice-Chairman, Cllr Bartlett and Kinison to work with Shepton 21 with some urgency to progress the above projects making decisions and expenditure within a total budget from the Town Council of £2,000 which is to be funded from a mixture of Community Projects, Community Grants and Collett Park budget funds. The Council is to be kept fully informed as to progress.</p> <p>Cllr JG then left the meeting not to return.</p>
<p>c)</p>	<p>Shepton 21 – SHOP Group Proposals</p> <p>Email received from Shepton 21 informing they are an enabling and facilitating organisation. They are aware of funding available from the Field House Trust – through Somerset Community Foundation and enquire if the council and Mrs Marsh specifically wish to work directly with S21 to help set the aims, objectives and potential activities of an initiative for older people? Would we allow anyone over the age of 50 to be a SHOPer? If other Councillors would come forward with ideas that would be helpful. Zena Pollard (Shepton 21) provided a verbal summary to the meeting as to the thinking, ideas and proposed projects and wished Cllr JM involvement.</p>
	<p>Resolve; Cllr CI considered that the Town Council should fully support the project, Cllr JM stated that she would be in touch with Shepton 21 directly.</p> <p>Proposed by Cllr NS, seconded by Cllr CI, by unanimous vote, that representatives from older people within the community should be invited to attend the next meeting of the Community Development Committee to discuss their requirements, ideas and proposals.</p>
<p>d)</p>	<p>Additional Street Light Douglas Drive</p> <p>Initial enquiry received in Feb 09 via the Police. Site inspection, qualification of requirement and consultation with adjoining residents completed by PCSO Guy Dury. Request submitted to Somerset Highways Group on 20 Feb 09, response now received giving estimate of £520 for the installation which they wish the Town Council to fully fund.</p>
	<p>Resolve; A proposal to support the requirement by funding of the £520 from the Town Centre improvements budget was lost. There was general concern that the Town Council was being requested to fund what is a SCC function. Some debate took place as to the evidence of improvements achieved through lighting and that some Council's were now switch off street lighting at certain hours. Concern was also raised as to what SCC propose doing about existing and defective lighting in general.</p> <p>Proposed by Cllr JB, seconded by Cllr JM, by unanimous vote, that County Councillor Robinson is requested to assist where possible and that the Town Council write to SCC requesting them to fund this identified requirement in Douglas Drive and also to enquire what their plans and actions are to correct defective lighting in Shepton Mallet especially the lighting to Little Brooks Lane where columns were snapped off or bent over.</p> <p>Cllr CL then left the meeting not to return.</p>

18. 09/10 Service Delivery Matters

<p>a)</p>	<p>Service Delivery Committee</p>	<p>Minutes of the Service Delivery Committee Meeting held on Tuesday 7 April 2009 previously distributed to all Cllrs received consideration.</p>
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	<p>Resolve; Proposed by Cllr CI, seconded by Cllr RC, by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 7 April 2009 are noted.</p>
<p>b)</p>	<p>Typhoon Play Equipment</p> <p>Following several incidents, taking the equipment out of service, reviewing risk assessments and review with the supplier Records RSS Play Equipment and consultations with Andrea White of the Young Peoples Group a decision was made to demand the suppliers to remove the installed equipment, make good all surfaces and to refund the full value of the order. 28 April email response received from suppliers.</p>
<p>Resolve;</p>	<p>The Clerk provide a summary of the initial installation, the defects recorded, the site meeting with Cllrs, the suppliers / installers and the Park Contractor where remedial work had been agreed. An incident occurred where a user suffered a broken wrist but this was considered to be a user error however the Clerk had been called to site when one of the main swing wire ropes had parted. Following his inspection it was found the other swing ropes were also defective and following a risk assessment review the swings were removed and the equipment taken out of use. He had made direct contact with the supplier / installers who promised the Managing Director would visit the following day, however only a representative of the company (Mr Paul Moore) had attended. Following the meeting he was duly informed of the requirement of Andrea White (SCC) Cllr MR (Portfolio Holder) and the Clerk that they deemed the equipment "Not Fit for Purpose" and "Risk Critical" with a total lack of confidence in the equipment demanding that the equipment be removed, surfaces made good and a full refund of monies paid and cost incurred for taking it out of service etc. Cllr MR again stated her consideration that the equipment was Not Fit for Purpose, that she had no confidence in the equipment and that it had to be removed. Andrea White had been updated with events and still had deep concern to the equipment and was of the opinion that a meeting with the suppliers should still proceed but she remained of the opinion that the equipment should be removed. The Clerk explained his latest Risk Assessment of the equipment failure and remained of the Assessment that it represented a Critical Risk to the user through possible failure or inappropriate use which could result in a serious injury or even fatality.</p> <p>Proposed by Cllr CI, seconded by Cllr RC, by unanimous vote, that the Council support the Legal Officers Risk Assessment and that the suppliers Record RSS Play Equipment are requested to remove the Typhoon Equipment, make good all surfaces, repay any paid funding and to reimburse costs incurred within the next 14 days failing same the Council will have the equipment removed, make good and Record RSS Play Equipment will be liable for all costs / charges incurred. Mean while the Council is to facilitate a meeting requested by Mr Chris Lodge (Managing Director-Record RSS) for early next week where Andrea White, Quadron Services (Park Contractor) and The Chairman (JM), Vice-Chairman (NS), Collett Park Portfolio Holder (MR), Administration Portfolio Holder (JP) and the Clerk are to attend.</p>
<p>c)</p>	<p>Football Fixtures within Collett Park</p> <p>Recommendations submitted by the Service Delivery Committee that Policy is adopted to restrict organised football fixtures and games to be at the Collett Avenue end of the park only (the current football pitch area) east of the lake and above a line between Charlton Road and the Millennium Way entrance were put within a draft policy document provided to all Cllrs. Cllr MR appraised a letter received from a resident Mr Ken Cook who suggested planting of a flower bed in front of the play areas and to control / restrict ball games in this area. Cllr JB read two further letters of concern received from</p>

		residents suggesting that no football be allowed within Collett Park. Members considered that they could not possible stop adhoc games such as football in the open areas but that they could prohibit organised games and discourage adhoc playing of football as much as possible.
	Resolve;	Proposed by Cllr RC, seconded by Cllr ML, by unanimous vote, that the undertaking of organised ball games and football fixtures are only permitted upon the designated football pitch area to the eastern side of Collett Park as the Policy document dated 27 April 2009 attached to these Minutes. The permitted area is as shown within the red hatched area on the attached plan. Use of Collett Park for the purpose of organised ball games and football fixtures outside of the area marked red hatching is not permitted.
d)	Collett Park Sponsored / Memorial Trees	Draft policy document was provided to all Cllrs for consideration and adoption. This set out the requirement and clear statements as to liability and costs to each party.
	Resolve;	Proposed by Cllr JP, seconded by Cllr RC, by unanimous vote that the Collett Park Sponsored / Memorial Tree Policy dated 5 May 2009 (attached to these Minutes) is approved.
e)	Graffiti on walling	Outline agreement reached with third party to boundary walling affected by recent vandalism. Permission given and works order placed to blank out graffiti to be undertaken by the Town Council. Following this the third party will arrange and pay for repairs to plasterwork expected to start in early June, following which a project to be worked up and agreed with the third party for the Town Council and others to undertake a community project to repaint the walling with a possible appropriate mural and or for defensive planting to take place.
	Resolve;	Proposed by Cllr MR, seconded by Cllr JM, by unanimous vote, that the matter is noted and that once plasterwork repairs are completed the Council will request Andrea White to undertake a Community Project to paint the wall with appropriate and approved design, content and colour. The project is to remain under the control and approval of both the Town Council and the third party owner of the boundary wall at all times and prior to any work proceeding, following which the Town Council should look to provide appropriate defensive planting in the area.
f)	Collett Festival 2009	Cllr MR confirmed that bookings were still coming in but requested the support of the media to publicise that we are still seeking groups and organisations to provide displays and activities within the centre arena during the day, other wise matters were progressing as normal.
	Resolve;	Proposed by Cllr MR that the matter is noted.
g)	The Cenotaph	Written confirmation was received from the Royal British Legion confirming that "The Cenotaph should stay put" in its current position.
	Resolve;	Proposed by Cllr RC, seconded by Cllr NS, by unanimous vote, that the matter is noted.
h)	Councillors Attendance	Graph and data tables for Councillors Attendances at meetings during Municipal Year 08/09 (attached to these Minutes)

	Resolve;	Proposed by Cllr RC, seconded by Cllr NS, by unanimous vote, that the matter is noted.
a)	Risk Assessments & Internal Control Measures	Internal Audit reports Annual Review of Risk Assessments and Internal Control Measures were not undertaken in July 2008. This will be included within current year report and matter documented to ensure not missed in the future. Proposed remedial action to be undertaken by the Service Delivery Committee at the 2 June meeting and then submitted to Council at the 7 July meeting. Portfolio Holders were requested to consider content with the Clerk prior to the above meetings.
	Resolve;	Proposed by Cllr RC, seconded by Cllr NS, by unanimous vote, that the matter is noted. Cllr CI also requested that procurement processes and controls are reviewed given the recent problems with provision of play equipment within Collett Park.
b)	Office Closure	The TC Office will be closed on Wednesday 13 May 2009 and will reopen on Thursday 21 May due to annual leave.
	Resolve;	Proposed by Cllr RC, seconded by Cllr NS, by unanimous vote, that the matter is noted.

19. 09/10 Finance

- a. **Budget for current Year** – Print provided to all Cllrs showing Current Budget, Committed Expenditure, Funds Available and Percentage Spend by Account Code for the current year and Portfolio Holders were requested to meet with the Clerk to discuss proposed projects / spend in the current year.

Resolve; Proposed by Cllr JM, seconded by Cllr RC, by unanimous vote, that the Financial Budgets for the current year dated the 17 April 2009 and attached to these Minutes are noted.

- b. **Banking Standing Orders & Direct Debits** – Print listing of current active orders were provided to all Cllrs to approve for the current financial year.

Resolve; Proposed by Cllr RC, seconded by Cllr JP, by unanimous vote, that the current listing of Bankers Active Orders dated 17 April 2009 is approved for the current financial year until amended.

- c. **To Approve May 2009 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A".

Resolve; Proposed by Cllr JP, seconded by Cllr DM, by unanimous vote, that the Accounts for payment by Cheque, Direct Debit, Confidential Salary Payments and Income for May 2009 as per Appendix "A" attached to this Minutes are approved.

- d. **Financial Accounts Year-Ending 31 March 2009. Draft Receipts & Payments Accounts, Summary and Notes.**

Resolve; Proposed by Cllr RC, seconded by Cllr JP, by unanimous vote, that the Receipts and Payments Accounts for Year-Ending 31 March 2009 (attached to these Minutes) are approved and duly signed by the Chairman.

- e. **Internal Audit** – Report following 2nd visit audit completed 27 April 2009 and content of Section 4 of the Annual Return was provided to all Cllrs.

Resolve; Proposed by Cllr CI, seconded by Cllr RC, by unanimous vote, that the Report of the Internal Auditor dated 5 May 2009 and the completed Section 4 of the Annual Return is noted and approved.

- f. **Annual Return** – To approve and submit the following for External Audit;
Section 1 – Statement of Account;
Section 2 – Annual Governance Statement;
Notes to the Annual Return.

Resolve; Proposed by Cllr MR, seconded by Cllr JP, by unanimous vote, that the Annual Return for Year-Ending 31 March 2009 is approved including Sections 1, 2 and 4 along with the supporting Notes which are to be submitted to the External Audit. The Clerk was thanked for his work to finalise the Financial Accounts and the Annual Return in the short timescale given at year-end

20. 09/10 Annual Report 2009 - Council considered the draft Annual Report for Year-Ending 31 March 2009.

Resolve: Proposed by Cllr CI, seconded by Cllr RC, by unanimous vote, that the Annual Report for Year-Ending 31 March 2009 is approved and to be published.

21. 09/10 Confidential Session

Resolve; Proposed by Cllr CI, Seconded by Cllr RC 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.

Cenotaph Enhancement Project – Council considered tenders received from Landscape Architects for the design and specification works to the project. A Tender Evaluation Report was provided by the Clerk following consultations with Cllrs Bartlett, Champion and Lockey.

Resolve: Proposed by Cllr JP, seconded by Cllr MR, by unanimous vote that the Landscape Architect Tender as set out in the Contract Specification dated 11 March 2009 (attached to these Minutes) is awarded to Illman Young Landscape Design of Cheltenham at costs of £9,650 plus VAT as their Tender submission dated 16 April 2009 and the works duly ordered.

Cenotaph Repair & Restoration Project – Architect Beech Tyldesley reports final inspection and completion of remedial works although some concern regarding the WWII plaque but suggests this be review at the end of the contract defect period being March 2010.

Resolve: Proposed by Cllr RC, seconded by Cllr MR, by a vote of 7 For, 1 Against and 3 Abstentions that the matter is noted and a final inspection meeting takes place with Mark Taylor (Beech Tyldesley) Cllrs JM, RC, the Clerk and a representative from the Royal British Legion and Friends of the Cenotaph to review the work undertaken and discuss any outstanding matters.

22. 09/10 Agenda Matters for the Next Meeting

The next meeting is to be held on Tuesday 7 July 2009 at 7.00pm.

The Chairman thanked members for their attendance and closed the meeting at 9.10pm.

Cllr J.M. Marsh

Signature _____

Chairman

_____/_____/_____**2009**

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2476	SM Tourist Information Centre	4064	Annual Grant - Min-CD83d 08/09	£ 2,300.00
2478	Earth Anchors Ltd	4218	Collett Park Memorial Seats-SD65g 08/09	£ 1,260.40
2479	Citizens Advice Bureau	4072	Annual Grant - Revenue Support - Precept	£ 3,200.00
2480	Mendip Community Transport	4074	Annual Grant - Revenue Support - Precept	£ 900.00
2481	TJ Electrical	4208	Collett Park Depot / Toilet - Test/Repairs	£ 423.20
Total =				£ 8,083.60
Payments by Direct Debit				
1/4/09	Market Town Ltd	4022	Community Website Hosting / Support	£ 69.00
16/4/09	BT	4014	Telephone Line, Data & Calls	£ 128.59
17/4/09	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.56
28/4/09	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
28/4/09	Community Council	4028	Annual Subscription	£ 25.00
28/4/09	Somerset County Council	4000-4002	Pension Contributions	£ 551.26
28/4/09	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 61.13
Sub Total				£ 3,553.51
Total =				£ 11,637.11

CONFIDENTIAL PAYMENTS

2477	Mr G Brown	4000	Town Clerk - May Salary 2009	£ 1,600.66
Total				£ 1,600.66
Total Expenditure =				£ 9,684.26

Date	Income	Code	Category of Income	Total Deposit
8-Apr	Mendip District Council	1176	50% Annual Precept	£ 69,163.00
8-Apr	Mendip District Council	1008	Lido Car Park Project - Repayment	£ 5,942.00
9-Apr	Lloyds Bank	1190	Bank Interest - April 2009	£ 7.96
Total Income =				£ 75,112.96

Cllr J.M. Marsh
Chairman

Signature_____

Date_____

Cllr N.F. Shearn
Vice Chairman

Signature_____

Date_____

Minutes of the Meeting of the Shepton Mallet Town Council held on 7 July 2009, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Jeannette Marsh(JM)

Cllrs Bartlett(JB), Champion(RC), Gilham (JG), Inchley (CI), Lockey (CL), Lovell (ML), T. Marsh (TM), Marvin (DM), Parham(JP), Robinson (MR), K. Taylor (KT) and Shearn (NS).

Mr Simon Malley (Dobbies Branch Manager).

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.

23. 09/10 Presentation – Dobbies Garden Centre – Mr Simon Malley (Store Manager)

A detailed presentation of Dobbies Garden Centres PLC was delivered to the meeting which included the companies Vision, historical information from being founded in 1865 by Mr James Dobbie through to the current date, the services and retail goods being provided and the 25th Centre being Shepton Mallet which currently had 55 employees. They wished to integrate and support the Town which would include local community events and they had recently worked with St Paul's CofE Junior School to bury a time capsule on the site and with other Schools on an Egg Yolk growing competition. Ongoing initiatives were to support the creation of a school garden at St Paul's School, a Little Seedlings Club, a Summer Fun Day on the 19 July, a Christmas Charity Evening in October, Santa arrival in November and ongoing work with local clubs, societies and charities. Mr Malley then undertook a Question and Answer session with Council.

Resolve: the Chairman thanked Mr Simon Malley for a most interesting and enlightening presentation and that the Council looked forward to future partnership working with Dobbies, indeed currently Shepton Mallet was the envy of other adjoining Towns for securing the location of the Garden Centre.

24. 09/10 Public Forum

Resolve: Proposed by Cllr ML, seconded by Cllr MR, 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; **Public Transport** (Mr Clive Pearson) to provide detailed report to Council at the 1st September meeting, they were certain problems with cars parked on the approach road to the **Community Hospital service** and would like to get no parking / waiting restrictions put in place. Mr Will Dunscombe considered that the problem has arisen following planning permission to allow overdevelopment and insufficient parking. **Collett Festival** (Mr Clive Pearson) thanked the Council and especially Cllr Robinson and Quadron Services for organising such a successful event. **Town Centre signage** (Mr Clive Pearson) suggested that this should be upgraded and pictorial maps such as arrowed and "You are here" put in place and possible an ornamental arch at the southern end of the high street much as that at the northern / pedestrian end. **Tesco landscape maintenance** (Mr Will Dunscombe) considered that Dobbies could give advice to Tesco on how to satisfactorily maintain their landscape areas. **Crematorium** (Mr Will Dunscombe) considered that the MDC decision to approve planning was a "Foregone conclusion" and MDC Cllrs were unable to explain why they had gone against their own planning officer's recommendation. **Regal Road / Town Centre redevelopment** (Mr Will Dunscombe) enquired if Council was aware of the proposals and again considered that a prior deal had been done with the developers, he pleaded with MDC to be more open and honest with the public that they serve.*

Resolve: Proposed by Cllr ML, seconded by Cllr RC, by unanimous vote, that the meeting now be brought back into session and that the matter of Town Centre Signage be placed on the agenda for the 18 August meeting of the Community Development Working Group.

25. 09/10 Apologies for absence – Cllrs Kinison(health) and A. Taylor(work).

Resolve: that the apologies are accepted and recorded.

26. 09/10 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) **Cenotaph - 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.
- c) **Commercial Road Laurels** – Cllr RC declared a Personal and Non-Prejudicial Interest due to his residence in the close proximity.
- d) **Dobbies Garden Centre** – Cllrs JM & TM both declared a Personal and Non-Prejudicial Interest as having received gifts during purchase of goods from the store.
- e) **Market Cross** - Cllrs JB, RC, CL, JM, TM and NS all declared a Personal and Non-Prejudicial Interest as they are serving Trustees of the Market Cross Charity.
- f) **Grove House** – Cllr CL declared a Personal and Non-Prejudicial Interest as a member of his family worked for the Practice.

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

27. 09/10 Chairman's Announcements

The Chairman confirmed that the following events had been attended;
Chairman

- 6th June Civic Service and Reception for the Mayor of Bath
- 7th June Civic Service and Reception for the Mayor of Glastonbury
- 27th May Bath and West Show Presidents Lunch
- 13th June Collett Day Opening
- 18th June Friends and Family Day at Dobbies Garden World

Vice Chairman

- 21st June The Opening of Dobbies Garden World
- 22nd June Flag raising Ceremony at Shepton Cenotaph for the Armed Forces Day 27th June 2009, also attended by Councillor Colin Lockey
- 22nd May Councillor Bartlett attended the Street Parish Council AGM and investiture

The Chairman informed that Cllr Kinison wished to stand down as Regeneration Portfolio Holder for health reasons but still wished to be involved with regeneration matters and Shepton 21. Cllr Inchley had agreed to step in as Regeneration Portfolio Holder

Resolve: Proposed by Cllr RC, seconded by Cllr ML, by a vote of 13 For and 1 Abstention that Cllr Inchley is elected at Regeneration Portfolio Holder.

28. 09/10 Minutes

The Minutes of the Annual General Meeting of the Town Council held on the 5 May 2009 was considered for accuracy and content.

Resolve: Proposed by Cllr CI, seconded by Cllr ML, by unanimous vote, that the Minutes of the Annual General Meeting of the Town Council held on 5 May 2009 are approved as a true record and signed by the Chairman.

29. 09/10 Matters Arising from the Minutes

Min 11b 09/10 Membership to Committee's of the Council

Service Delivery Committee 2 June 2009 - A recommendation is put to Council at the 7 July 2009 meeting that Standing Orders are amended to include for maximum 10 members of the Council to be elected to the Service Delivery Committee at each AGM with the existing Offices of the Chairman & Vice Chairman of the Council, all Committee Chairman(s) and all Portfolio Holders being automatically included within the total 10 maximum membership.

Draft Amendments to Standing Order 91 as follows; The Committee shall consist of all elected Portfolio Holders (Administration, Collett Park, Community & Leisure, Footpaths, Properties & Regeneration), the Chairman of all Committees (Planning) and the Chairman and Vice-Chairman of the Council **plus any other elected member(s) up to a total maximum Committee Membership of 10 members.**

Resolve; Proposed by Cllr RC, Seconded by Cllr DM, that Standing Order 91 is amended to read as follows; "The Committee shall consist of all elected Portfolio Holders (Administration, Collett Park, Community & Leisure, Footpaths, Properties & Regeneration), the Chairman of all Committees (Planning) and the Chairman and Vice-Chairman of the Council plus any other elected member(s) up to a total maximum Committee Membership of 10 members". The matter is to remain adjourned until the 1 September meeting of Council when the matter is to be fully resolved.

No other matters were raised.

30. 09/10 Somerset County Council

- a. Closure of the A303, re-routing of traffic** – Cllr BH provided an update to the meeting attended on behalf of the Council.

Resolve: Proposed by Cllr CI that Cllr BH is thanked for her report and that SC Cllr Robinson is to take the matter up and that at the same time the Council is to write to SCC requesting appropriate traffic management, that possible difficulties with large HGV using Wraxall Hill during the winter months is managed and supported in the correct manner and that information signage is put in place to ensure the addition and HGV traffic use Fosse Lane to join the A361 from Cannards Grave roundabout on their way to Frome rather than Whitstone Road. They should also ensure that the weight restriction through the Town Centre is upheld and robustly enforced for the period of closure and at the same time to be aware at the start of their proposed diversion that the dates did coincide with the Shepton Mallet Carnival event and that the Town Centre Weight Restriction is usually lifted for a temporary period.

- b. Pot Hole in the Town Centre** – Cllr MR was requested to chase up repair to a large pot hole in the centre of the highway in the centre of Commercial Road / Paul Street traffic signals.

Resolve: that Cllr MR would take the matter up with SCC.

- c. Speed Indicator Device – Waterloo Road** – Cllr CL considered that the device was situated too close to the school and was partly unsighted due to a tree limb. Others considered that the device was working to make traffic brake and reduce their speed prior to the school.

- d. Childrens Centre – Waterloo Road** – Cllr MR confirmed that the official opening had taken place and considered that the facility was absolutely super with both advice and nursery facilities and was very nice for the Town.

Resolve: that the above matters (c & d) are noted.

31. 09/10 Mendip District Council

- a. MDC Restructure** – Cllr JP provide an update with the new structure now set and the Business Plan for the forthcoming year period ratified. There had been changes to the

Cabinet and Customer Services had recently been under some undue pressure due to billing problems but that this was now reducing.

Resolve: Proposed by Cllr JM that the matter is noted.

32. 09/10 Matters to be Noted

a)	Mendip Citizens Advice Bureau	Letter of thanks received for grant of £3,200, confirmation that they now have permanent offices at 9/9a Market Place and that they will forward their 2008/09 Annual Report when available.
b)	Tour of Britain Cycle Race	Informed stage passing through Shepton Mallet on Thursday 17 September 2009 at approximately 1030am from the A371 Frome, over Kilver Street, straight through the Town and onto the A371 towards Wells.
c)	Anglo Trading Estate	Update to works to Anglo Entrance 2 at Commercial Road / Shaftgate Avenue following removal of laurels. The Clerk confirmed that the current dispute between Anglo Estates and SCC may well be resolved and it was hoped that work to reinstate the boundary would be able to start in the next few weeks which would then be followed by completion of the landscape works. Cllr CL stated that he would like to see a raised flower bed included within the landscape works.
d)	Leisure Facilities	Update to MDC Audit Leisure Facilities and Forward Plan. Was received which confirmed that delays had arisen due to MDC restructuring process and the recent elections, however it was expected that the final report may well be available in the autumn.
e)	SCC Rights of Way	Newsletter's received for Somerset Local Access Forum and Public Rights of Way.

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

Resolve: Proposed by Cllr ML, Seconded by Cllr RC by unanimous vote that the above matters c) and d) are noted.

33. 09/10 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on held on 12 & 26 May and 9 & 30 June 2009 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr RC, by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on Tuesday 12 & 26 May and 9 & 30 June 2009 are noted.

34. 09/10 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 16 June 2009 previously distributed to all Cllrs received consideration along with Recommendations to the Award of various Community Grant applications.
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	Resolve;	Proposed by Cllr RC, seconded by Cllr DM, by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 16 June 2009 are noted.
	Resolve;	Proposed by Cllr RC, seconded by Cllr DM, by a vote of 13 For and 1 Against, that the following Community Grants are awarded. SM Air Training Corps - £100 Community Grant. SM Bowls Club - £100 Community Grant. Mid Somerset Show - £250 Revenue Grant from Community Project budget heading.
b)	Shepton Mallet AFC	Update following meeting with SM AFC on Wednesday 24 June 2009 attended by Cllr CI, NS and CL. Response to enquiry made to MDC as to their current position in the matter received from Martin Evans, Solicitor confirming his instruction to prepare and conclude a Supplemental Deed to extend the term of the lease for a further five years from 1 August 2019 to 31 July 2024.
	Resolve;	Cllr CI confirmed that this information now means that SM AFC could proceed to raise capital to fund improvements to floodlighting and new security fencing that would allow the club to remain in their current league, to remain in their current location and develop which is very good news for them and the Town. Cllr JP confirmed that MDC are to proceed and register all their owned areas of land with the Land Registry over the next two year period. Proposed by Cllr JM that the matter is noted.
c)	Market Cross	Advised by Paul Tomlinson following consensus between Henk Strik (Architect/QS) and qualified local company that the rebuild cost for the structure is valued at £750,000. When the structure may be handed over to the Council in the future consideration as to risk and management of that risk should be considered and financially accounted for in any future precept / budget calculations – Cover (£121.80 per £100,000) = £913.50 estimated.
	Resolve;	Cllr NS provided an update to the repair and restoration project which was moving forward albeit at a slow pace. Sufficient funding was nearly in place but there were no definite dates at this time. Without the services of MDC Mr Paul Tomlinson they would have not got this far. Currently the Charity took out third party insurance at a cost of approximately £350 per annum. The Clerk informed Council that before taking liability for the structure it would need to manage the risk. Currently the Council had no reserves set aside for this purpose and the total rebuild cost was estimated at equivalent to 5 years of Council Precept. Cllr Parham considered that the required insurance premium should be allowed for in the next precept considerations. Proposed by Cllr JP, seconded by Cllr RC, by a vote of 13 For and 1 Abstention that the project update is noted and that the Council raise the additional insurance premium of £913.50 by way of Precept at the next budget / precept considerations.
d)	Extra Street Light, Douglas Drive	Recommendations from the Community Development Working Group for Council to consider the matter following response received from SCC Highway Group. Cllr Inchley completed review into the matter including investigation with residents and Police and report provided to all Cllrs.
		Council considered the requirement and other areas of the Town considered having inadequate street lighting and the possibility of setting precedence.

Resolve;	Proposed by Cllr CI, seconded by Cllr MR, by a vote of 11 For and 3 Abstentions, that the Town Council support in principle the requirement and would provide the required funding if needed. In the interim Cllr MR is to attempt to obtain support and funding through the Community Safety Partnership budget, failing same the Town Council is to proceed and fund the requirement, estimated at £520 from the current Town Centre Improvement budget heading. The matter of future Street Lighting requirements is to be placed on the agenda for the next meeting of the Community Development Working Group to consider policy and criteria for possible future financial support / funding from the Town Council.
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35. 09/10 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 2 June 2009 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr JM that the Minutes of the Service Delivery Committee Meeting held Tuesday 2 June 2009 are noted.
b)	Collett Festival 2009	Update following event held 13 June 2009. The total income was around £1100 with nett expenditure around £500. The nett profit along with the precept budget of £500 not spent meant that this budget heading indicated a surplus of around £1,100. Cllr MR was thanked for all her hard work and making this years event such a success.
	Resolve;	Proposed by Cllr MR, by unanimous vote, that the matter is noted and to thank Quadron Services and especially the Park Keeper Harold Spirrell for their support which was much appreciated.
c)	Play Equipment	<p>Typhoon Play Equipment now removed, replacement equipment including 30metre slide and three individual fitness stations installed at nil costs by Record RSS. The Clerk confirmed that complaints received from adjoining residents to the Park had been concluded. The installation works were still not completed and there was some discrepancy regarding if any and how much safety surface grass mat was to be supplied and installed.</p> <p>Independent Play Equipment Inspection had been carried out by Wicksteed Leisure to existing play equipment in both existing areas on Thursday 2 July 2009 and that a report was to follow.</p>
	Resolve;	Proposed by Cllr JM that the matter be noted.
d)	Football in Collett park	SM Youth Football Club request to use two football pitches (U16 boys full size pitch and U8 / U9 boys teams with mini size pitch both within the designated and approved area) during the fourth coming season. Some discussion took place as to maintenance requirements throughout the season and financing this requirement. A proposals by Cllr JP to fund the requirement in this current year was not progressed. The Clerk suggested that this year should be operated as a pilot and reviewed at the end of the season to ascertain future requirements. Cllr KT then left the meeting not to return.
	Resolve;	Proposed by Cllr JM, seconded by Cllr DM, by a vote of 12 For and 1 Abstention, that in principle the Council approve the SM Youth Football Club to use the approved football playing area of Collett Park for this years fixtures subject to;

		<p>1 – Copy of their insurances, emergency procedures and fixture dates / times being received prior to any games being played.</p> <p>2 – Costs associated with required infrastructure, marking of pitches and pitch maintenance (over and above grass cutting) is arranged and paid for by the SM Youth Football Club.</p> <p>3 – At the end of the season a full breakdown of infrastructure provision, marking of pitches and additional maintenance work undertaken by SM Youth Football Club is to be provided so that Council can review.</p> <p>4 – They ensure all their members, their families and visiting teams and their supporters ensure they do not cause congestion or obstruction within the highway of Kyte Road / Collett Avenue and that they look to use Whitstone School parking facilities as in previous years.</p> <p>In the interim the Clerk is to discuss with the Parks Contractor (Quadron) and provide a draft for Cllrs JM, NS and the Clerk to work up as future policy, guidelines, proforma for the use of Collett Park for Football Fixtures.</p>
e)	The Bandstand Marathon	Superact have booked Bratton Silver Band to perform in Collett Park on Sunday 27 September 2009 from 2-4pm. Request assistance to support the event and provision of chairs.
	Resolve;	That the Clerk volunteered to undertake to attend and provide the required support for the event / band and Cllr BH and NS both volunteered to assist the Clerk.
f)	Station Road Embankment	Partnership funding now received, order placed for Quadron Services for minimum 3 cuts of maintenance at cost of £360. The Clerk confirmed that the first cut had been completed by Quadron.
	Resolve;	Proposed by Cllr JM that the matter is noted.
g)	Whitstone Road Allotments	Report of produce stolen to several plots over weekend 26/27 June 2009.
	Resolve;	Proposed by Cllr RC that the matter is noted.
h)	Bench Seat Vandalised	A seat to mark the Towns Friendship with Misburg (Germany) on the anniversary of 25 years from 1961 to 1986 had been vandalised beyond repair. The matter had been reported to the Police and a crime number obtained. Images of the damage were shown to the meeting.
	Resolve;	Proposed by Cllr MR, seconded by Cllr RC, by unanimous vote, that the broken seat is removed, disposed of and the base cleared. The existing in-scripted plaque is to be removed and refixed to an existing bench in another location within the park.
i)	Town / Council Website	Cllr RC requested update to progress of the new website. The Clerk confirmed that Michael Perry had almost completed his work which had required additional programming to enable PDF files to be searched via the website. The Clerk has now to copy all PDF archive files and provide to Michael Perry to enable him to load onto the new site, then the new site would be ready to go. Currently the original website hosting was being extended with Market Town.
	Resolve;	That the matter is noted.

36. 09/10 Finance

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

Council was requested to **Approve the July 2009 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr RC, seconded by Cllr CI, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for July 2009 as per Appendix "A" attached to these Minutes are approved.

37. 09/10 Confidential Session - Resolve; Proposed by Cllr RC, seconded by Cllr ML, 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. Beat Police Officer PC Steve Hubbard then joined the meeting at the request of Council.

a. Anti Social Behaviour – The matter of incidents of alleged criminal and anti social behaviour received consideration. PC Steve Hubbard highlighted the need for partnership working and assistance from the public to obtain sufficient evidence.

Resolve; Proposed by Cllr JM that the matter is noted and the originator of the information should progress the matter directly with a Police.

Cllr MR and PC Steve Hubbard both then left the meeting not to return.

b. Grove House Surgery – The Surgery is looking to expand and attempting to obtain a site in the Town to facilitate this requirement. Unfortunately a proposed site in the current ownership of MDC had not been made available by MDC. The Surgery requested information as to any other possible areas within the Town.

Resolve; Proposed by Cllr JM that the matter is noted.

c. Collett Park Play Area Fencing – Council reviewed quotations received for renew of fencing and gates to both play areas.

Resolve; Proposed by Cllr JP, seconded by Cllr RC, by unanimous vote, that the quotation from Southern Counties Fencing is accepted for the removal of all fencing and gates from both play areas within Collett Park, supply and fix on the same fencing line 16mm Bow Topped Galvanised metal fencing with powder coat paint finish (green) and Pro Safe Gate to each area, galvanised with powder coat paint finish (yellow) for the sum of £14,510 plus VAT with the funds being drawn from 100% of Play Equipment Reserve Fund (£10,400) with the balance (£3,110) being taken from Contingencies budget heading.

38. 09/10 Agenda Matters for the Next Meeting – No matters were raised.

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

Cllr J.M. Marsh (Chairman) Signature_____ Date;____/____/_2009

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2486	Shepton Mallet In Bloom	4064	Annual Grant	£ 2,300.00
2485	Mendip District Council	4056	CCTV Annual Contribution	£ 6,812.03
2487	Market Town Limited	4022	Website Hosting - June 09	£ 69.00
2488	Quadron Services Limited	4084	Painting of CCTV Camera Pole	£ 33.24
2488	Quadron Services Limited	4018	SM Lido Landscaping (repaid by MDC)	£ 977.50
2489	The Whitstone Press	4018	Reprinting of 500 Christmas Cards/Envelopes	£ 299.57
2490	All Tree Services Ltd	4214	Collett Park - Urgent Tree Works	£ 129.38
2492	HMRC	4000-4004	Tax / Ni - 1st Quarter 2009/10	£ 2,400.32
2493	Pro Business Accountants	4006	Internal Audit 2008/09	£ 350.18
2494	SM Air Training Corps	4068	Community Grant	£ 100.00
2495	SM Bowls Club	4068	Community Grant	£ 100.00
2496	Mid Somerset Show	4084	Grant - Revenue Support (Community Projects)	£ 250.00
2497	XXXXXXXXXX	4088	Return of donation to Collett Park	£ 200.00
2498	Ace Acoustics	4216	Collett Festival - PA / Sound System	£ 172.50
2499	Georgian Hire Limited	4216	Collett Festival - Port-a-los	£ 172.50
				£ 14,366.22

Payments by Direct Debit

1-May	Mendip District Council	4012	Office Lease - Quarterly	£ 1,500.00
1-May	Aviva (Norwich Union)	4012-4222	Insurances - Monthly Premium(April/May)	£ 812.54
19-May	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.56
28-May	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
28-May	Somerset County Council	4000-4002	Pension Contributions	£ 551.26
28-May	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 84.16
1-Jun	Aviva (Norwich Union)	4012-4222	Insurances - Monthly Premium(April/May)	£ 406.27
17-Jun	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.56
29-Jun	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
29-Jun	Somerset County Council	4000-4002	Pension Contributions	£ 551.26
29-Jun	Veolia ES UK Limited	4206	Collett Park Waste Disposal - Less Credit	£ 5.18
Sub Total				£ 9,347.73

Total = £ 23,713.95

CONFIDENTIAL PAYMENTS

2491	Mr G H Brown	4000	Town Clerk - July Salary 2009	£ 1,600.46
Total				£ 1,600.46
Grand Total				£ 25,314.41

Date	Income	Code	Category of Income	Total Deposit
11-May	Lloyds Bank	1190	Monthly Bank Interest	£ 6.42
22-May	Glastonbury Fest' + TIC		Donation (C/P Festival) + Footpath Booklet Sale	£ 140.00
11-Jun	Lloyds Bank	1190	Monthly Bank Interest	£ 4.95
15-Jun	Various		Collett Festival - Nett Income	£ 641.00
15-Jun	Hi Jinks Ice Cream		Collett Park - Ice Cream Franchise	£ 300.00
19-Jun	Bond		Allotment 061 - Rent	£ 11.67
23-Jun	Wood + Ratcliffe	1006	Collett Festival Trader Rent	£ 124.00
23-Jun	Haskins	1008	Partnership Funding for Station Road	£ 257.50
Total Income =				£ 1,485.54

Cllr J.M. Marsh (Chairman) Signature _____ **Date** _____

Cllr N.F. Shearn (Vice Chairman) Signature _____ **Date** _____

Minutes of the Meeting of the Shepton Mallet Town Council held on 1 September 2009, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Jeannette Marsh(JM)

Cllrs Bartlett (JB), Height (BH), Inchley (CI), Lockey (CL), Lovell (ML), T. Marsh (TM), Marvin (DM), Parham (JP), Robinson (MR), K. Taylor (KT) and Shearn (NS).

7 members of the public and 1 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.

39. 09/10 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.

Public Transport – Mr Clive Pearson informed that he was standing down for personal reasons from being the Councils Transport Liaison Person for some 12 years during which there had been many changes. He thanked the Chairman, all past Chairmen and all Councillors for their support throughout this time which he had found most rewarding. He also thanked the service providers which included Frome Minibus, South West Coaches, First Bus and the staff at Wells Bus Station and Officers at SCC. Clive then provided an update report to each service and hoped that the high standard of bus services to the Town would continue.

The Chairman thanked Mr Clive Pearson on behalf of the Council and the Towns Community for his conscientious work in respect of Public Transport for the Town and wished him well for the future. This was applauded by all at the meeting. Mr Taffy Stride also thanked Clive for his work on behalf of the residents of the Ridgeway Estate.

*Notes of other matters raised were recorded for internal use, action and included; **Inadequate provision of Public Toilets** within the Town Centre (Clive Pearson) – **Halt further funding of the Academy** (Will Dunscombe) – **Purchase of Bird Food** outside of the Town (Taffy Stride) – **Planting causing reduced visibility splay on highway verge at the top of High Street south** by Shepton 21 (Taffy Stride) – **Budget required to fund Cenotaph future maintenance** (Taffy Stride) – **Reduce expenditure within Collett Park** (Taffy Stride).*

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

40. 09/10 Apologies for absence – Cllr Champion(family), Gilham(family) and Kinison.

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

41. 09/10 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) **Cenotaph - 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.

- c) **HM Prison** – Cllrs JM & TM both declared a Personal & non-Prejudicial Interest as Jeannette Marsh worked within the Prison.
- d) **Town Clock** - Cllrs JM & TM both declared a Personal & Prejudicial Interest as Terry Marsh undertook clock winding duties for the Council.

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

42. 09/10 Chairman's Announcements

South West Tour of Britain – Notice of road closures received for Thursday 17 September 2009 due to the cycle race resulting in the A371 through the town closed to eastbound traffic from the junction with Kilver Street through to the junction with Rectory Road. **Dog Bin at Bowlish Lane** – MDC advise that the bin has been destroyed possibly by machinery flaying the hedgerow. MDC have removed all debris from the site. **Collett Park Bandstand Marathon** – Confirmation that Ansford School will be performing starting at 2pm on Sunday 27 September 2009. Cllr BH & NS have both previously volunteered to assist.

43. 09/10 Minutes

The Minutes of the Meeting of the Town Council held on the 7 July 2009 was 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 7 July 2009 are approved as a true record and signed by the Chairman.

44. 09/10 Matters Arising from the Minutes

Min 11b 09/10 Membership to the Service Delivery Committee - Adjournment from the previous meeting held 7 July 2009 with the following resolve; *Proposed by Cllr RC, Seconded by Cllr DM, that Standing Order 91 is amended to read as follows; "The Service Delivery Committee shall consist of all elected Portfolio Holders (Administration, Collett Park, Community & Leisure, Footpaths, Properties & Regeneration), the Chairman of all Committees (Planning) and the Chairman and Vice-Chairman of the Council plus any other elected member(s) up to a total maximum Committee Membership of 10 members".*

Resolve; Proposed by Cllr CI, Seconded by Cllr KT, by vote of 11 For and 1 Against that Standing Order 91 is amended to read as follows; "The Service Delivery Committee shall consist of all elected Portfolio Holders (Administration, Collett Park, Community & Leisure, Footpaths, Properties & Regeneration), the Chairman of all Committees (Planning) and the Chairman and Vice-Chairman of the Council plus any other elected member(s) up to a total maximum Committee Membership of 10".

45. 09/10 Somerset County Council

- a. **Speed Indicator Device** - Results for Waterloo Road relating to installation during first two weeks in July 09 were considered. Results still show traffic speeding with indicated speeds of 38mph in the 30mph zone and also increased traffic volume to 28,604 in the two week period. Cllr CL considered that the device should be relocated further up Waterloo Road and opposite the Cemetery Gates. Cllr CI had undertaken Speed-watch in the area and considered the only way to reduce speeding traffic was by way of enforcement, with punishment being the deterrent. There was concern as to the latest data which had been provided.

Resolve: Proposed by Cllr CL, Seconded by Cllr NS, by unanimous vote that SCC should be requested that the Speed Indicator Device would be more efficient if repositioned up the highway, further away from the school, nearer the start of the 30 speed zone at a position opposite the Cemetery Gates but that the matter be put on hold until the next quarters data was collated which would hopefully confirm this requirement.

- b. Mendip School Governors** - SCC mounting recruitment campaign for the Mendip area and seek assistance in finding suitable volunteers. Guide booklets and poster provided.

Resolve: Proposed by Cllr MR, Seconded by Cllr ML, by unanimous vote that the matter is noted.

- c. A361 Red Route Exhibition Forum** - To take place on 30 September 2009 at 3pm to 7pm Nunney Village Hall. Involving communities to develop a package of measures to reduce casualty rates on the A361 in Somerset. Cllr CL considered that the Pipers Inn junction was a definite priority.

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

- d. Bolters Lane Highway Junction** – CL informed that a further Road Traffic Collision had occurred and during his office at SCC he had attended several site meetings with SCC Officers and although several schemes had been considered the only feasible scheme was to compulsory purchase land to the north of this junction on the main A37 to provide adequate visibility splays to the north of the Bolters Lane junction.

He considered that the Council should bring pressure to bear to get things done as SCC appeared to be doing all the work in other much larger Towns. Cllr MR agreed that SCC were spending far too much in other larger Towns and she had already been in touch with SCC who had issued a reference number but that someone was still looking into the matter.

Resolve: Proposed by Cllr CL, Seconded by Cllr CI, by unanimous vote that the Town Council send a strong letter demanding action to the dangerous junction of Bolters Lane with the main A37 and that the Ward Councillor Margaret Robinson is also very supportive of this requirement and to refer SCC to the same reference number as issued to Cllr MR.

46. 09/10 Mendip District Council – Cllr JP informed that there was nothing much to report and that business was as normal.

47. 09/10 Matters to be Noted

a)	Shepton Mallet Fun Run	To take place starting from West Shepton Playing Fields on Sunday 4 October 2009 with the children's race starting at 10.30am and the main road race starting at 10.45am.
b)	Somerset Art Works SAW	Copy of SAW09 Guide received features group exhibitions, community projects and events from 19 September to 4 October 2009.
c)	Tour Of Britain Cycle Race	Promotional material received and request for information of any events that may be held in the Town on the respective date to support the event. Date and timings can be obtained at www.southwesttourofbritain.co.uk
d)	Road Closure	MDC confirm normal road closure for the Remembrance Parade between 1015 & 1115hrs and again 1200 & 1245hrs on Sunday 8 November 2009.
e)	HM Prison	Copy of Board's Report for 2008/2009 received.

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

48. 09/10 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on held on 21 July and 11 August & full Council on 25 August 2009 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr CI, Seconded by Cllr DM by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on Tuesday 21 July and 11 August & full Council on 25 August 2009 are noted.
b)	Membership of Planning Committee	Cllr Height requested membership of the Planning Committee. Currently 11 members which is maximum permitted by Standing Order 84. Options to change out with an existing member or to amend Standing Orders were considered.
Resolve;		A vote not to amend Standing Orders was lost. Proposed by Cllr CL, Seconded by Cllr BH by a vote of 8 For, 2 Against and 2 Abstentions that Standing Order 84 is amended to read "12 Members" in lieu of 11 and that the matter is to be adjourned for full resolve at the next meeting of Council.

49. 09/10 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 18 August 2009 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr NS, seconded by Cllr ML, by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 18 August 2009 are noted.
b)	Shepton Mallet Football Club	<p>Confirmation that they have been successful following extension of their current lease to be awarded a FA Grant of 50% equivalent to £31,125.00 with conditions that the Club raise the other 50% (£31,125.00) and that work must start within 6 months and project completed within 12 months or the offer will be withdrawn.</p> <p>Recommendation from Portfolio Group meeting to award a Grant of £1,000 taken from a realigned budget. Several members considered that the grant should be higher than that recommended.</p>
Resolve;		A vote to increase the level of the proposed grant to £3,000 was lost. Proposed by Cllr NS, seconded by Cllr ML, by a vote of 9 For and 3 Abstentions that a Grant of £1,000 is awarded to Shepton Mallet Football Club for their Improvement Project, subject to the project proceeding and being completed. Should this not happen then the Grant funds are to be repaid to the Town Council
c)	Shepton Mallet Digital Arts Festival	Following presentation by Claire Sully at previous meeting, recommendation from Portfolio Group meeting to award a Grant of £1,000 taken from a realigned budget.
		Concern was raised that nearly all funding to date had come from the Public Sector, they had informed that they had no contingency if a loss was incurred and that Shepton 21 had previously funded over £2,000 towards a feasibility study. Other members spoke in support of

	<p>the project and considered that the Council should be more positive as this was a great opportunity for the Town. The Council should fully support the project and wish it every success. Proposed by Cllr MR, seconded by Cllr JP, by a vote of 7 For, 3 Against and 3 Abstentions that a Grant of £1,000 is awarded to the Shepton Mallet Digital Arts Festival.</p>
d)	<p>Shepton Mallet Older People Project</p> <p>Following presentation by Shepton 21 to the Community Development Working Group they are requested to provide a more detailed presentation of their proposals to this meeting of Council.</p> <p>Recommendation from Portfolio Group meeting to award a Grant of £1,000 taken from a realigned budget subject to the above presentation.</p>
	<p>Resolve;</p> <p>A vote to reduce the Grant to £500 was lost. A proposals to make payment following provision of receipts for the Forum up to a maximum of £1,000 was not seconded. Proposed by Cllr JP, seconded by Cllr ML, by a vote of 7 For, 4 Against and 1 Abstention that a Grant of £1,000 is awarded to Shepton 21 for the Shepton Mallet Older People Project.</p>
e)	<p>Other Priority Projects</p> <p>Update of Town Centre Finger Signs – Recommend from Portfolio Group meeting to be progressed by MDC with funding being obtained by way of 106 Town Centre Funds.</p> <p>New “You Are Here” Town Information Signs – Project to provide 4 signs showing pictorial map of town with prominent features of interest possibly with 2 on edge of Tesco Shopping Park and 1 each in Petticoat Lane and Great Ostry Car Parks, budget cost estimated at £5,000. Recommend from Portfolio Group meeting to be progressed in Partnership with MDC with Town Council undertaking procurement and funding being obtained by way of 106 Town Centre Funds.</p> <p>Douglas Drive additional Street Light - Recommend from Portfolio Group meeting that this be funded from SCC Local Community Budget with the support of Cllr Robinson and that the Town Council procure the works (if required) using this funding stream.</p>
	<p>Resolve;</p> <p>Proposed by Cllr CL, seconded by Cllr BH, by unanimous vote, that MDC are requested to progress the Updating of Town Centre Finger Signs and that funding should come from the Tesco 106 Town Centre Fund held by MDC.</p> <p>Resolve;</p> <p>Proposed by Cllr CL, seconded by Cllr BH, by unanimous vote, that MDC are requested to progress with the provision of four new “You Are Here” Town Information Signs showing pictorial map of the town with prominent features of interest possibly with 2 signs being positioned on edge of Tesco Shopping Park and 1 each in Petticoat Lane and Great Ostry Car Parks. The Town Council are pleased to work in close partnership and assist with the procurement if needed but that the full project should be funded from the Tesco 106 Town Centre Fund held by MDC. It was considered that an initial budget of £5,000 should be allocated.</p> <p>Resolve;</p> <p>Proposed by Cllr CL, seconded by Cllr DM, by a vote of 11 For and 1 Abstention that an additional street light should be provided by SCC to an existing pole in the proposed location of Douglas Drive with funding estimated at £520 being provided from SCC Local Community Budget with the full support of the Ward Councillor Margaret Robinson.</p>

f)	Community Grant	Application received from The Samaritians – Previous award of £85 in 2005. Recommendation from Portfolio Group meeting to award a Grant of £100.
	Resolve;	A vote to award a £100 grant but that the full grants criteria should be reviewed prior to any future grant considerations being made with the proposal that any grants should only be provided to local groups within the Town, was lost. Proposed by Cllr ML, seconded by Cllr DM, by unanimous vote, that a Community Grant of £100 is awarded to The Samaritians.

50. 09/10 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 4 August 2009 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr CL, seconded by Cllr JP, by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 4 August 2009 are noted.
b)	Collett Park Boundary Wall	Following investigations as to ownership, possible liability and obtaining quotation for rebuild / repair / repointing works recommendation for Portfolio Group meeting that MDC are requested to fund the works but that a budget of £1,400 is allocated should partnership funding be required.
	Resolve;	Cllr JP informed that he had requested clarification from MDC as to the ownership and liability of the Boundary Wall as there appeared to be conflicting advice. Proposed by Cllr JM, seconded by Cllr DM, by unanimous vote, that Cllr JP firstly confirm the liability and if fully with MDC that they be requested to undertake the required repairs as a matter of priority under grounds of health & safety but as a fall back a budget of £1,400 is allocated from the Town Council should full MDC liability not be proven then the Town Council should partner MDC on a 50/50 cost bases and procure the works and complete as a matter of priority and that this executive decision is empowered to the Chairman, Vice Chairman and Portfolio Holder in consultation with the Clerk.
c)	Collett Park Play Equipment Signage	Following previous resolve to proceed with provision and that new fencing is about to be installed to both play areas and recommendation for Portfolio Group meeting that the matter be urgently progressed with budget of £2,000 being allocation.
	Resolve;	Cllr MR considered that the signs should not prohibit playing of football within this area of the park, other considered that the budget should be allocated first and then the Clerk should work up the project including matters to be included within the signs and the matter receive further consideration at this point. Proposed by Cllr CI, seconded by Cllr JP, by a vote of 10 For, 1 Against and 1 Abstention that a budget of £2,000 is allocated to provision of Signs for Play Equipment and Play Areas within Collett Park. The Clerk is to consult with various parties including the Councils Insurers and to work up the project including sign layout, contents and design following which the matter is to be submitted to Council for further consideration.

d)	Casual Vacancy	To be called following disqualification of Mr Ashley Taylor. Notification of Casual Vacancy to be provided to the Electoral Role Officer at MDC.
Resolve;		Mr Will Dunscombe informed he wished to be Co-Opted onto the Town Council, although he was out-spoken he would work hard for the community and co-option would also save money. If the various political parties were to put up election candidates then he requested they take account and ensure candidates had the time to allocate to undertaking the full duties of a Town Councillor. Proposed by Cllr JM that the Casual Vacancy is noted and that the Clerk duly inform the Electoral Role Officer at MDC.
e)	Budget 2009/10	Following review of Council priorities and partnership working for the current year and inline with recommendations made above by the Portfolio Group meeting a revised budget for the current year was recommended for consideration. Budget headings have been vired to make provision of known expenditure and the majority of unallocated monies have been drawn back into contingencies and the control of Council for the remainder of this current fiscal year (draft revised budget attached). The overall budget remains at the same total of £153,191.
Resolve;		Proposed by Cllr CL, seconded by Cllr ML, by unanimous vote, that the revised budget with all required budget headings vired for the remaining current fiscal year dated 1 September 2009 (copy attached to these Minutes) is approved with the overall budget spend as previous, totalling £153,191.

51. 09/10 Finance

- a. Approval of Accounts for payment by Cheque, Direct Debit and Confidential Salary payments** - Council was requested to **Approve the September 2009 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr JP, seconded by Cllr CL, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for September 2009 as per Appendix "A" attached to these Minutes are approved.

- b. Collett Park Play Equipment Fund** – Currently held in Investment Account held with Investec Bank with transfer of £10,400 from Investec Bank into the Town Councils Business Account held with Lloyds TSB for the purpose of funding replacement play area fencing as previously resolve by Council.

Resolve; Proposed by Cllr JP, seconded by Cllr CI, by unanimous vote that the Earmarked Capital Reserve Fund relating to Collett Park Play Equipment held within the Investec Investment Account is withdrawn and funds transferred to the Town Councils Business Account held with Lloyds TSB for the purpose of funding the replacement play area fencing.

52. 09/10 Agenda Matters for the Next Meeting – No matters were raised.

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

Cllr Jeannette M. Marsh

Signature _____

Chairman

_____/_____/__2009

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2512	Mr G Brown	4020	Repayment for Anti Virus Software	£ 26.97
2513	Mrs M Shearn	4216	Repayment for Presentation Flowers	£ 16.50
2514	Mr G Brown	4020	Repayment for PDF File Software	£ 37.77
2515	Beech Tyldesley Architects	4300	Cenotaph Restoration - Repay by MDC	£ 710.12
2516	RBS Software Solutions	4020	Accounting Software Annual Support	£ 90.85
2518	All Tree Services	4214	Collett Park Urgent Tree Felling	£ 759.00
2519	MDC	4060	HERs Annual Contribution 2009/10	£ 5,500.00
2520	Mr Terry Marsh	4050	Town Clock Duties - first 50% instalment	£ 176.48
2521	Mrs Jeannette Marsh	4034	Chairman's Allowance - first 50% instalment	£ 600.00
2522	Mr A Crozier	4046	Footpath Contract - first 50% instalment	£ 178.88
2523	Mr M Whitcombe	4044	Allotment Contract - first 50% instalment	£ 111.47
2524	Illman Young Architects	4084	Cenotaph Enhancement Project	£ 3,450.00
2525	Race Brothers Building Maintenance	4028	Collett Park Bandstand Repairs	£ 483.00
2526	Mr J Brown	4022	Building structure and updating website	£ 324.36
2527	Great Ostry Picture Framing	4018	Council Annual Photo Frame	£ 39.95
2528	Duchy Of Cornwall	4040	Hitchen Lane Allotment Site Rent 50%	£ 57.50
2529	Quadron Services Limited	4220	Collett Park Play Equipment Repairs	£ 137.95
				£ 12,700.80

Payments by Direct Debit

No Statements Received

Total = £ -

CONFIDENTIAL PAYMENTS

2517 £ 1,595.88

Grand Total £ 14,296.68

Date	Income	Code	Category of Income	Total Deposit
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No Statements Received

Total Income = £ -

**Cllr J.M. Marsh
Chairman**

Signature _____

Date _____

**Cllr N.F. Shearn
Vice Chairman**

Signature _____

Date _____

Minutes of the Meeting of the Shepton Mallet Town Council held on 3 November 2009, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Jeannette Marsh(JM)

Cllrs Bartlett(JB), Champion(RC), Dunscombe(WD), Gilham(JG), Height(BH), Inchley (CI), Kinison (JK), Lovell (ML), T. Marsh (TM), Marvin (DM), Parham(JP), Robinson (MR) and Shearn(NS).

8 members of the public and no members of the media 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 mobile telephones were requested to be switched off or to silent mode.

53. 08/09 Public Forum

Resolve: Proposed by Cllr CI, seconded by Cllr WD, 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;

*Mr Clive Pearson- Not pleased with **shop front artwork**, wished to know what the **nine grand plans were for the town centre**, considered that **MDC were not consulting, informing or working with** the Town Council. He had concerns as to **plans once again for the Academy**. If there were such grand plans on the cards then there was a lot of work to do and **MDC should work with the Town Council** on the matter. He was however pleased that the **Town Centre signage** was proceeding.*

*Mr Taffy Stride raised concern as to the **expenditure of the 106 monies** which were being spent on the shop fronts when he had requested consideration of **funding for the Town Clock** this had been refused. He raised concern as to where the alleged **£2.3 million investment** had been spent in the Town Centre. He suggested that the **people of the Town should be consulted** on what they wanted the 106 town centre funds to be spent on.*

*Mr Dick Huckle spoke on behalf of the Norah Fry Residents Association and residents of Barrington Place who were totally against the **proposed play area for Barrington Place**. Only some of the residents had received a leaflet drop and the consultation deadline only provided a ten day response timescale. The proposal was to increase the size of the current play area by some seven fold, the majority of residents were against the plans and all had concerns and fears of anti social behaviour and loss of open space. He understood that not one positive response had gone back to MDC on the matter.*

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

Resolve: Proposed by Cllr CI, seconded by Cllr DM by unanimous vote, that the matter of Barrington Place Proposed Play Area be considered as urgent and late business under the Community Development Agenda later in this meeting due to the very limited timescale and depth of public concern.

54. 08/09 Apologies for absence – Cllrs Lockey.

Resolve: that the apologies are accepted and recorded.

55. 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) **Cenotaph - 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 Dunscombe also made a further declaration as a member of The Friends of the Cenotaph.
- c) **Town Clock – Cllrs J & T Marsh** both declared a Personal and Prejudicial Interest as Mr Marsh was contracted to the Council for Clock Winding duties.
- d) **Aviva Insurances - Cllrs J & T Marsh** both declared a Personal and Prejudicial Interest.
- e) **South West Ambulance Service - Cllr Champion** declared a Personal and Prejudicial Interest due to his Pension arrangements.
- f) **Proposed Play Area, Barrington Place - Cllrs J & T Marsh** both declared a Personal and Prejudicial Interest in the matter and would leave the meeting for any consideration or resolve.

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

56. 08/09 Chairman's Announcements

The Chairman welcomed newly elected Town Councillor Will Dunscombe(WD) and looked forward to interesting and challenging debates. The Chairman also welcomed Cllr Richard Champion back from a leave of absence.

Cllr Dunscombe wished to thank the people that had voted for him and hoped that he and indeed all Cllrs could work together for the benefit of the Town.

Events attended – The Chairman confirmed attendance on behalf of the Council on 23/9 RAF Presentation at The Academy – 3/10 Festival at Kilver Court – 4/10 Shepton Mallet Fun Run – 31/10 Albino Builders opening – 31/10 Digital Arts Festival. Cllr NS had attended the Shepton Mallet in Bloom presentation on behalf of the Chairman and Town Council.

Late and Urgent Items for consideration – The Chairman requested Councils consideration to add to the current agenda and consider urgent matters. A supplementary agenda and supporting documents had been provided on arrival at the meeting;

Resolve: Proposed by Cllr CI, seconded by Cllr JG, by unanimous vote, that the following matters are added to the agenda for this meeting and receive consideration at the appropriate point;

- Item 10.2 Somerset Waste Partnership
- Item 14a1 Collett Park Customer Survey
- Item 14a2 Collett Park Ground Care Contract Review
- Item 14a3 Collett Park Priority Tree Works
- Item 14a4 Cenotaph Enhancement Scheme
- Item 14a5 Town Clock Repair / Restoration
- Item 15 Late Payments

Civic Reception, French partners – The Chairman confirmed arrangements for the event to be held on Sunday 15 November in the Conservative Club however the numbers attending had increased and additional costs would be incurred. It was estimated that a further £100 (total budget £300) would be required.

Resolve: Proposed by Cllr JM seconded by Cllr JP by unanimous vote, that an extra £100 (total budget £300) is to be made available for the Civic Duties budget heading for the event.

Collett Park Fitness Equipment – The Chairman confirmed a positive meeting with Leisure Centre staff which was also attended by Cllr Bartlett and the Clerk, the Notes of which had been distributed to all Cllrs. A further meeting to progress matters and draw together interested parties has been scheduled for the Leisure Centre venue on Monday 16 November 2009 at 4pm.

57. 08/09 Minutes

The Minutes of the Meeting of the Town Council held on the 1 September 2009 was considered for accuracy and content.

Resolve: Proposed by Cllr MR, seconded by Cllr JG, by unanimous vote, that the Minutes of the Meeting of the Town Council held on 1 September 2009 are approved as a true record and signed by the Chairman.

58. 08/09 Matters Arising from the Minutes

Min 48.09/10 item b – Amendment to Standing Orders – Membership of Planning Committee. Following adjournment from the previous meeting then adjourned to consider amendments to increase membership of the Planning Committee to 12 and that Cllr Height is elected as a member of the Planning Committee.

Resolve; Proposed by Cllr RC, Seconded by Cllr ML, by a vote of 11 For and 3 Against that Standing Order 84 is amended to read Membership of the Planning Committee to consist of maximum 12 members. Also that Cllr Height is duly elected to membership of the Planning Committee.

Standing Orders and Financial Regulations - Following above and previous amendments included, approving and adopting Standing Orders and Financial Regulations dated 3 November 2009.

Resolve; Proposed by Cllr RC, Seconded by Cllr ML, by unanimous vote that Standing Orders and Financial Regulations dated 3 November 2009 is approved and adopted.

59. 08/09 Precept 2010/2011

Following consideration of both the Service Delivery Committee and the Community Development Working Group a draft Precept providing a budget of £174,532 with a Precept requirement of £133,397 had been submitted for consideration.

Cllr JP on behalf of one of the Political Groups tabled an alternate to the agenda draft precept and provided all Cllrs with a hard copy of the spreadsheet in the same format, with the same budget headings as the original draft but with amendments to financial sums and usable reserves which brought about a reduced 2.15% increase in budget with an outcome of nil change in Council Tax on the current year. The other political groups and councillors raised much concern and challenged the legality of this action, one member continued to disrupt the meeting and the Chairman suspended the meeting for 10 minutes.

The meeting then resumed with Cllr JP explaining in detail the political group's proposals. Other members remained in much opposition to the proposals considering that the action was unacceptable. The original draft budget and Precept had been through the democratic process and submitted by both the Service Delivery Committee and Community Development Group. Cllr JB requested a recorded vote on the matter.

Resolve: Proposed by Cllr JP, Seconded by Cllr DM, by a recorded vote of Cllrs JB-BH-JK-JM-TM-DM-JP-MR = 8 For and Cllrs RC-WD-JG-CI-ML-NS = 6 Against that the budget (attached to these Minutes) dated 3 November 2009 with a total spend of £158,020 and being offset with use of £17,500 from Usable Reserves making a Precept requirement of £138,320 which was estimated to require a Council Tax to Band D type Property of £41.69 being the same (nil change) to the current year.

60. 08/09 Barrington Place Play Area

Cllrs JM & TM having made a Declaration of Interest earlier in the meeting then left the room. The Chairmanship was taken by Cllr NS.

Mr Nick Huckle provided further information from the residents view point than that already provided in Public Forum and confirmed that there appeared to be 100% opposition to the proposals. He also responded to questions put by members. Cllr JP provided details from MDC in respect of the project. Currently MDC had obtained some £45,000 funding for the scheme which had to be delivered by the end of March 2010 or the funds would be lost.

The scheme was currently under public consultation and a public meeting was scheduled for 7pm in the Council Chamber on the 12 November. Cllr WD proposed that all Cllrs attend this meeting.

Resolve: Proposed by Cllr CI, Seconded by Cllr RC, by a vote of 8 For and 6 Abstentions that the Town Council support the scheme in principle but that as many Councillors as possible should attend the 12 November meeting to review the exact proposals and look for an alternative site that would not offend the adjoining residents. A possible option may well be to consider West Shepton Playing Fields.

Cllrs JM & TM then rejoined the meeting. Cllr JM then resumed Chairmanship of the meeting.

61. 08/09 Somerset County Council

- a. Attachments To Highway Lighting Units** – SCC informed new policy which requires strict authorisation to fixing of any item including hanging baskets, Christmas decorations etc to a highway street lighting column. Unauthorised attachments will be requested to be removed within 7 days, failing same SCC will removed and recover costs. Cllr ML raised concern as to double standards and would be reporting others that fixed items to such lighting units.

Resolve: Proposed by Cllr CI, Seconded by Cllr RC, by unanimous vote that the matter is noted.

- b. Somerset Waste Partnership – Stakeholders Workshops** – SWP invited a representative to participate in two stakeholder’s workshops, one on the 20 November and the second on the 27 November. Late information was received as to possible additional evening meetings which may be available subject to demand.

Resolve: Proposed by Cllr JM that the matter is noted and should any Councillors wish to attend the specified dates or wish for an evening event then they should contact the Clerk directly.

Cllr MR had nothing further to report as a full S.C.Council meeting had not been held for some time and the next meeting was scheduled for the 11 November 2009.

62. 08/09 Mendip District Council

Update – Cllr JP informed that the £9,000 mention earlier in the meeting had been by way of 106 monies allocated by MDC CMCP with £5,000 allocated for Town Centre Information Boards, £2,000 to extend the Towns Market and £2,000 towards the controversial Empty Shops Project. Good news was indeed on its way but he could not divulge at this moment. He confirmed the £2.3 million investment in the Town by way of the HERs scheme over the last 5 year period and the current THI scheme over the next 4 year period. A lot of work had gone on and hopefully the Town would see the benefit when the economic upturn came.

Resolve: that the matter is noted.

63. 08/09 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on held on 15 & 29 September and 27 October 2009 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr JG, Seconded by Cllr ML by unanimous vote that the Minutes of the Planning Recommendations Committee Meeting held on Tuesday 15 & 29 September and the 27 October 2009 are noted.

64. 08/09 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 27 October 2009 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr CI, seconded by Cllr DM, by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 27 October 2009 are noted.
b)	Town Centre 106 Monies	A multi agency meeting had been scheduled for 4pm on Monday 7 December 2009 in the MDC Committee Room to which Cllrs JM, NS, CI, JP, MR and the Clerk were to attend to consider initiatives and projects that could be funded by the current 106 balance of around £120,000 which requires allocation and spend by mid 2012. Cllr JP considered that increased funding was available by way of the Dobbies 106 funds, additional Public Realm funds from the THI scheme and this may all total around the £200,000. A full picture of the exact sum and breakdown would be provided at the initial meeting.
Resolve;		Proposed by Cllr CI, seconded by Cllr MR, by unanimous vote, that the matter is welcomed and that the proposals are supported. All Cllrs were invited to feed in any ideas / proposals through the Clerk so that a list can be collated prior to the meeting.
c)	Community Grants	Council considered award recommendations from Community Development Working Group; Shepton Mallet Fun Run Committee - £100 Sharon Humphries - £125
Resolve;		Proposed by Cllr CI, seconded by Cllr RC, by a vote of 12 For and 2 Abstentions that Community Grants of £100 to the Shepton Mallet Fun Run Committee and £125 to Sharon Humphries is approved.
d)	South Western Ambulance Service	Aspirant Foundation Trust Consultation – A formal 12 week consultation process started 14 September 2009. Consultation Document received for completion. Dates and venue set for further consultation. Further copies and forms available 01392 261509 or www.swast.nhs.uk
Resolve;		Proposed by Cllr CI, seconded by Cllr JP, by unanimous vote, that the matter is noted and that Cllr Inchley kindly volunteered to complete the consultation document and submit on behalf of the Town Council.
e)	Community Policing Awards 2009	Information and nominations were invited for various award categories which are; Neighbourhood Beat Manager of the Year; PCSO of the Year; Special Constable of the Year; Neighbourhood Team of the Year; Outstanding Customer Service Award.
Resolve;		Cllr Inchley submitted a nomination report. Proposed by Cllr CI, seconded by Cllr ML, by a vote of 12 For and 2 Abstentions that the Town Council nominate both PCSO Guy Jury and PCSO Penny Freestone as PCSO of the Year. Cllrs CI nomination report is to be used as evidence to support PCSO Guy Dury and both Cllrs DM/JP are to provide nomination evidence to support PCSO Penny Freestone. The Town Council are fully appreciative as to the excellent work undertaken by both the named PCSO's.

65. 08/09 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 6 October 2009 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr JP, seconded by Cllr CI by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 6 October 2009 are noted.
b)	Collett Park Customer Survey	A customer survey had been completed by the Parks Contractor and the Clerk subltitted a report as to the results both in numbers and percentages.
Resolve;		Proposed by Cllr CI, seconded by Cllr WD by unanimous vote, that the 2009 Customer Survey results (as attached to these Minutes) are noted.
c)	Collett Park Ground Care Contract	Due to unsatisfactory preformance a review working party had been set up and closely monitored Quadrons petrformance over the last three month period. The final meeting of the review working group had taken place yesterday 2 November and provided a report and recommendations for Councils consideration.
Resolve;		Proposed by Cllr CI, seconded by Cllr WD by unanimous vote, that due and formal Notice is served on the parks contractor Quadron Services Limited that due to unacceptable performance over the last 3 month period that the contract Default Procedures and Financial Penalties stipulated within the Ground Care Contract will be imposed without further notice as from the 30 November 2009 and these will continue on a monthly basis.
d)	Collett Park Tree Works	Following withdraw of the current budget the Councils tree consulatant Jack Pine had informed the Clerk as to urgent and safety works required in the current year at an estimated costs of £2,200. He also recommended a budget for year 2010/11 of £5,000 to be allocated.
Resolve;		Proposed by Cllr JP, seconded by Cllr JB, by unanimous vote, that the priority tree work identified for the current year proceeds with some urgency with a budget of £2,200 being drawn from contingencies. The tree consultant Jack Pine is to be offered a three year term contract for all tree consultancy work relating to Collett Park at annual costs of £960, fixed for a three year period and all reasonable requirements are deemed to be within the contract. Additional works at £40 per hour are only to be considered in exceptional circumstances or in other areas outside of Collett Park.
e)	Cenotaph Enhanc'ment Project	The Clerk provided Council with the notes of a meeting held with SCC, MDC and the Landscape Designer. The outcome being that the Landscape Designer now had additional works and would therefore provide additional costing, the work would also require Planning Permission as the Town Council does not own the land and that materials and finishes would be required to be upgraded from concrete products to natural stone products which would increase costs most probably in excess of the current budget.
Resolve;		Proposed by Cllr JG, seconded by Cllr JP, by unanimous vote, that the project should proceed and move forward, materials upgraded and design amended as required and Planning Permission achieved. When

		additional costs were known then this would have to be addressed and in the interim MDC are to be requested to review if any additional funding could be considered by way of the 106 Town Centre funds.
f)	Town Clock	The Clerk reported that the clock had stopped and there appeared to be unspecified fault at the same time options and costing had now been obtained for both the repair to the damaged face, overhaul of the dial and upgrading of the movement to electric drive. Option were put to Council to undertake repairs to get the clock working again, undertake repairs to the damaged clock face or to totally overhaul the clock and upgrade to electric operation / movement.
	Resolve;	Cllrs JM & TM both left the meeting having made a previous declaration of interest. Proposed by Cllr CI, seconded by Cllr WD by unanimous vote, that the Town Clock is to be upgraded to electric operation, the workings over hauled and the clock face repaired and painted at the projected costs of £5610 plus scaffold. Funding is to be requested by way of 106 Town Centre funds and if needed supported by interest achieved from the Investment Reserve fund held in respect of the Civic Hall / Town Council Offices. The current quotations received are to be fully worked up and the Service Delivery Committee is empowered to proceed with the best value quotation.
	Resolve;	Proposed by Cllr JP, seconded by Cllr JB by unanimous vote, that the contract with Mr Terry Marsh for clock winding duties is to be terminated as at the 31 March 2010. Cllrs JM & TM both then rejoined the meeting.
g)	Investec Bank Mandate	Due to the requirement to provide evidence the Council was requested to consider approval for existing bank mandate signatures (Cllrs Parham, Bartlett & Lockey) (any two signatures) to remain for the life of the current Council.
	Resolve;	Proposed by Cllr JG, seconded by Cllr JB by unanimous vote, that Cllrs Parham, Bartlett & Lockey (any two signatures) are to remain mandate holders for the Investec Bank Account for the remaining life of the current Council (May 2011).
h)	Cllr Champions workload	Following Cllr Champions request to reduce his personal workload, Council considered re-allocation of the following workload and election / re-election of the following; Properties Portfolio Holder – Cllr Terry Marsh CCTV Users Group representatives – Cllr Bartlett & Shearn Chamber of Commerce representatives – Cllr Dunscombe & Shearn Citizen Advice Bureau representative – Cllr Inchley Christmas Lighting representatives – Cllrs Gilham and Kinison Strawberry Line East representative – Cllr Robinson
	Resolve;	Proposed by Cllr CI, seconded by Cllr MR by unanimous vote, that the following are duly elected. Cllr Terry Marsh - Properties Portfolio Holder Cllr Bartlett & Shearn - CCTV Users Group representatives Cllr Dunscombe & Shearn - Chamber of Commerce representatives Cllr Inchley - Citizen Advice Bureau representative Cllrs Gilham and Kinison - Christmas Lighting representatives Cllr Robinson - Strawberry Line East representative
i)	Councillors Identity	Following an incident during a planning application site inspection Council was requested to consider provision of Identity Cards to each Town Councillor and Staff member. These could be used as proof of

		identity when representing the Town Council and also to be worn at Meetings, Events and Functions. The Clerk had obtained various options and costings.
Resolve;	Proposed by Cllr DM, seconded by Cllr CI, by a vote of 12 For and 2 Against that the Council is to provide all Cllrs and staff with Identify Cards although it was not mandatory for them to be worn. The in-house system of ID Card Limited is of preference at a start up one off costs for 17 Identity cards, holders and lanyards of £143.12 + VAT & delivery. It was estimated additional / replacement cards would be available on demand at a cost of £5.06p each + VAT & delivery.	

66. 08/09 Finance

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

Council was requested to **Approve the November 2009 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr JP, seconded by Cllr CI by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for November 2009 as per Appendix "A" attached to these Minutes are approved.

67. 08/09 Agenda Matters for the Next Meeting – No matters were raised however it was noted that the January meeting had been rescheduled for 19 January 2010.

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

Cllr J. M. Marsh

Signature _____

Chairman

_____/_____/2010

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2545	SCC Pensions	400/4002	Pension Contributions Aug/Sept 09	£ 1,102.52
2547	SM Digital Arts Festival	4084	Grant	£ 1,000.00
2548	Jack Pine	4214	Tree Consultancy - Collett Park	£ 30.00
2549	The Poppy Appeal	4036	Remembrance Wreath	£ 16.50
2550	Race Brothers	4038	Millennium Stone Repairs	£ 43.70
				£ 2,102.52
Payments by Direct Debit				
01-Oct	Aviva (Norwich Union)	4016-4222	Insurance Premiums	£ 406.26
Sub Total				£ 406.26
Total =				£ 2,508.78

CONFIDENTIAL PAYMENTS

2546	£ 1,724.44
	Total £ 1,724.44
	Grand Total £ 4,233.22

Date	Income	Code	Category of Income	Total Deposit
30-Sep	MDC	1008	Repayment for Cenotaph Projects	£ 1,000.00
Total Income =				£ 1,000.00

**Cllr J.M. Marsh
Chairman**

Signature _____

Date _____

**Cllr N.F. Shearn
Vice Chairman**

Signature _____

Date _____

Code	Nominal List Account	Budget 2009/10	Est' Spend as March 2010	Inflation + 3%	Income & Adjusts	Budget 2010/11	Comments
SD 4000	Salaries	£ 30,230	28,636	859	- 286	£ 29,209	Allow 2% only
SD 4002	Pension	£ 4,745	4,982	149	- 50	£ 5,081	Allow 2% only
SD 4004	NI Contributions-Employers	£ 2,185	2,065	62	- 21	£ 2,106	Allow 2% only
SD 4006	Audit & Accountancy Fees	£ 1,328	1,305	39	- 44	£ 1,300	External-Internal-Bank
SD 4008	Professional Fees	£ 600	-	-	500	£ 500	
SD 4010	Training	£ 200	-	-	200	£ 200	
SD 4012	Office - Rent inc Rates / Serviced	£ 6,000	6,000	180	- 180	£ 6,000	Fixed until Feb 2011
SD 4014	Office - Tel Line & Calls	£ 482	457	14		£ 471	
SD 4016	General Insurances (75%)	£ 3,600	3,639	109		£ 3,748	
SD 4018	Stationery and Printing	£ 723	710	21		£ 731	
SD 4020	Internet & Information Technology	£ 357	357	11	1,000	£ 1,368	Upgrade Hardware & Software
SD 4022	Website	£ 848	848	25	- 773	£ 100	
SD 4024	Postage and Carriage	£ 800	-	-	800	£ 800	
SD 4026	Sundries and Consumables	£ 50	-	-	50	£ 50	
SD 4028	Subscriptions	£ 1,116	1,116	33		£ 1,149	
SD 4030	Advertising and Publicity	£ 300	-	-	300	£ 300	
SD 4032	Travelling Expenses	£ 50	-	-	50	£ 50	
SD 4034	Chairman Allowances	£ 1,200	1,200	36		£ 1,236	
SD 4036	Civic Duties and Activities	£ 1,500	553	17	930	£ 1,500	
SD 4038	Property Maintenance	£ 3,000	1,917	58	850	£ 2,825	£500 Bus Stop seat - £350 Flags
SD 4040	Allotments - Land Rent	£ 100	100	3		£ 103	
SD 4042	Allotments - Water Rates	£ 160	157	5		£ 162	
SD 4044	Allotments - Maintenance	£ 306	650	20	1,000	£ 1,670	Plus £1,000 over 2011 & 2012
SD 4046	Footpath Maintenance	£ 424	358	11	77	£ 446	
SD 4047	Town Maintenance (Groundworks)	£ 1,283	1,283	38		£ 1,321	Garston/Station/Goldhill
SD 4048	The Shambles	£ 200	150	5	45	£ 200	
SD 4050	Town Clock	£ 370	354	11	2,250	£ 2,615	Plus £2,250 over 2011
TC 4052	Market Cross	£ 1,000	-	-	1,914	£ 1,914	£914 Insurance premium
SD 4054	Victorian Fountain	£ 105	105	3		£ 108	
SD 4200	CP Ground Care Contr	£ 28,464	28,464	854		£ 29,318	
SD 4204	CP Rates Water/Sewerage	£ 511	454	14		£ 468	
SD 4206	CP Waste Disposal	£ 511	550	17	33	£ 600	
SD 4208	CP Repairs and Renewals	£ 2,948	2,948	88	- 2,036	£ 1,000	£240 bird food
SD 4210	CP Vandalism	£ 400	-	-	400	£ 400	
SD 4212	CP Rodent Control	£ 314	200	6		£ 206	Annual contract
SD 4214	CP Tree Works	£ 4,141	4,141	124	735	£ 5,000	Tree Survey Outcome
SD 4216	CP Events	£ 500	525	16	- 41	£ 500	£500 Festival
SD 4218	CP Improvement Projects	£ 136	-	-	2,500	£ 2,500	Plus £2,500 over 2011 & 2012
SD 4218	CCTV Provision	£ 200	-	-	200	£ 200	
SD 4220	CP Play Areas/Equip	£ 3,213	270	8		£ 278	
SD 4222	CP Insurances	£ 1,181	1,190	36		£ 1,226	
CD 4056	Town Centre CCTV	£ 6,900	6,812	204		£ 7,016	
CD 4058	Town Improvements	£ 561	561	17	422	£ 1,000	
CD 4060	Heritage Schemes - Partnership	£ 6,500	5,500	165		£ 5,665	

3 Year Project

2 Year Project

3 Year Project

Code	Nominal List Account	Budget 2009/10	Est' Spend as March 2010	Inflation + 3%	Income & Adjusts	Budget 2010/11	Comments
CD 4064	Shepton Mallet In Bloom	£ 2,300	2,300	69	800	£ 3,169	Plus £800 over 2011 & 2012
CD 4066	Christmas Lighting	£ 2,094	2,094	63	1,000	£ 3,157	
CD 4068	Grants - Community	£ 1,000	1,000	30	970	£ 2,000	
CD 4070	Grant - Tourist Information Centre	£ 2,300	2,300	69	1,300	£ 3,669	Plus £1,300 over 2011
CD 4072	Grant - Citizens Advice Bureau	£ 3,200	3,200	96		£ 3,296	
CD 4073	Grant - S/Mallet Carnival Club	£ -	-	-	1,000	£ 1,000	New provision
CD 4074	Grant - Mendip Community Trans	£ 900	900	27		£ 927	
CD 4076	Grant - Remembrance Band	£ 262	250	8		£ 258	
CD 4084	Bands in Collett Park	£ -	-	-	500	£ 500	
CD 4084	Marketing Town Centre Events	£ -	-	-	500	£ 500	
CD 4084	Community Projects (unspecified)	£ 3,500	3,500	105	245	£ 3,850	
TC 4080	Civic Centre Fund	£ -	-	-		£ -	Ongoing rolled over reserve fund
TC 4082	C/Park Improvement Fund	£ -	-	-	2,500	£ 2,500	Ongoing rolled over reserve fund
TC 4300	Genotaph	£ 100	-	-	750	£ 750	Ongoing rolled over reserve fund
TC 4086	Parish Elections	£ 3,000	3,000	90	1,500	£ 4,590	Ongoing rolled over reserve fund
TC 4088	Contingencies	£ 8,679	3,123	94	2,000	£ 5,217	
		Budget 2009/10	Est' Total Spend at March 10	Inflation + 3%	Adjusts & Projects	Budget 2010/11	
		£ 153,977	130,224	3,907	23,890	£ 158,020	Budget Expenditure 2010/11

3 year provision subject to Business Plan

2 year provision subject to Business Plan

Current Balance = £221,403

Current Balance = £0

Current Balance = £0

Current Balance = £0

Less Estimated Income

£ 1,400 Allotment Rent

£ 220 Footpath Agency / Works

£ 500 Collett Festival

£ 80 Bank Interest

£ 17,500 Available from usable reserves

This will leave an estimated usable reserve balance of £51,000 at year end

£ 138,320 Precept Required 2010/11

Increase - Financial Difference per band D property on previous Year =	£0.00
Council Tax Band D Property Year 2010/11 (note number of households) =	£41.69
Parish Rate - 2009/10 = £41.69	
Parish Rate - 2008/09 = £41.69	
Parish Rate - 2007/08 = £40.44	
Parish Rate - 2006/07 = £40.44	
Parish Rate - 2005/06 = £41.63	
Parish Rate - 2004/05 = £40.38	