

Minutes of the of the Shepton Mallet Town Council meeting held on 4 January 2011, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman – Councillor Jeannette Marsh.

Cllrs Bartlett (JB), Champion (RC), Curtis (JC), Dunscombe (WD) Gilham (JG), Height (BH), Inchley (CI), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Marvin (DM), Parham (JP), Robinson (MR) and Shearn (NS). Mr Paul Tomlinson (Heritage Buildings Officer MDC).

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

65. 10/11 Market Cross – Presentation Paul Tomlinson (Heritage Building Officer MDC)

The Chairman welcomed Mr Tomlinson who provided background information leading up to the current repair project. The Project Plan was now in place, all necessary consents obtained, communication with the Charity Commission had taken place, the works had been tendered / received and analysed. £24,000 of funding had already been secured from various sources but that the funding application to the Heritage Lottery Fund had been declined. Paul then went through the content of works in detail with the overall project costs of around £72,000. Given the existing funds held by the Market Cross Charity and the exterior funding already secured the funding shortfall was around £37,500. If the money was available now the Project could fully complete by late autumn 2011. Paul then went through requirements to attract further funding streams and also to support a further funding bid to the Heritage Lottery Fund. He also then undertook a question and answer session with Members.

The Chairman thanked Mr Paul Tomlinson for his clear and detailed presentation, for his kindness of heart and for all the hard work he had put to progress the Project which was very much appreciated.

66. 10/11 Public Forum

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

*Notes of the matters raised were recorded for internal use, action and included; Mr Clive Pearson considered that **SCC had not learnt lesson from last year's cold weather and was disgusted at their performance** in the current year where especially the access to the Community Hospital had not been treated. He wished a meeting to be arranged with all Council's and stakeholders to discuss the situation. Mr Taffy Stride stated that the whole of the County had been affected by the severe weather conditions **but that the grit bin provision and self help had been a success**. Dr Vince O'Riley also considered the grit bin provision to be a success and that more should be provided but he was concerned as to allegations that some persons were alleged to have used the contents for their own private use. Mrs Williams from Frome Library informed that she was in full support of the Library staff at Shepton Mallet who had told her they were touched and very thankful for the support of the Community and Councillors **against the proposed Library Branch closure**. The consultation process was ongoing at this time. Mr Taffy Stride spoke in **objection to any proposal to increase Precept and Council Tax** to possible fund any service and funding reduction by other Councils. Dr Vince O'Riley also spoke against any proposed increase stating that Townsfolk were struggling with their own personal financial burden as living costs were raising quite steeply. Mr Richard Varney **raised concern as to the public gallery layout** where the faces of all Councillors could not be seen. Mr Andrew Rainsford suggested that the Council should provide **desk name plates for each member** so that the public, especially the new ones to the Town could identify each speaker.*

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

67. 10/11 Apologies for absence – Cllr Lockey

Resolve: that the apologies are accepted and recorded

68. 10/11 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) **Air Cadets – Community Grant Application – Cllr J Marsh** declared a Personal and Prejudicial Interest in the matter as the applicant was a known friend.

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

69. 10/11 Chairman's Announcements – The Chairman inform that Cllr Lockey's wife Jean had unfortunately suffered injury following a fall in the icy weather and was currently in Bath RUH but hoping to come back to Shepton at the end of this week. Colin and the family appreciate and thanked Members for their calls, concern and best wishes. During the recent severe weather the new grit bins had been used and some limited spreading of bagged deicing material from the limited stock held was used as instructed by the Clerk and with the kind assistance of Quadron Services. The Town Council had done what they could with the limited resources available. The Chairman thanked the Councillors who had assisted with the Library Petition where over 1500 signatures were obtained along with overwhelming support from the public. The Chairman also congratulated Mr Clive Pearson for receipt of the Volunteer of the Year Award which received applause from all at the meeting.

70. 10/11 Minutes

The Minutes of the Annual General Meeting of the Town Council held on the 2 November 2010 were considered for accuracy and content.

Resolve: Proposed by Cllr RC, seconded by Cllr JP by unanimous vote, that the Minutes of the Annual General Meeting of the Town Council held on 2 November 2010 be approved as a true record and signed by the Chairman.

71. 10/11 Matters Arising from the Minutes

Min 56b – Speed Indicator Devices – Response received from Mr Dave Grabham SCC which confirms that they would review the position of the unit in Waterloo Road, that unfortunately the SIDs cannot be upgraded to read speed on approach and also afterwards but that they would review installing a second device that could record the driver's adjusted speed after passing the SID and finally to confirm the dates for the three installations throughout 2011 at Waterloo Road.

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

72. 10/11 Somerset County Council

- a. **Letter regarding budget cuts from Sheila Wheeler, Chief Executive, SCC.** Previously copied by email and hard copy to all Members. Request for information as to range of proposals that may be forthcoming or proposed by SCC in relation to budget cuts or reductions / removal of existing services which will have impact on the Community of

Shepton Mallet. Cllr MR was not yet fully informed at this time as to what the likely impact would be to Shepton Mallet.

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

b. Shepton Mallet Library – Resolve of Community Development Meeting held 21 December 2010.

1 – Recommendations that the Town Council cannot entertain Shepton Mallet not having a Public Library facility within the Town and that the Town Council should spearhead and lead a campaign to ensure that a Public Library provision is maintained within Shepton Mallet.

2 – A Working Party is immediately instigated to investigate the matter, obtain information and to work up options aimed to achieve the goal as set out in item 1 above. The Working Party is to consist of Cllrs JM, NS, MR, JP, CI and WD with the first meeting taking place in the TC Offices on 29 December 2010 at 2pm.

3 – The Leader of SCC Cllr Ken Maddock, the Community Directorate Christine Lawrence and Kay Allen the Head of Library Service Provision is invited to attend the 4 January meeting of the Town Council at 7pm and also a special public meeting to be held at a venue within Shepton Mallet (to be confirmed) to discuss SCC proposal to closure of the Public Library in Shepton Mallet.

Letters and emails had been sent to various Cllrs and Officers of SCC over the holiday period, a petition of some 1800 signatures to Save Our Library had been collated by Town Cllrs on Friday 31 December 2010, a meeting had been arranged between the working party and Kay Allen / Tom Mayberry of SCC tomorrow at Taunton and a public meeting had been arranged for Friday 14 January 2011 at 7pm in the Council Chamber to which Kay Allen was to attend and Cllr Ken Maddock had also been invited.

Resolve: Proposed by Cllr RC, Seconded by Cllr JB, by unanimous vote that matters 1 to 3 above as resolved by the Community Development Working Group is supported and approved.

c. Letter regarding SCC Budget 2011-2014 on Local Youth Provision. Further letter received with invite to attend a meeting to discuss the position of funding for youth services at Paul Street Community Centre on Wednesday 26 January 2011. Cllr MR confirmed receipt of an additional letter which stated that the budget cuts to Public Transport were around the 40% and that this would affect the services within and around Shepton Mallet without doubt. Cllr CI was very concerned that no allowance had been made for consultation with the Town Council or the public.

Resolve: Proposed by Cllr JM, Seconded by Cllr JP, by unanimous vote that all Cllrs were invited to attend but that Cllr Judy Bartlett as the relevant Portfolio Holder would represent the Town Council at the meeting.

d. Town Centre Bollards – Response from Highways. Partnership funding withdrawn, require full monies £1,170 upfront before they are able to place order. Invoice received (please refer to payment schedule).

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

e. A371 Prestleigh Hill – Temporary closure 10 working days starting 10 January 2011 to enable drainage works to be carried out.

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

f. Highway Matters Meeting – Update following meeting held on 18 November with Area Maintenance Officers where the following matters had been discussed.

- Enforcement Signage and Lineage in the Town Centre
- Supply of bagged de-icing material for local self help in extreme conditions.
- Seating Locations from the Urban Design Report
- Proposed Cycle Rack for the Town Centre
- Removal of Redundant and excess signage and poles etc
- H Barring to Kent and West Shepton

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

73. 10/11 Mendip District Council

West Shepton Playing Fields – Cllr CI updated with latest information from the working group. It appeared that MDC may well be progressing with extension of the leases with the various stakeholders but that in respect of the “Fields In Trust” status MDC had informed that they would wish to arrange a meeting direct with the various stakeholders and interested parties to enquire their wishes first hand. Cllr JC considered that all parties including the Town Council were proceeding with so much caution that no progress was being achieved. Cllr WD considered that the option of making into a Village Green status should be progressed although Cllr JG considered that legal advice should be taken first if this option was to be progressed. A vote for the Town Council to proceed and look to obtain Village Green status was lost by a vote of 3 For, 10 Against and 1 Abstention.

Resolve: Proposed by Cllr CI, Seconded by Cllr JG, by a vote of 8 For, 2 Against and 4 Abstentions that the Clerk check the legal aspect and obtain advice on the possible option to obtain “Village Green” status for West Shepton Playing Fields given that the various areas are currently under lease and being used on the basis of sports.

74. 10/11 Precept 2011 / 2012

Council was requested to consider the financial budget and Precept requirement which needed to be submitted to MDC by 7 January 2011. These included amendments resolved by the Precept Working Party on the 7 December 2010 as follows;

- **4046 Footpath Maintenance** – Increase by £150 for refurbishment of Kissing Gates on Public Footpath above the Cemetery. Remove estimated income of £220 from SCC.
- **4057 Redundant BT Kiosks** – New budget heading with £1,500 allocated for the refurbishment of the three Kiosks.
- **4059 Shopjacket Initiative** – New budget heading with £4,450 allocated for one off partnership funding with other stakeholders.
- **4085 Highway Improvements** – New budget heading with £5,000 allocated for one off funding of Highway matters such as TROs and Yellow Lineage (note Sect 137 expenditure).
- **Overall Budget / Precept** – Following the above amendments the Clerk is to prepare a revised draft budget and precept with base calculation of providing an estimated nil increase to Band D council tax. The calculation is also to show available usable reserves following deduction of the working reserves (£26,461) and allocated reserves funding (£8,000) to the Cenotaph Project.

The Clerk provided supporting information as to the budget process which had already received detailed consideration by both the Service Delivery Committee and Community Development Working Group followed by review of the full financial situation by the Precept Working Party. The Town Council was now unfortunately received fragments of information relating to proposed future cuts in public services and subsequently under some pressure to reprioritise budgets. The Clerk recommended that Council consider approval of the current draft budget complete with the various budget headings totalling £167,865. The Clerk further recommended a list of budget headings within that total sum that could be classed “At Risk” totalling £75,457 which the newly elected Council in May 2011 could review and vire if needed to new priorities when the full details of possible financial cuts by other authorities should be known. In the interim the proposed budget heading recipients should be informed that their budget allocation is “At Risk” and also that the legal aspects and impact assessments could be investigated before any further decisions in the matter are considered.

Cllr TM Proposed with a request for a recorded vote, Seconded by Cllr MR that the budget heading 4059 Shop jacket Initiative for the sum of £4,450 be deleted. The vote was lost by 5 For (Cllrs JB, JC, JM, TM, MR), 8 Against (Cllrs RC, JG, CI, BH, ML, DM, JP, NS) and 1 Abstention (Cllr WD).

Resolve: Proposed by Cllr JM, Seconded by JG by a vote of 11 For, 1 Against and 2 Abstentions that a total expenditure budget of £167,865 for Year 2011/2012 is approved. From that total a list of budget headings (4010-4028-4038-4052-4214-4219-4056-4057-4058-4059-4060-4064-4066-4068-4070-4072-4073-4074-4078-4084-4085-4080-4082-4300-4088) totalling £75,457 are to be

classed "At Risk" which the newly elected Council in May 2011 could review and vire to new priorities if needed, the budget heading proposed recipients should be informed that their budget allocation is "At Risk" and at the same time the legal aspects and impact assessments should be investigated before any further decisions in the matter are considered.

Members then considered the Precept requirement. Cllr WD wished an increase of £10,000 to make more monies available to support possible financial cuts to Library Services, Youth Services and also to fund the repairs to the Market Cross. He considered it good housekeeping to keep healthy reserves and to have a small increase to Precept now rather than larger ones in the future. Several Members supported some level of increase while others were against any increase. JM called for a recorded vote in the matter.

Resolve: Proposed by Cllr JP, Seconded by BH by a vote of 10 For (Cllrs JB, RC, JG, BH, ML, JM, TM, DM, JP, MR) and 4 Against (Cllrs JC, WD, CI, NS) that the Precept requirement of £143,577 for Year 2011/2012 is approved which was estimated at a zero increase to the current Council Tax per Band D property of £41.69.

Cllr Robinson then left the meeting not to return.

75. 10/11 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on 16 & 30 November and 14 December 2010 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr JM by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on 16 & 30 November and 14 December 2010 are noted.

76. 10/11 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 21 December 2010 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr JM by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 21 December 2010 are noted.
b)	Emergency Plan – Grit & Salt Provision	Draft Policy & Procedures immediately adopted (due to environmental conditions) following the Community Development meeting held 21 December 2010. To consider support and formal resolve by Council.
Resolve;		Proposed by Cllr RC, seconded by Cllr JP by a vote of 12 For and 1 Abstention that the Emergency Plan – Grit & Salt Provision Policy and Procedures dated 21 December 2010 is approved (copy attached).
c)	Police Newsletter	Newletter received from Chief Superintendent Nikki Watson, District Commander, Yeovil Police Station. Copied by email and also hard copy provided with the agenda. It was also noted that the front public reception to the Police Station is to close as of 1 June 2011 but that a District Officer would attend the next meeting to explain in full details.
Resolve;		Proposed by Cllr JM that the matter is noted.
d)	Air Cadets Grant Application	Following an initial enquiry at the end of November a late and unqualified online application had been received on th 24 December 2010. Due to time restraints for a response and also the application did not comply with the grants criteria an executive decision was taken that their application was unsuccessful on this occassion.

Resolve;	Proposed by Cllr NS, seconded by Cllr JB by unanimous vote, that the executive decision is supported and the matter is noted.
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77. 10/11 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 7 December 2010 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr JP ` by unanimous vote that the Minutes of the Service Delivery Committee Meeting held Tuesday 7 December 2010 is noted.
b)	Ground Care Contract MIN 47. 10/11a	To support recommendations of SDC 47.10/11a that the current contracts with Quadron to all services supplied is extended until 31 March 2012 at current conditions and costs. 22/12 Response letter received from Quadron confirming they would be delighted to continue to provide Ground Care Services at the same conditions and price until March 2012. Also that the Town Council continue to support MDCs revised procurement aspirations, strategy, contract type and timescale for replacement Ground Care Services.
	Resolve;	Proposed by Cllr JP, seconded by Cllr BH, and by a vote of 10 For and 3 Against that the various current Ground Care contracts with Quadron are extended until 31 March 2012 at current conditions and costs.
	Resolve;	Proposed by Cllr JP, seconded by Cllr JM, by a vote of 8 For, 2 Against and 3 Abstention that the Town Council continue to support MDCs revised procurement aspirations, strategy, contract type and timescale for replacement Ground Care Services.
c)	Cenotaph Project MIN 47. 10/11b	Council considered recommendations of SDC 47.10/11b with the various resolves as listed within the Minutes of the meeting and received update from the project management group. The Clerk confirmed that the pre-contracts meeting had now been arranged for this Thursday 6 January 2011 at 12noon in the TC Offices to which all members of the working group were invited to attend.
	Resolve;	Proposed by Cllr JP, seconded by Cllr JM, by unanimous vote, that the recommendations of Service Delivery Committee MIN 47.10/11b and the various resolves is approved. The date of the pre-contracts meeting is noted.

78. 10/11 Finance

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

Council was requested to **Approve the January 2011 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 JP, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for January 2011 as per Appendix "A" attached to these Minutes are approved.

79. 10/11 Agenda Matters for the Next Meeting

The next meeting is to be held on Tuesday 1 March 2011 at 7.00pm.

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

Clr Jeannette M. Marsh

Signature _____

Chairman

_____/_____/__2011

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2737	St Margaret's Som' Hospice	4068	Community Grant	£ 500.00
2738	Som' Playing Fields Assoc	4028	Annual Subscription / membership	£ 10.00
2739	Forest Of Dean Stone Firms	4085	Cenotaph Project - MDC to repay	£ 11,694.09
2740	Somerset County Council	4058	Town Centre Bollards	£ 1,050.00
			Save Our Library Banner (Executive Decision)	£ 40.00
2741	Ministry Of Signs	4030		£ 40.00
2742	HMRC - PAYE/NI	4000-4004	3rd Quarter 2010 = TAX / NI	£ 2,397.50
2744	The Consortium	4218	C/Park - Aviary Notice-board	£ 215.01
				£ 15,906.60

Payments by Direct Debit

No statement received to date

CONFIDENTIAL PAYMENTS	
2743	£ 1,615.86
Total	£ 1,615.86

Grand Total £ 17,522.46

Date	Income	Code	Category of Income	Total Deposit
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No statement received to date

Cllr Jeannette M. Marsh
Chairman

Signature_____

Date_____

Cllr Neil F. Shearn
Vice Chairman

Signature_____

Date_____

Minutes of the Shepton Mallet Town Council Meeting held on 1 March 2011, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Jeannette M. Marsh

Cllrs Bartlett (JB), Champion (RC), Curtis (JC), Dunscombe (WD) Gilham (JG), Height (BH), Inchley (CI), Lockey (CL), Lovell (ML), T. Marsh (TM), Marvin (DM), Parham (JP), Robinson (MR) and Shearn (NS).
Adrienne Ruiz and Zena Pollard (Shepton Mallet In Bloom).

Seven 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.

80. 10/11 Urban Design Study– Presentation by Paul Tomlinson (Historic Buildings Officer MDC).

Paul Tomlinson provided an appraisal of his work and that of the Steering Group leading up to the Urban Design Study and the projects to upgrade the Street Lighting to the Market Place and Town Street as well as repairs and enhancements to the Market Cross. They were progressing to provide replacement and new bench seating within the Town Centre but that the majority of the work within the Urban Design Study would need exterior funding to enable delivery. Paul then responded to a question and answer session with Members.

Resolve: The Chairman thanked Paul Tomlinson for his hard work on behalf of the Town and that it may long continue.

81. 10/11 Public Forum

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

Poppy Appeal – Mr Clive Pearson reported that last year’s appeal had been a success with the highest total sum of monies achieved.

Derelict Commercial Garage and Fore-court area with Commercial Road – Mr Clive Pearson enquired if any progress had been made to develop the area as it looked an eyesore.

Public Form – Mr Taffy Stride raised concern and objections to proposed changes considered that matters raised should be recorded within the Minutes.

Police Matters – As the Police had not attended to provide the update set on the agenda the Clerk is to enquire what cuts have taken place regarding front line staff of Police and PCS Officers in the Town.

Mid Somerset Agricultural Society - Mr Roger Eddy and Mr Ian Harvey informed requirements and aspiration of the Show and consideration of the draft Mendip Local Development Framework in relation to their show site. The Mid Somerset Show had gone from strength to strength with a six fold attendance over the now 52 acre site. They needed further area to expand and the existing site needed considerable investment to the infrastructure. They wished the Council to support their plans to move to a purpose built site off of Cannards Grave roundabout and in return to support development of housing on their existing site.

Following conclusion of Public Forum the Chairman then called the meeting back into session.

82. 10/11 Apologies for absence – None received.

83. 10/11 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) **Financial Payments - Cllr J. Marsh** declared a Personal and non-Prejudicial Interest due to payment of the Chairman's Allowance scheduled upon the payments listing for consideration.
- d) **Race Brothers Contract Indexation - Cllr Lockey** declared a Personal and non-Prejudicial Interest due to family reasons.
- e) **Planning Matters - Cllr J. Marsh** declared a Personal and non-Prejudicial Interest due to membership of the MDC Planning Board and reserved the right to vote differently in any planning matter at the MDC meeting when further information may well be available.

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

84. 10/11 Chairman's Announcements – The Chairman reported that it had been a busy couple of months and thanked everyone for their efforts and support to lobby against the proposed closure of the Library. It was pleasing to see that the Library would now remain open albeit at reduced opening hours.

A meeting was to be arranged with the Chairman, Cllr Height and residents of Hillmead / Cowl Street with SCC Highways and MDC Planners / Conservation Officers in an attempt to protect the Conservation Area and to stop any additional developments or further over crowding. The current Conservation Area was being squeezed and it was important to protect. The Chairman would keep Council informed as to progress in the matter.

85. 10/11 Minutes

The Minutes of the Town Council meeting held on the 4 January 2011 were considered for accuracy and content.

Resolve: Proposed by Cllr CL, seconded by Cllr JB by unanimous vote, that the Minutes of the Town Council meeting held on 4 January 2011 be approved as a true record and signed by the Chairman.

86. 10/11 Matters Arising from the Minutes – No matters were raised.

87. 10/11 Somerset County Council

- a. **Shepton Mallet Library** – Kay Allen, Director, confirms that the facility will not now close but that they are implementing a 20% reduction in opening hours which is currently under consultation.

Resolve: Proposed by Cllr JM by unanimous vote that the matter is noted and that a letter is sent to Kay Allen to raise a cause for concern and a request to ensure that the pool of books which were current held at their proposed Community run Libraries would still be available via the Library Network Services.

- b. Temporary Repair status to Public Pavements** - Cllr Champion enquired the definition of temporary. It appeared that following excavations by utility companies and others the areas had just made good with concrete or tarmac. The stone slabs had not been replaced. Cllr MR confirmed that all the work would be fully rectified by 31 March 2011.

Resolve: Proposed by Cllr JM by unanimous vote that the matter is noted and to be monitored. The Clerk is to collate a list and evidence of areas to be made good and a site meeting arranged with SCC Highways and Conservation Officers in an attempt to resolve the matter. The matter is to be placed on the April agenda for the Service Delivery Committee to consider the matter further.

- c. Cuts in Public Transport** - Somerset County Council are reducing funding for local bus services by £2.4m (46% of the public transport budget) over the next three years. Details of the changes in bus services as a result of the 2011/12 financial year's reductions are now available on the Somerset County Council website. It appeared that within the Shepton Mallet area, weekend and weekday evening services would be cut.

Resolve: Proposed by Cllr CI, Seconded by Cllr JG by a vote of 14 For and 1 Abstention that a Working Party consisting of Cllrs Inchley, Gilham, Shearn and Curtis arrange a meeting with both Wells City and From Town Council's to discuss partnership strategy towards public transport (Bus Services) and how the required services could be funded.

- d. Salt /Grit Bins** - Cllr RC enquired when the bins would be collected and taken to storage now the winter was almost over.

Resolve: It was confirmed that the Salt/Grit bins were permanent in their existing locations and were not to be moved or brought back in for storage.

88. 10/11 Mendip District Council

- a. Planning Consultation with Neighbours** - Question put by Cllr Champion, written response as to MDCs Code of Practice (attached) in the matter provided by Cllr JP.

Resolve: Proposed by Cllr JM by unanimous vote that the matter is noted and Cllr JP was thanked for providing the MDC Code of Practice in the matter.

- b. Town Market and Town Centre Traffic** - Cllr Champion proposed with reference to the weekly market held on Fridays in our Market Place, along with the small number of stalls attending, that the current Traffic Regulation Order is lifted to allow the traffic through, and therefore the local townsfolk will be able to park for the limited time allowed, this to help the shops that are based in the Market place and the Northern end of the High Street that are there all week.

The Chamber of Commerce consider that the stalls should be put back into the Market Place pedestrian area so as not to interfere with normal trade and traffic. Mr Clive Pearson considered the Market which had been in the Market Place since the 1500's should remain in this location. He also provided update to progress to achieve a public bus service into the Town Centre but that would require the highway to be clear for access and the bus to travel through without undue delay or obstruction. A vote to lift/suspend the current Traffic Regulation Order and allow traffic to travel through and park in the Market Place / High Street on Fridays was lost by a vote of 3 For, 11 Against and 1 Abstention.

Resolve: Proposed by Cllr JM, Seconded by Cllr CI, by unanimous vote that a Working Party consisting of Cllr Marsh J, Champion, Lockey and Marvin is formed to meet and investigate with MDC Market Officer Ros Wilkins, the MDC Market Manager and invited Stallholders as to the current situation and problems with the Towns Market and how best it could be moved forward in a positive manner.

89. 10/11 Planning Matters

a)	Planning Recommendations Committee	Minutes of the Planning Recommendations Committee Meeting held on 11 & 25 January and 8 & 22 February 2011 previously distributed to all Cllrs received consideration. Response received from Jack Pine, the Councils contracted Tree Consultant regarding the proposed Tree works in Collett Park.
Resolve;		Proposed by Cllr JG by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on 11 & 25 January and 8 & 22 February 2011 along with response to the proposed Tree Works within Collett Park are noted.
b)	Mendip Local Development Framework	Consultation to the new planning strategy for Mendip District until 2026. Full draft to the framework runs for 6 weeks from 17 February to 31 March 2011. List of consultation venues and dates available with nearest at MDC Offices on Wednesday 23 March from 11am until 8pm. Online survey and options to comment available. Full document can be viewed online and the TC Offices have one hard copy. Print-out of pages from the report relating to Shepton Mallet were provided to all Cllrs.
Resolve;		Proposed by Cllr JG by unanimous vote, that the matter is noted and that the previous resolve in the matter is re-affirmed to MDC.
c)	Royal Bath & West Showground Planning Framework	MDC request formal review and resolve in the matter as Mr les Kimberly wishes to take to Planning Board 9 March 2011. Documents in two parts (The Planning Framework dated July 2010 and the Planning Framework Appendices also dated July 2010) which are available online via www.bath&west.com or a CD disc held in the TC Office.
Resolve;		Concern was raised as to the existing highway infrastructure, there needed substantial improvements to the highway infrastructure, the use of various site entrances and there should be improved communication on approach roads. The public transport and green travel plan had not been addressed. The highway infrastructure needed serious attention and the Showground site and routes when congested blocked the main route between Shepton Mallet and its main line railway link at Castle Cary. Proposed by Cllr JG, Seconded by Cllr ML by a vote of 13 For, 1 Against and 1 Abstention that the Town Council support the Royal Bath & West Showground Planning Framework but want to see comprehensive traffic management plans for not only the development site but for the whole surrounding areas.

90. 10/11 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 15 February 2011 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr RC, seconded by Cllr JB, by a vote of 11 For and 4 Abstentions, that the Notes of the Community Development Working Group Meeting held on Tuesday 15 February 2011 are noted.
b)	Shepton Mallet Floral Displays	Following CDWG meeting held 15 February Cllr Inchley was tasked for stakeholders including the In Bloom group, the Chamber of Commerce and Ground care Contractor to submit detailed and costed proposals for the current year and to consider removal of "At Risk"

		status to budget heading 4064 for £3,264. Cllr Inchley informed that he would not be voting in the matter as he was now part of the Shepton Mallet In Bloom (SMIB) Committee. Adrienne Ruiz presented their plans for the current year, that they would contract works to Quadron Services to keep the existing MDC Summer and Winter bedding, to plant and maintain the floral areas and planters / tubs within the Town. They would only provide individual hanging baskets to traders upon order and monies being paid. Their Committee would work throughout the year to build up sponsorship and plans for future years. The Committee wished to move forward in a positive way.
	Resolve;	Proposed by Cllr WD, seconded by Cllr NS, by a vote of 12 For and 3 Abstentions, that the current budget of £3,264 is removed from the "At Risk Status" and that the SMIB plans and proposals for floral displays for 2011/12 are supported and the monies made available in the new financial year to enable them to proceed immediately.
c)	CCTV	RPI plus 4.74% adjustment to the SLA due invoice in April 2011 with shortfall in Precepted budget of £124 which will require virement from Contingencies. Outcome and possible future of CCTV provision to be discussed at User Group meeting to be held 24 March 2011. Possibly to note all the above until outcome of User Group meeting is known. A vote to hold the budget heading and monies on the "At Risk" status until the full picture and details regarding other matters and priorities were known, was lost by a vote of 7 For and 8 Against.
	Resolve;	Proposed by Cllr JG, seconded by Cllr CL, by a vote of 8 For, 5 Against and 3 Abstentions that the Council continue to support the CCTV provision for the coming year but that the matter be placed on hold pending the outcome of the next User Group Meeting to be held on 24 March 2011.
d)	Beacon Hill Mendip - Booklet	Beacon Hill Society have published booklet of Beacon Hill – Throughout the Ages. Complimentary copies to all Members, retail available for £1 from the TIC.
	Resolve;	Proposed by Cllr JM by unanimous vote, that the matter is noted.
e)	Corporate Plan	Devon & Somerset Fire & Rescue Service draft Corporate Plan 2011/12 to 2013/2014 was now open for online consultation until the 10 April 2011.
	Resolve;	Proposed by Cllr JM by unanimous vote, that the matter is noted.
f)	Mendip YMCA	Request received for a representative of the Town Council to attend a meeting at Mendip YMCA in Wells on 14 th March from 6.30pm to 8pm to explore whether Parish Council's can assist in keeping some youth club provision open and Mendip YMCA employ staff to deliver.
	Resolve;	Proposed by Cllr JG, seconded by Cllr RC, by a vote of 14 For and 1 Abstention that Cllr Inchley attend and represent the Town Council at the 14 th March meeting.

91. 10/11 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 1 February 2011 previously distributed to all Cllrs received consideration.
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	Resolve;	Proposed by Cllr JP by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 1 February 2011 are noted.
b)	Collett Festival Saturday 11 June 2011	Update to arrangements for this years event in partnership with the Royal British Legion(RBL) to celebrate their 90 th birthday and a Poppy Party weekend. Opening of the Cenotaph Enhancement was being organised for 10.30am prior to the opening of the Festival at 11am. Further meeting of Working Group and RBL was scheduled for Monday 28 February 2011. Invitations to 20 Displays, 38 Trade Stands, 77 Community Stalls and 16 Car Boot Pitches had been sent out. Majorettes to attend and Irish Folk dancing display booked. Cllr CL, JC and BH all provided an update to organisation of this years Festival. Cllr JP informed that they needed to ensure that the MDCs event license was completed without delay.
	Resolve;	Proposed by Cllr JP by unanimous vote, that the matter is noted.
c)	Public Forum	Council considered provision of Public Forum (Public Meeting) to meetings of the Town Council and it's Committees to take place within an allocated time-frame prior to the formal session meetings commencing.
	Resolve;	Cllr JP informed that content of Public Forum should only relate to the business of the relevant meeting, the discussion made while the meeting was adjourned should not be recorded within the Minutes of the Meeting and should be limited by time or content. The advice received was that the Public Forum should take place as a public meeting from say 7pm to 7.30pm at each meeting and the formal meeting could then start at 7.30pm. The Clerk confirmed that this proposal would require amendment to Standing Orders and therefore if supported by a Proposer and Secunder the matter should then be suspended and voted upon at the next scheduled meeting of Council which was programmed for 17 May 2011. Proposed by Cllr DM, seconded by Cllr JP that Public Forum takes place for 30minutes prior to scheduled meetings of Council and it's Committees. The Public Forum would start at 7pm and the formal meeting would then start at 7.30pm. The matter which will require amendment to Standing Orders is to be held in suspension and voted upon at the next meeting of the Council to be held on 17 May 2011.
d)	Office Lease	Council considered approval and signing of Lease Document relating to the current provision (including use of meeting rooms / facilities) at current costs and conditions (same as previous) for period 1 March 2011 to 28 February 2012 at a total costs of £6,000 payable in advance by quarterly direct debit.
	Resolve;	Proposed by Cllr JP, seconded by Cllr RC, by unanimous vote, that the Town Council Office Lease is renewed until 28 February 2012 with MDC at the same terms, conditions and costs as existing are approved and duly signed by the mandate holders.
e)	Discretionary Rate Relief 2011	MDC advise Policy changes with caps and budget implications to awarding Discretionary Rate Relief from 1 st April 2011. These may have some impact on the Shepton Mallet Recreation Ground Trust and provision of Collett Park and Collett Park Depot. The Clerk had received confirmation that all required documetation for year 2011/12 had been received by MDC for consideration.

	Resolve;	Cllr JP and the Clerk provided appraisal of MDCs new policy regarding both mandatory and discretionary rate relief which would now mean that no one would received 100% relief. It was not totally clear but it looked like the Town Council may well received 95% relief but have to pay the remaining 5% the sum of which was not known at this time. There was no current budget therefore any monies would need to be vired from contingencies when known. Proposed by Cllr JP by unanimous vote, that the matter is noted.
f)	Indexation of Contracts	Council considered indexation / adjustments to various contracts due as from the 1 st April 2011 (list and recommendations attached). Quadron - Current RPI +4.7% - CPI 3.7%. Requested contractors to consider +2%, response received from Quadron Services Ltd. Jack Pine – Revert to hourly rate as and when ordered basis. All Tree Services – Continue as existing. Race Brothers – Continue as existing. Killtec Pest Control – Continue as existing which now includes five visits and also includes the depot buildings.
	Resolve;	Proposed by Cllr JG, seconded by Cllr CI, by a vote of 14 For and 1 Abstention, that the above plus 2% indexation to all contracts with Quadron Services, that Jack Pine revert to use on an hourly rate bases as are All Tree Services, Race Brothers and Killtec Pest Control at existing rates and costs are approved (list attached).
g)	Members Attendances	Attendances of Councillors to meetings through Municipal Year 2010 / 2011 to date (attached).
	Resolve;	Proposed by Cllr JP by unanimous vote, that the Members Attendances report for 2010/2011 is approved but that the Clerk ensure a list is also shown numbering the number of meetings each individual member was invited to attend.
h)	Cenotaph Enhancem'nt	Update to the project progress. Reallocation of underspend on Cleaning Project transferred and additional funding agreed by MDC CMCP to provide full funding for this project from 106 monies. Urban Design Study bench seat design and supply agreed with initial provision of 2 (fully funded) for the Cenotaph area, budget should allow provision of 3 others for the Town Centre. To consider allocation of these 3 additional to go in the Market Place and for existing bench seats (some Memorial Seats) to be repositioned elsewhere in the Town Centre. The Town Council to procure and MDC to fund supply, possible Town Council to fund fixing.
	Resolve; Resolve;	Proposed by Cllr JP by unanimous vote, that the above update is noted. Proposed by Cllr CI, seconded by Cllr RC, by unanimous vote, that the late Doreen Gilham's memorial bench seat outside the Library in the Market Place is to remain in its current position.
i)	Martins Lane	Cllr JM informed that rubbish and waste had been dumped in Martins Lane following development work at the Gas Pumping Station.
	Resolve;	Proposed by Cllr TM by unanimous vote, that the Clerk contact the Gas Board and enquire as to what they are doing to ensure the development waste and rubbish is cleared from Martins Lane.
j)	The Quarr, Garston Street	Cllr TM informed problems with the footpath and area between the Quarr, Garston Street and Princes Lodge. It appeared that new fencing had been put back in the wrong place and that the Public Right of Way had been moved.

		He confirmed that he would be carrying out an inspection with the Clerk and wished to mediate directly with the landowner Dr Yury Sokolov to try and get matters corrected.
	Resolve;	That the matter is noted.

92. 10/11 Finance

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

Council was requested to **Approve the March 2011 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 RC, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for March 2011 as per Appendix "A" attached to these Minutes are approved.

b. Re-instigate monthly Standing Order to Somerset County Council Pension Fund for £577.89 from April 2011 until February 2012.

Resolve; Proposed by Cllr ML, seconded by Cllr RC, by a vote of 12 For and 1 Abstention, that the monthly Standing Order for £577.89 to Somerset County Council Pension Fund is approved.

c. Amend monthly Standing Order to Quadron Services Ltd from April 2011 to include indexed uplift to Ground Care Contract to £3,051.43 inc VAT.

Resolve; Proposed by Cllr JB, seconded by Cllr ML, by unanimous vote, that the amended monthly Standing Order to Quadron Services Ltd for £3,051.43 is approved.

d. Amend annual Standing Order to the Community Council due to change in their bank details only. Frequency and value remain unchanged.

Resolve; Proposed by Cllr JG, seconded by Cllr DM, by unanimous vote, that the annual Standing Order of £29 to the Community Council is approved.

93. 10/11 Agenda Matters for the Next Meeting (AGM New Council)

The next meeting (AGM new Council) is to be held on Tuesday 17 May 2011 at 7.00pm.

The Clerk is to attempt to book Peter Street Rooms for the Annual Town Meeting to be held on Tuesday 26 April 2011 and that Development Partners "Wharfdale" are invited to attend and provide the Community with a presentation to the proposed development of the Royal Bath and West showground.

Cllr DM recorded a vote of thanks to the Chairman Cllr Jeannette Marsh for her leadership and hard work throughout the year. The Chairman thanked members for their attendance and closed the meeting at 10.40pm.

Cllr

Signature_____

Chairman

_____/_____/_____2011

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2748	Somerset County Council	4000-4002	Pension Contributions (Year-end balance)	£ 565.57
2749	Mrs Jeannette Marsh	4034	Chairman's Allowance - final 50% instalment	£ 618.00
2750	Quadron Services Ltd	4046	Footpath Contract - final 50% instalment	£ 222.60
2750	Quadron Services Ltd	4044	Allotment Contract - final 50% instalment	£ 138.71
2750	Quadron Services Ltd	4047	Station Road Contract - final 50% instalment	£ 222.48
2750	Quadron Services Ltd	4054	Victoria Fountain maintenance	£ 64.80
2750	Quadron Services Ltd	4208	Collett Park - Repairs and Renewals	£ 222.00
2751	Jack Pine	4214	Collett Park Tree Consultancy 2010/11	£ 576.00
2752	HMRC - PAYE/NI	4000-4004	4th Quarter 2010/11 = TAX / NI	£ 2,397.30
2753	Southern Counties Fencing	4085	Cenotaph Fencing - 106 monies repaid	£ 1,597.88
2754	P Phillips & Sons (BW) Ltd	4085	Cenotaph Enhancement -106 monies repaid	£ 24,706.51
2755	The Consortium	4018	Office Stationery	£ 77.84
2756	G H Brown - Repayment	4052	Market Cross Text Donation - Account closed	£ 7.23
2756	G H Brown - Repayment	4018	999inks.co.uk - Printer ink cartridges	£ 21.46
2756	G H Brown - Repayment	4020	Internet / Anti Virus Software Renewal	£ 29.99
				£ 31,468.37

Payments by Direct Debit

04-Jan	Aviva	4016-4222	Insurance Premium - Monthly	£ 421.22
04-Jan	Bristol / Wessex Water	4042	Hitchen Lane Allotments (half year)	£ 44.85
19-Jan	Plusnet	4020	Internet - Monthly	£ 20.41
20-Jan	BT	4014	Office Telephone Lines & Calls - Quarterly	£ 125.02
24-Jan	EON	4050	Town Clock Electrical Supply	£ 4.21
27-Jan	Quadron Services Limited	4200-4047	Ground Care Contract -Jan 2011	£ 2,859.68
28-Jan	Somerset County Council	4000-4002	Pension Contributions	£ 565.56
Sub Total				£ 4,040.95

Total = £ 35,509.32

CONFIDENTIAL PAYMENTS

2757				£ 1,615.86
Total				£ 1,615.86
Grand Total				£ 37,125.18

Date	Income	Code	Category of Income	Total Deposit
12-Jan	Mendip District Council	1008	Repayment Cenotaph Project - Inv 120	£ 9,952.41
19-Jan	Mendip District Council	1008	Repayment Cenotaph Project - Inv 121	£ 1,364.00
10-Jan	Lloyds TSB Bank	1190	Monthly Bank Interest	£ 4.91
Total Income =				£ 11,321.32

Cllr J.M. Marsh
Chairman

Signature_____

Date_____

Cllr N.F. Shearn
Vice Chairman

Signature_____

Date_____

Minutes of the Annual General Meeting of the Shepton Mallet Town Council held on 24 May 2011, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Chris Inchley

Cllrs Bartlett (JB), Champion (RC), Cook (SC), Curtis (JC), Dunscombe (WD), Gibbs (SG), Height (BH), Kennedy (GK), Kinison (JK), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Marvin (DM), Parham (JP) and Shearn (NS).

Five members of the public and one member of the press were in attendance. The Chairman opened the meeting, welcoming members the general public and especially the newly elected Councillors hoping they would enjoy tonight's meeting. 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.

1. 11/12 Election of Chairman

Resolve: Councillor Inchley was proposed by Cllr NS, Seconded by Cllr WD and as there were no other nominations, Councillor Inchley was duly elected Chairman of the Town Council, signed Acceptance of Office and thanked members, commenting that he was surprised and grateful for the support. He congratulated all members on the Elections which had been robustly contested and he hoped new members would enjoy their for year term of office. It was however unfortunate that former Cllrs John Gilham and Colin Lockey would no longer be serving members after some 80 years between them in public service. Colin Lockey had served at Town, District and County levels and had been instrumental in bring Collett Park back into the Town Council as well as re-launching Collett Festival Day. He had also been instrumental in obtaining highway speed and weight restrictions for the Town Centre and well as serving on numerous outside bodies such as School Governor and many other Charities. John Gilham had achieved some 52 years in local government as an elected Member which was quite remarkable. He had been instrumental in obtain the development of the squash courts, obtaining substantial funding for young people and for organising the Jubilee event. The Townsfolk had much to thank John and Colin for doing so much for the Town.

2. 11/12 Election of Vice Chairman

Resolve: Councillor Champion was proposed by Cllr JB, seconded by Cllr JP and by way of written vote, Councillor Champion was duly elected Vice-Chairman of the Town Council.

3. 11/12 Public Forum

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

Matters raised included; **Town Centre Environment and Regeneration** – Irene Handley wished the Town Council and Mendip District Council to work together to clean up and regenerate the Town, she mentioned specific areas of the Town and that they should look at achievements in Hastings as an example. **Use of Financial Reserves** – Irene Handley stated that the Council had substantial reserves and these should be used for the good of the Town to include a possible Diamond Jubilee Scholarship for young people and also to support the youth with needed repairs to the Skate-park. The Chairman responded stating that the valid points were noted and they would be fed into discussions in the following weeks rather than months.

Chairman and Vice Chairman – Mr Taffy Stride congratulated Cllrs Inchley and Champion following their election of Office. **Demise of Public Services** – Mr Taffy Stride raised concern to the reduction in Public Transport Services, reduced opening hours of the Public Library and the recent closure of the Police Station public office. **Public Toilet Closure** – Mr Taffy Stride raised

concern as to the early closures on Saturdays and all Sundays to all cubicles except the Urinal cubicle and one other DDA/multi user cubicle for cost saving measures without consultation to the Town Council or the Townsfolk. **MDC Customer Services** – Mr Taffy Stride raised concern as to the unacceptable poor performance where customers had to wait a very long time for telephones to be answered and obstacles put in the way. He blamed the previous administration at MDC for the cuts made which he felt had resulted in this unacceptable poor performance. **Mendip Crematorium Signage** – Mr Taffy Stride stated that there was a total lack of signage resulting in visitors and locals unable to locate this local but remote facility. He considered that the Town and this Council was being blamed. He requested the operator (Dignity) and the undertakers to provide the appropriate funding for the supply and installation of the required direction signage.

Following conclusion of Public Forum the Chairman then called the meeting back into session.

4. 11/12 Apologies for absence – None

5. 11/12 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.
- b) **Kenotaph - All Cllrs** declared a Personal and Prejudicial Interest in the War Memorial Trust due to being Trustees of the Charity.
- c) **All Planning Matters – Cllr Cook and Cllr Height** both declared a Personal and non-Prejudicial Interest in all Planning Matters due to their membership of the MDC Planning Board and reserved the right to vote independently at MDC meeting when further advice and information may well be made available.
- d) **Table Tennis Club Grant – Cllr Shearn** declared a Personal and Prejudicial Interest in the matter as the club rented and used his owned facilities at Paul Street Community Rooms.
- e) **Tesco Stores Planning Application – Cllrs J Marsh and T Marsh** both declared a Personal and Prejudicial Interest in the matter as they had received a gift from Dobbies Garden Centre who were owned by Tesco's.
- f) **McCarthy and Stone Planning Application – Cllrs J Marsh and T Marsh** both declared a Personal and Prejudicial Interest in the matter as their residence is a near neighbour to the development site. **Cllr Inchley** also declared a Personal and Prejudicial Interest in the matter as he was Chairman of the Leisure Centre which adjoined the development site.
- g) **Albino Builders Planning Application – Cllr Cook** declared a Personal and Prejudicial Interest in the matter as her husband was an employee of the applicant.

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

6. 11/12 Councils Standing Order, Financial Regulations, Chairmanship, Code of Conduct Order *(copies provided to each Member previously in Councillors handbook).*

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

- 1 - Each individual Cllr holds current copies of the Councils Standing Orders & Financial Regulations, Chairmanship and the Code of Conduct Order in way of Councillors Handbooks; (also available by way of the TC Website).
- 2 - Each individual Cllr agrees to abide by Policy, Procedures and Conditions set out within each document;
- 3 - Each individual Cllr confirms that their Declarations of Interests, Declarations of Gifts and Hospitality as required by the Code of Conduct are current and that any amendments have been submitted to the Monitoring Officer at MDC.

Resolve: Proposed by Cllr CI by a unanimous vote that all Cllrs at the meeting confirm matters 1, 2 & 3 above.

7. 11/12 Chairman's Announcements – No matters were raised by the newly elected Chairman but that Cllr Jeannette Marsh (outgoing Chairman) informed of her recent visit with the Twinning Group to Misburg in Germany. They had been treated like royalty and was humbled by the keen interest on Shepton Mallet, the culture and the people. They had attended numerous functions and events across Germany and also a BBQ. She hoped that the Town could reciprocate the hospitality when the return visit was made to England.

8. 11/12 Minutes

The Minutes of the Meeting of the Town Council held on the 1 March 2011 were considered for accuracy and content. (*copy provided to each Member previously in Councillors handbook*).

Resolve: Proposed by Cllr RC, seconded by Cllr JB by a vote of 15 For and 1 Abstention, that the Minutes of the Town Council Meeting held on 1 March 2011 be approved as a true record and signed by the Chairman.

9. 11/12 Matters Arising from the Minutes

Min 91 10/11 Item c - Public Forum, Order of Business and Standing Orders - Following the previous resolve of Council on the 1st March 2011 as follows; Proposed by Cllr DM, seconded by Cllr JP that Public Forum takes place for 30 minutes prior to scheduled meetings of Council and its Committees. The Public Forum would start at 7pm and the formal meeting would then start at 7.30pm. The matter which will require amendment to Standing Orders is currently held in suspension and to be voted upon / adopted at this meeting.

Resolve; Proposed by Cllr JM, Seconded by Cllr NS, by a vote of 9 For, 5 Against and 2 Abstentions that Standing Orders are amended to provide all Cllrs to be summoned to all meetings at the scheduled dates and start times. A Public Meeting is to take place to facilitate Public Forum from the scheduled start time for a maximum of 30 minutes or until completion if sooner. Notes of the meeting are to be taken to record matters raised and actions to be taken. On completion of this Public Meeting / Forum then without further delay the formal meeting of the Council, or its Committee(s) as scheduled will commence. This will be for a trial period until the further amendment of Standing Orders / Financial Regulations and Code of Conduct is to be considered which is estimated will take place in early 2012.

Members Attendances – Cllr WD requested these to be published and required confirmation that all data /documents relating to the Council to be fully published rather than just make available on demand. The Clerk confirmed that Attendance Performance had been compiled and published. The new update for the current year included Meetings Invited to and Meeting attended for direct comparison. He also stated under the Freedom of Information all documents were available to the public unless of a contractual/confidential or secure nature/content.

Resolve; That the matter is noted.

10. 11/12 Membership to Council's Portfolio Holders, Committees and Working Groups
(*copy of structure provided in new Councillors handbook*).

a. Election of Portfolio Holders

Resolve; Administration	Cllr Parham
Resolve; Collett Park	Cllr Curtis
Resolve; Community & Leisure	Cllr Cook
Resolve; Ground Care(<i>former Footpaths</i>)	Cllr Marsh T. This revised Portfolio is to include all ground care environment matters outside of Collett Park which will include Garston Street/Goldhill Woodland/Cenotaph area/Footpaths/Allotments etc.
Resolve; Assets (<i>former Properties</i>)	Cllr Height
Resolve; Regeneration	Cllr Kennedy

b. Planning Chairman and Planning Committee (total 11 members max)

Resolve; Chairman Cllr Marvin.

Resolve; Committee – Cllrs Bartlett, Champion, Curtis, Dunscombe, Gibbs, Height, Kennedy, Lovell, Marsh J and Marsh T.

c. Service Delivery Committee (total 9 members max)

Resolve; Cllrs Inchley(Chairman/Council), Champion(Vice/Chairman), Parham(Admin), Curtis(Collett Park), Cook(Community & Leisure), Marsh T (Ground Care), Height(Assets), Kennedy(Regeneration) and Marvin(Planning).

d. Community Development Working Group (total 16 members max).

Resolve; All serving Town Councillors.

11. 11/12 Election of Representatives on Outside Bodies

Resolve;

Beacon Society – Cllr T. Marsh;

Chamber of Commerce – Cllrs Kennedy and Shearn;

Christmas Lighting Committee – Cllrs Champion and Shearn;

Citizens Advice Bureau – Cllr Inchley;

THI – Regeneration Portfolio Holder (Cllr Kennedy) and Cllr Bartlett;

Shepton 21 Regeneration Partnership - Regeneration Portfolio Holder (Cllr Kennedy);

Shepton in Bloom – Cllr Inchley;

Section 106 Advisory Group – Cllrs Bartlett and Dunscombe;

Somerset Association of Local Councils – Admin Portfolio Holder (Cllr Parham);

Strawberry Line (East) Project Group – Cllrs Champion & Gibbs;

Tourist Information and Heritage Centre –Cllr Bartlett;

Town Twinning Association – Cllr Lovell;

United Charities Shepton Mallet – Cllrs Marvin and Parham.

12. 11/12 Somerset County Council – Cllr Parham

- a. Electoral Review for Somerset** – Notification that Somerset is to be subject of a Further Electoral Review with Key Dates of 16th May prelim consultation, review itself early August and complete by Summer 2012 with any agreed changes implemented for the 2013 County Council elections

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

- b. Town Centre Bollards** – Following the Clerk chasing Jeff Bunting of SCC he had confirmed by email that the works had been ordered and hoped the installation would be within the next four weeks.

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

13. 11/12 Mendip District Council – Ward Members

Cllr JP provide an update to MDC matters, the issue with Customer Services had mainly been down to call volume which had now returned to normal. The part closure of toilet cubicles was a trial to save monies and that a recent survey had shown that Shepton Mallet Public Toilets had only been used 8 times on a recent Sunday however the situation would be monitored.

The Section 106 monies had been previously administered by the Central Mendip Community Partnership (CMCP) but that these had now been suspended with a trial going on in Frome looking at a different model until November. For the interim the Section 106 monies would be considered directly by the MDC Cabinet.

14. 11/12 Matters to be Noted

a)	Collett Park Tree Works	Works previously delayed (planning permission/weather) now completed. Following felling four trees stumps ordered to be to be grinded out (within budget).
b)	Collett Park Litter Bins	2 nd Phase of replacement schedule underway. Five new litter bins and one dog bin currently being installed.
c)	Town Centre Bench Seats	New bench seat installed by Victorian Fountain, two new bench seat bases installed outside the Library and two new seats to be fitted when bases harden. Previous memorial seat repositioned rear of Academy building facing the Church. Parish Office has since requested this seat be removed as deemed obstruction to vehicles accessing the Church which is being investigated.
d)	Footpath Agency	SCC now paid £220 partnership funding for limited Right of Way footpath maintenance within the parish. Work already under contract and ordered with Quadron Services at cost of £378.42.
e)	Station Road Maintenance	Partnership funding of £260 received from J.H. Haskins and order for the current year issued to Quadron Services at agreed contract price.
f)	Town Council Postal Charges	Capita (Copyshop) will now be charging independantly for all Town Council postal requirements with effect from the 1 st April 2011 which will be invoiced directly on a monthly basis.
g)	Cenotaph Works	Hard and soft landscape works now completed. Yew hedging plants renewed following failure. Minor works ordered with Ellis and Co, part warrenty due to frost damage and additional cleaning works to lower plinth area. Works to the above to be completed prior to 11 June event.

Resolve: Proposed by Cllr CI that the above matters a) to g) are noted and that Cllrs CI and RC would investigate the concerns and requirement to remove/relocate the memorial bench seat recently installed to the rear of the Academy Building and facing the Church.

15. 11/12 Planning Matters

a)	Minutes of Meetings	To receive and appraise Minutes of the Planning Recommendations Committee Meetings held on 8 & 22 March, the 12 April and 3 May 2011 (<i>copy provided in Councillors handbook</i>).	
Resolve;		Proposed by Cllr DM, Seconded by Cllr BH by unanimous vote that the Minutes of the Planning Recommendations Committee Meetings held on 8 & 22 March are noted and the Minutes of the 3 May 2011 are approved.	
b)	2011/0762 Dewey	McCarthy and Stone Retirement Lifestyles Ltd 9 Charlton Road	Variation to conditions 4 (landscaping), 7 (parking and access), 8 (visibility splays), 11 (acoustic fence) and 14 (drawing numbers) to adjust specified drawing numbers to allow for amendments to approved layout and building design; variation of condition 9 to require pedestrian crossing to be constructed in accordance with details first approved by LPA, instead of requiring details to be agreed prior to commencement of any work on site.

	Resolve;	Cllrs CI, JM and TM then left the room. Proposed by Cllr RC, Seconded by Cllr JC by a vote of 7 For, 4 Against and 1 Abstention to Recommend Approval . Cllrs CI, JM and TM then rejoined the meeting.	
c)	2011/0965 Langford	Mr John Mitchard Lis-Dar-Shar Cowl Street	Demolition of existing double garage, form new access to, and erect new private dwelling at the rear of the site.
	Resolve;	A resident of Cowl Street spoke in objection to the proposals. Proposed by Cllr RC, Seconded by Cllr WD by a vote of 13 For, 1 Against and 2 Abstentions to Recommend Refusal . It was considered overdevelopment, concern to access for development machinery, requirement for a ground survey, concerns to possible damage to / interference with the foundations of the Viaduct listed structure and possible destruction of wildlife habitat, namely Bats.	
d)	2011/0958 Kimberley	Tesco Stores Ltd Townsend Retail Park	New store fronts and elevational alterations relating to change of use permitted under reference 2010/1330.
	Resolve;	Cllrs SC, JM, TM, BH and JP all left the room. Proposed by Cllr NS, Seconded by Cllr JC by a vote of 9 For and 1 Against to Recommend Approval .	
e)	2011/0690 U'Dell	Mr P O'Neill Camden House The Budds	Proposed two storey extension and alterations to form new garden room and extend bedroom.
	Resolve;	Proposed by Cllr JB, Seconded by Cllr RC by vote of 9 For and 1 Against to Recommend Approval .	
f)	2011/0589 Dewey	Albino Builders Ltd Three Winds Downside	Erection of a Store and Workshop with associated alterations to parking and access (Resubmission).
	Resolve;	Cllrs BH, JM, TM and JP then rejoined the meeting. Proposed by Cllr JB, Seconded by Cllr GK by a vote of 8 For, 4 Against and 1 Abstention to Recommend Refusal . The design was poor and the long roof line should be broken with individual buildings. The building should be screened from adjoining residential properties and conditions to ensure that no buildings or part of the buildings could be relet/leased/to other parties/users. The Town Council do not wish to see this area develop into a mini trading estate.	

16. 11/12 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 12 April 2011 previously distributed to all Cllrs received consideration. <i>(copy provided in Councillors handbook)</i> .	
	Resolve;	Proposed by Cllr RC by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 12 April 2011 are noted.	
b)	Mid Somerset Show	CD52. 10/11a Unanimous recommendation from the above meeting to remove the "At Risk" status from budget heading 4078 and make payment of the annual grant of £258 to support this year's Show.	
	Resolve;	Proposed by Cllr ML, seconded by Cllr RC, by unanimous vote, that a Community Grant of £258 is awarded to this year's Mid Somerset Show as financial support from the Town Council to the event.	

c)	Dog Litter Bins	CD52. 10/11b Unanimous recommendation from the above meeting to supply and install a dog litter bin to the access drive/walkway to the Mid Somerset Show site off of Compton Road at a cost of £300. Further request from Cllr JP for urgent provision of two dog litter bins on the St Peters estate.
	Resolve;	Proposed by Cllr JC, seconded by Cllr NS, by unanimous vote, that a dog litter bin is supplied and installed (subject to agreement for ongoing servicing with MDC) to the access driveway / walkway to the Mid Somerset Show site off of Compton Road at a cost of £300 which is to be funded from 4088 contingencies budget heading.
	Resolve;	Proposed by Cllr NS, seconded by Cllr JC, by unanimous vote, that the further requests for dog litter bins to the St Peters Estate (1 in footpath in Naisholt Road and the other in the lane at the rear of the Community Hospital at Finch Close end) is submitted to the Community Development Working Group to investigate and work up proposals and bring recommendations back to Council in the near future.
d)	Table Tennis Club	Following resolve of previous Council on 5 April 2011 a previous application for a Community Grants was declined as would not fund revenue / venue hire costs but that the applicant was requested to consider submitting a further application for provision of new equipment only. Application received for one table tennis table at cost of £499.99.
	Resolve;	Cllr NS then left the room. Proposed by Cllr JP, seconded by Cllr DM, by unanimous vote, that the Grant Application from Shepton Mallet Table Tennis Club is declined. Cllr NS then rejoined the meeting.

17. 11/12 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 5 April received consideration. <i>(copy provided in Councillors handbook).</i>
	Resolve;	Proposed by Cllr JP, seconded by Cllr CI, by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 5 April 2011 are noted.
b)	Cenotaph Event & Collett Festival	Update to the Cenotaph event to be held Saturday 11 June 2011 from 10.20am to 10.40am and to Collett Festival event from 11am to 5pm.
	Resolve;	Proposed by Cllr JP by unanimous vote, that the matter is noted.
c)	Meeting Schedule	List of meetings for year 2011/2012 relating to Council, it's Committees and Working Groups <i>(copy provided in new Councillors handbook).</i>
	Resolve;	Proposed by Cllr CI, seconded by Cllr DM, by unanimous vote, that the matter is noted.
d)	Councils Solicitors	Following investigation into possible Allotments provided by Bloor Homes the Councils Solicitors and Clerk have worked to achieve a belated repayment and full credit for expenses incurred and Bartlett Gooding & Weelen have provided repayment of £141.

	Resolve;	Proposed by Cllr JP, seconded by Cllr CI, by unanimous vote, that the matter is noted.
e)	SALC	Agenda for next meeting to be held Monday 6 June 2011 at Wells Town Hall. List of available training events and charges for Chairmanship and Councillors (nearest Nunney Tuesday 7 June 2011).
	Resolve;	Proposed by Cllr JP by unanimous vote, that the matter is noted.
f)	Code of Conduct	To consider submitting request to the Standards Committee and Monitoring Officer at MDC for Dispensation for the life of the current Council relating to any required Declaration of Interest in respect of both the Shepton Mallet Recreation Ground Trust (Collett Park) and the Shepton Mallet Cenotaph Charity which are registered Charity/Trust and to which all serving Members of the Town Council make up the full Trusteeship. Similar Dispensation had been provided to the previous administration/Council.
	Resolve;	Proposed by Cllr RC, seconded by Cllr CI, by unanimous vote that requests are submitted to MDC for Code of Conduct Dispensation in respect of both the Shepton Mallet Recreation Ground Trust (Collett Park) and the Shepton Mallet Cenotaph Charity for all serving members of the Town Council for the life of the existing Council.
g)	Town Flagpole and Flag	Currently the winding mechanism had failed, works ordered to repair prior to Cenotaph event on 11 June, costs estimated around £300. Require volunteer to take on flag duties on behalf of the Council following non-election of Colin Lockey.
	Resolve;	Proposed by Cllr DM, seconded by Cllr BH, by unanimous vote that the matter is noted and that Cllr Dunscombe be invited to take on the flag duties on behalf of the Town Council.

18. 11/12 Finance

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

Council was requested to **Approve the May 2011 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr BH, seconded by Cllr ML, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for May 2011 as per Appendix "A" attached to these Minutes are approved.

b. Budgets 2011/12 – Council considered the current budget and committed expenditure with print copy provided to all Cllrs for the forthcoming year period.

Resolve; Proposed by Cllr JP by unanimous vote, that the current Budgets for the year 2011/12 are noted.

c. Bankers Mandate – Council considered mandate for approved signatures to the Bank on behalf of the Council. Previously Chairman, Vice Chairman of the Council and the Administration Portfolio Holder (2 signatures from 3 required).

Resolve; Proposed by Cllr ML, seconded by Cllr BH, by a vote of 13 For and 1 Abstention, that the mandate for approved signatures to the Bank on behalf of the Council is the Chairman, Vice Chairman of the Council and the Administration Portfolio Holder (2 signatures from 3 required).

- d. Financial Accounts for Year Ending 31 March 2011** – Council considered approval of the Accounts which included the Receipts and Payment Summary and the Account Notes which are for submission to the External Auditor, Moore Stephens (copy attached to these minutes).

Resolve; Proposed by Cllr BH, seconded by Cllr JC, by unanimous vote, that the Financial Accounts, Receipts and Payment Summary and Account Notes for the Year Ending 31 March 2011 are approved and duly signed by the Chairman.

- e. Internal Audit Report** – Year Ending 31 March 2011 received from Pro-Business Auditors reporting that the Council had maintained adequate systems of internal controls and management and there are no matters which need to be brought to the attention of the External Auditor. It was noted that financial turnover had exceeded the threshold for a “Band A” council in the financial year under audit.

Resolve; Proposed by Cllr JP, seconded by Cllr BH, by unanimous vote, that the Internal Audit Report from Pro-business for Year Ending 31 March 2011 is noted.

- f. Annual Return for Year Ending 31 March 2011** – Council considered completion of the Annual Return for submission to the External Auditor, Moore Stephens (copies attached to these minutes). External Audit scheduled for 1st June 2011.

- i. Section 1** – Statement of accounts.
- ii. Section 2** – Annual governance statement.
- iii. Section 4** – Annual internal audit report.
- iv. Variances** - Greater than 15% to any box on the Annual Return.

Resolve; Proposed by Cllr BH, seconded by Cllr ML, by unanimous vote, that the Annual Return for the Year Ending 31 March 2011 is approved. All financial sums in Section 1 (Statement of Accounts) are approved. All responses to questions within Section 2 (Annual Governance Statement) are responded with a “Yes” and that the Internal Audit Report within Section 4 is also approved.

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- g. Annual Report 2011** – Council considered the draft Annual Report for Year-Ending 31 March 2011.

Resolve: Proposed by Cllr DM, seconded by Cllr ML, by unanimous vote, that the Annual Report for Year-Ending 31 March 2011 is approved and to be published.

The Clerk was thanked for his work to prompt completion of all Financial Accounts and Audit requirements following a very tight completion date after year end.

19. 11/12 Confidential Session

Resolve; Proposed by Cllr DM, seconded by Cllr ML, 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.

- a. Internal Audit 2012 to 2014** - Current agreement with Probusiness for Internal Audit requirements has expired. Proposed renewal for three year term at current requirements with interim half year audit in October followed by final audit including draft Accounts and Annual Return in April submitted at annual capped price. This will cover function requirements for financial years ending March 2012 to March 2014.

Resolve; Proposed by Cllr RC, seconded by Cllr JP, by a unanimous vote that the quotation from Pro-business for Internal Audit requirements to the Town Council for financial years 2012 to 2014 (3 years) is accepted for the fixed/capped costs of £650 per annum and the works ordered.

- b. Station Road Embankment Landscape Maintenance** – Specification and quotation received for change of maintenance to commence on completion of Enhancement Contract in August 2011.

Resolve; Proposed by Cllr JP, seconded by Cllr GK, by a unanimous vote that the quotation from Quadron Services for £319 per annum is accepted and the works ordered subject to partnership funding from Haskins being received. It is also envisaged that this work content is to be included within the new Ground Care contract due in April 2012.

c. Cenotaph Landscape Maintenance - Specification and quotation received for ongoing maintenance to commence on completion of Enhancement Contract in August 2011.

Resolve; Proposed by Cllr JP, seconded by Cllr GK, by a unanimous vote that Quotation received from Quadron Services for £750 per annum is accepted and that the works be ordered and commence on the 1 September 2011 following completion of the Cenotaph Enhancement Contract. Funding is to be vired from code 4088 contingencies budget heading. It is also envisaged that this work content is to be included within the new Ground Care contract due in April 2012.

Resolve; The Chairman is to review recognition of Public Service and Office to both former Cllrs Colin Lockey and John Gilham, at the same time the Service Delivery Committee should work up possible Policy to provide future formal recognition for any Members achieving 25 years public service/office. The Chairman and Vice Chairman are to consult with the proposed recipients and report back to Council.

20. 11/12 **Agenda Matters for the Next Meeting**

The next meeting is to be held on Tuesday 5 July 2011 at 7.00pm with the Council Annual Group photograph taking place prior to at 6.35pm on the lawn outside Highfield House (weather permitting). As the time was getting late members were requested to email the Clerk direct with any matters required to be placed on the next Agenda for Council.

The Chairman thanked members for their attendance and closed the meeting at **10.25pm**.

Cllr Chris C. Inchley

Signature_____

Chairman

_____/_____/ **2011**

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2771	Royal British Legion	4300	Grant support to the Cenotaph Book - The Fallen	£ 550.00
2772	Mendip District Council	4204	25% of Non Domestic Rates - Collett Park	£ 155.88
2773	Mendip District Council	4204	25% of Non Domestic Rates - C/ Park Depot	£ 85.52
2774	G Brown - Repayment	4044	W/Road Allotments - Increase in size of skip	£ 66.00
2774	G Brown - Repay - Inv 176464	4208	Collett Park S/Steel Toilet Roll Holders x 5	£ 255.59
2774	G Brown - Repay - Inv NP347/2011	4006	Netpaydue Ltd - Online Payroll System/Support	£ 60.00
2774	G Brown - Repay - Inv 318008015	4022	Go Daddy.com - Domain 2 yr registration .info	£ 11.91
2775	Market Town Ltd	4022	2 Year Domain Renewal .org address	£ 64.63
2776	Mid Somerset Agricultural Society	4077	Annual Grant for the Mid Somerset Show	£ 258.00
2777	Glasdon Uk Limited	4219	C/Park - Replacement Litter and Dog Bins (PH2)	£ 2,255.74
2778	Quadron Services Limited	4058-4044	Master locks for bollards and allotment troughs	£ 144.00
2780	Goldenhart Ltd	4022	Web Hosting - 12 Months	£ 120.00
2781	All Tree Services Ltd	4214	Collett Park Tree Works 2010/2011	£ 3,960.00
2782	The Consortium	2782	Stationery - Cllrs Files / inserts	£ 55.48
Sub Total =				£ 8,042.75

Payments by Direct Debit

01-Mar	Aviva (Norwich Union)	4016-4222	Insurance Premiums	£ 421.22
01-Mar	Somerset County Council	4000-4002	Pension Contributions	£ 565.56
18-Mar	Plusnet PLC	4020	Monthly Broadband Provision	£ 21.66
28-Mar	Quadron Services	4200-4202	Ground Care Contract	£ 2,920.52
01-Apr	Community Council	4028	Annual Subscription	£ 30.00
01-Apr	Aviva Insurances	4016-4222	General / C/Park Insurance Premium	£ 421.22
18-Apr	BT	4014	Office telephone line / calls and data	£ 114.67
19-Apr	Plusnet PLC	4020	Broadband Internet	£ 20.41
26-Apr	E.ON	4050	Town Clock Electrical Service	£ 4.21
28-Apr	Quadron Services	4200-4202	Ground Care Contract	£ 3,051.47
Sub Total=				£ 7,570.94

Total = £ 15,613.69

CONFIDENTIAL PAYMENTS

2779				£ 1,589.02
Total				£ 1,589.02
Total Expenditure =				£ 17,202.71

Date	Income	Code	Category of Income	Total Deposit
09-Mar	Lloyds Bank	1190	Monthly Interest - 30 Day Account	£ 4.00
02-Mar	Mendip District Council	1008	Cenotaph Project Repayment - Inv 122PR	£ 20,588.00
07-Mar	HMRC Vat	515	VAT Reclaim - Oct to Dec 2010	£ 4,598.01
16-Mar	Mendip District Council	1008	Cenotaph Project Repayment - Inv 123PR	£ 12,000.00
06-Apr	Mendip District Council	1176	50% Precept	£ 71,789.00
11-Apr	Lloyds Bank	1190	Monthly Interest - 30 Day Account	£ 5.01
13-Apr	Mendip District Council	1008	Cenotaph Project Repayment - Inv 124PR	£ 4,680.00
13-Apr	Mendip District Council	1008	Bench Seats Repayment - Inv 125PR	£ 3,947.25
27-Apr	Mendip District Council	1008	Cenotaph Project Repayment - Inv 126PR	£ 1,240.00
01-Apr	Various	1006	Collett Festival Bookings	£ 541.00
01-Apr	Various	1000-1006	Collett Festival Bookings/Allotment Rent	£ 122.00
18-Apr	Various	1000-1006	Collett Festival Bookings/Allotment Rent	£ 332.00
26-Apr	SCC / Haskins	1008-1010	Footpath Agency/Station Road Funding	£ 480.00
Total Income =				£ 120,326.27

Cllr C.C. Inchley
Chairman

Signature _____

Date _____

Cllr R.R. Champion
Vice Chairman

Signature _____

Date _____

Minutes of the Shepton Mallet Town Council Meeting held on 5 July 2011, in the Committee Room, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Chris Inchley

Cllrs Bartlett (JB), Champion (RC), Cook (SC), Curtis (JC), Dunscombe (WD), Gibbs (SG), Kennedy (GK), Kinison (JK), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Marvin (DM), Parham (JP) and Shearn (NS).

Four members of the public and one member of the press were in attendance. The Chairman opened the meeting, welcoming members the general public and provided a brief to the Health & Safety requirements including emergency evacuation and assembly point procedures.

Public Forum - A Public Meeting to facilitate Public Participation for a maximum of 30 minutes or until completion if sooner.

Shepton Mallet Digital Arts Festival – Claire Sully provided an update to the event now in its third year and gave examples of successful outcomes. In the current year they were looking at Haskins as a possible venue. They were targeting a total funding requirement of £15,000 and enquired how they may submit a funding request to the Town Council. Cllr Kennedy declared an interest as he was supporting and working with the organisers of the event. Members undertook a question and answer session. The Chairman thanked Claire for the update and confirmed that the Council would look forward to receiving a written application for funding consideration in the near future.

Council Working – Mr Taffy Stride considered that the new Council was not working in harmony and should collate ideas and aspirations to bring forward. The Chairman noted his comments but stated that the current council had only been operating for some six weeks.

Crematorium Signage – Mr Taffy Stride raised concern that no signage had yet been forthcoming. Cllr JP confirmed that a works ordered had been placed and they would be installed within the next 10 weeks.

Air Ambulance Collection – Mr Taffy Stride raised concern as to approval, authority and the compliance of Cllr Marvin undertaking a collection on behalf of this cause at this year's Collett Festival.

Following conclusion of Public Forum the Chairman then called the meeting into formal session at 7.25pm.

21. 11/12 Apologies for absence – Cllr Height (family).

22. 11/12 Members Declarations of Interests

- a) **Collett Park - All Cllrs** declared dispensation as afforded by the MDC Standards Committee for the life of the current Council from a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity.
- b) **Cenotaph - All Cllrs** declared dispensation as afforded by the MDC Standards Committee for the life of the current Council from a Personal and Prejudicial Interest in the War Memorial Trust due to being Trustees of the Charity.
- c) **MDC Accommodation Review – Cllrs Marsh J and Marsh T** both declared a Personal and Prejudicial Interest in the matter as their son is a Director of the consultant used by MDC to collate the report.
- d) **Honorary Citizenship Award – Cllr Shearn** declared a Personal and Prejudicial Interest in the matter and would leave the room at the point of consideration.

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

23. 11/12 Chairman's Announcements – The Chairman reported he had attended the Glastonbury Mayoral function and a photo exhibition at Bath by the Ghane Group from Whitstone School. The Chairman and Cllr GK had attended a meeting with Aviva, owners of Townsend Shopping Park to consider improved linkages with the Town Centre. The Folk Dancing at Wells had been cancelled due to poor weather and he had attended an affiliation ceremony between the Air Training Corps and the Royal British Legion. The Chairman congratulated Cllr Curtis on organisation of this years Collett Festival which was supported by all at the meeting.

A copy of the book "The Fallen" had been presented to the Town Council by the Royal British Legion who had also written a letter of gratitude to the Council for financial support towards publication of the book, allowing them to take centre stage at the Cenotaph Enhancement Ceremony and for the supporting theme and the honour of opening this year's Collett Festival.

24. 11/12 Minutes

The Minutes of the Annual General Meeting of the Town Council held on the 24 May 2011 were considered for accuracy and content.

Resolve: Proposed by Cllr RC, seconded by Cllr DM by a unanimous vote that the Minutes of the Annual General Town Council Meeting held on 24 May 2011 be approved as a true record and signed by the Chairman.

25. 11/12 Matters Arising from the Minutes

Min 18g Town Flag Duties – Response received from ex Cllr Colin Lockey which was read in full by the Chairman.

Resolve; Proposed by Cllr WD, Seconded by Cllr DM, by a unanimous vote that Cllr Parham would undertake the Civic Flag Duties on behalf of the Town Council.

26. 11/12 Somerset County Council – Cllr Parham

a. Tadley Acres – Grass Areas Maintenance – Cllr RC previously tabled a written question which was copied to all Cllrs. Cllr JP provided a full and detailed response. There were 5 /6 agencies involved, additional areas had now been adopted by SCC and MDC would be undertaking maintenance. However there were still issues with designated areas and also large differences in the maintenance schedule of the various agencies / owners. Some of the areas were being maintained by adjacent private householders to a private lawn/garden standard and the differences would be highly visible especially following financial reductions in the Ground Care Contracts.

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

b. Recycling - Cllr RC previously tabled a written question which had been copied to all Cllrs. Cllr JP provided a full and detailed response. Cllr GK raised concern as to inadequate waste and recycling facilities on the Summerleaze Park development where he lived. Cllr JP informed that he would take forward any further matters raised directly with him. However he did considered that Public Education into recycling should be followed up on a regular basis. One of the problems was that many products marked as recyclable were currently not able to be recycled in this Country.

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

27. 11/12 Mendip District Council – Ward Members

a. CCTV User Group - Election of representative(s) from the Town Council.

Resolve; Proposed by Cllr DM, Seconded by Cllr WD, by a unanimous vote that Cllrs Bartlett and Shearn are duly elected as the Town Council representatives on the CCTV User Group and they should request a familiarisation visit for any new Councillors.

b. Street Cleansing – The current contractor Fountains provided their direct contact details to each Cllr and invited any concerns or problems to be emailed directly to them where they would action the matter asap.

Resolve; Proposed by Cllr JP, by a unanimous vote that the matter is noted.

c. MDC Accommodation Review – Cllr JP confirmed this large report which also included the requirements of the Town Council, would be considered by the MDC Cabinet on the 11 July. Cllr GK provided a general summary to the content of the report and an update to the meeting with MDC Officers that was attended by himself Cllr RC, JC and the Clerk. The Town Council group had requested that the Town Council depot between the existing site and Collett Park could possible be included within the scope of any review.

Resolve; Proposed by Cllr JP, by a unanimous vote that the matter is noted.

d. Land at West Shepton – Following the Town Councils expression of interest in the land for allotments, MDC informed Cllr JP that six expressions of interest had been received and that at this time no sale is to be progressed until a holistic report is completed for the whole local area.

Resolve; Proposed by Cllr JP, by a unanimous vote that the matter is noted.

28. 11/12 Matters to be Noted

a)	Deafplus	Mobile Advisory Service will be visiting the Market Place on Thursday 1 September 2011 from 1.30pm to 3.30pm.
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Resolve: Proposed by Cllr CI that the above matter is noted.

29. 11/12 Planning Matters

a)	Minutes of Meetings	To receive and appraise Minutes of the Planning Recommendations Committee Meetings held on 14 & 28 June 2011 (<i>copy provided previously</i>).
	Resolve;	Proposed by Cllr CI by unanimous vote that the Minutes of the Planning Recommendations Committee Meetings held on 14 & 28 June 2011 are noted.

30. 11/12 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 21 June 2011 previously distributed to all Cllrs received consideration. (<i>copy provided previously</i>).
	Resolve;	Proposed by Cllr CI by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 21 June 2011 are noted.
b)	Update to Community Development Matters	Cllr SC confirmed that the Goblin Coombe Project was unable to be supported by MDC but was still progressing ideas for the Town Council to support. Cllr GK confirmed the the redundant BT Phone Boxes were of value and that they were investigating further to the idea of bringing two units into the Market Place to replace the existing modern telephone booths. They were currently in direct contact with BT Payphones.

		<p>Cllr GK provided an update to the Market Cross setting enhancement where he was looking at uplifting using LEDs powered by solar panels possibly to be fitted on the hidden roof of the market cross. This would need urgent action as needed to be built in with current repair works.</p> <p>Cllr WD had arrange a list of job vacancies to be displayed in the Library and this would be updated on a regular basis.</p> <p>Cllr JM tabled her apologies as she had to leave the meeting for a further meeting.</p>
	Resolve;	<p>BT Phone Boxes – Cllr GK and SG to work up and bring forward a report to a future meeting.</p> <p>Market Cross Setting / Lighting – Cllr GK is to investigate a possible lighting scheme.</p> <p>Job Vacancies Listing - Cllr WD was thanked for his efforts in organising this provision.</p>

31. 11/12 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 7 June 2011 received consideration. <i>(copy provided previously).</i>
	Resolve;	Proposed by Cllr JP by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 7 June 2011 are noted.
b)	Update to Service Delivery Matters	<p><u>Collett Park Aviaries</u> – Cllr JC informed the mural painting was taking place this Friday hopefully to bring the project back on course. He was meeting his friend and neighbour Hussey Electrical to hopefully provide electrical supplies to the two water fountains. The Chairman reminded Cllrs to legal aspects, if finances were involved.</p> <p><u>Collett Park Public Toilet Refurb</u> – Cllr JC confirmed he had instructed the Clerk to obtain condition reports and quotation for any works to ensure the toilets and services were fit for purpose.</p> <p><u>Collett Park Memorial Tree</u> – Cllr JC informed that a request had been received that was being progressed.</p> <p><u>Collett Park Memorial Seat</u> – Cllr JC informed that a spare base was available and he requested media support to publish the availability should anyone in the community wish to take up sponsorship.</p> <p><u>Friends of Collett Park</u> - Cllr JC informed that he was considering restarting this group for the betterment of Collett Park.</p> <p><u>Collett Festival 2012</u> – Cllr JC viewed that urgent consideration should be given to change of date due to the Queens Jubilee next year which was to take place a week before the usual Collett Festival date.</p> <p><u>Ground Care Contract</u> – Cllr JC informed an outline option meeting with Cllr TM and the Clerk and that himself and Cllr TM were to meet with MDC Geoff Thompson tomorrow to discuss the MDC procurement.</p>
	Resolve;	<p><u>Collett Festival 2012 / Queens Jubilee</u> – Any members interested in joining a working party are to contact Cllr JC direct.</p> <p><u>Ground Care Contract</u> – Cllr JC / TM are to bring forward a report to the next meeting of the Service Delivery Committee.</p>
c)	Honorary Citizenship Award	Recommendation of possible new policy from the Service Delivery Committee that where persons had served as Town Councillors for a period of 25 years and following retirement or Standing Down for the Town Council that they would then be eligible to receive an Honorary Citizenship Award. Cllr NS then left the room.

	Resolve;	Proposed by Cllr JP, seconded by Cllr DM, by a vote of 9 For and 4 Against that the Town Council adopt Guidelines only, that ex Cllrs who had served a minimum period of 25 Years, that were considered having provided exceptional service and at the discretion of the Council could be awarded the Honorary Citizenship. Similar guidelines should be brought forward for non-Councillors within the Community to also receive this award.
d)	External Audit	<p>Notice of (increased) Intermediate Audit which will not be charged at an additional fee received from External Auditor.</p> <p>Additional evidence requested and to support Council's assertion within the Annual Return relating to the following;</p> <ol style="list-style-type: none"> 1. Insurances 2. Internal Control Statements 3. Risk Assessments & Control Statements 4. Minutes of Meetings – Where Internal Controls, Risk Assessments, Internal Audit and External Audit were discussed. 5. Trust / Charity Deed documents 6. Trust / Charity Annual Report
	Resolve;	Proposed by Cllr CI, by unanimous vote, that the matter is noted.
e)	Budgets & Bank Accounts	Financial Accounts now internally restructured in line with revised Committee/Working Groups/Portfolios. Summary as at July 2011 attached. Cllr WD raised concern as to payment to the Mid Somerset Society. Cllr NS then rejoined the meeting.
	Resolve;	Proposed by Cllr RC, seconded by Cllr DM, by a vote of 13 For, 1 Against and 1 Abstention that the matter is noted and the Chairman would provide written response to Cllr WD concerns.
f)	Portfolio Holders Delegated Powers	Consideration was afforded to Portfolio Holders having delegated powers to proceed (in consultation with the Clerk) with expenditure within their own designated Portfolio subject to current policy and available budget.
	Resolve;	Proposed by Cllr CI, seconded by Cllr SC, by a vote of 9 For, 2 Against and 3 Abstentions that Portfolio Holders in consultation with and support of the Chairman and Vice Chairman were afforded delegated powers for expenditure within scope of their portfolio, within policy of the Council, within current available budget heading for expenditure of maximum £300 for any one item at any one time. This is to be reported to the next appropriate and available meeting. Any virement of monies between budget headings even if within the same Portfolio are to be resolved by Council only.
g)	Insurances	<p>Consideration was afforded to renewal of Insurances from 1st July 2011. (Report attached).</p> <p>Cllr SC then left the meeting. Cllr WD raised concern as to payment by direct debit with possible bank charges and interest charges. The Clerk confirmed as stated in the report payment by monthly direct debit was interest free and the Council enjoyed free banking.</p>
	Resolve;	Proposed by Cllr RC, seconded by Cllr JP, by unanimous vote, to renew current insurances with Aviva through WPS Brokers for an annual premium of £5,264.22p plus £10 admin fee and at the same time to extend the renewal date from 1 st July to the 1 st October (and annually thereafter) on a pro-rata basis with the Insurers provide one of the additional months cover at no extra charge. Following this renewal, the next renewal would then be due 1 st October 2012.

Premium payments are to continue by way of interest free monthly direct debits of £425.08 with the admin fee to be paid by cheque. Any required underfunding within budget is to be vired from 4088 Contingencies.
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32. 11/12 Finance

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

Council was requested to **Approve the July 2011 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 DM by a vote of 12 For and 1 Abstention, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for July 2011 as per Appendix "A" attached to these Minutes are approved.

b. Banking Active Instructions - The Clerk provided a list (attached) of current active instructions (Standing Orders and Direct Debits) for approval until further amended.

Resolve; Proposed by Cllr RC, Seconded by Cllr DM by a vote of 12 For and 1 Abstention, that the current active instructions (Standing Orders and Direct Debits) dated 5 July 2011 are approved until further amended.

33. 11/12 Confidential Session – The Chairman moved Council to a Confidential Session to discuss personnel matters and the Clerk left the meeting.

Resolve; That the Chairman is to progress matters, and also obtain advice of SALC.

34. 11/12 Agenda Matters for the Next Meeting

The next meeting is to be held on Tuesday 6 September 2011 at 7.00pm. Items to add to the agenda are to be submitted to the Clerk and to include the Service Delivery Committee to consider future Insurance requirements for the Market Cross and implications from the MDC Accommodation Review in respect of the Town Council requirements.

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

Cllr Chris C. Inchley

Signature_____

Chairman

_____/_____/__2011

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2788	Probusiness Accountants	4006	Internal Audit for year 2010/2011	£ 654.48
2789	Somerset County Council	4078	Sect 137 - Speed Indication Devices	£ 700.00
2790	Mendip District Council	4060	SM THI Scheme - Partnership Funding	£ 5,500.00
2791	The Consortium	4018	Stationery - Members Files	£ 55.48
2792	All Tree Services Limited	4214	Collett Park - Tree Works	£ 480.00
2793	Steve Apelt	4216	Collett Festival - Compeer (GFL Sponsor)	£ 100.00
2794	Ace Acoustics	4216	Collett Festival PA System	£ 300.00
2795	Georgian Hire	4216	Collett Festival Portaloos	£ 240.00
2796	HMRC	4000-4004	PAYE Tax/Ni 1st Quarter 2011/12	£ 2,415.90
2798	Investec Bank (Investments)	5000	Transfer into Earmarked Reserves	£ 5,000.00
2799	Bathampton Morris Men	4216	Collett Festival Display	£ 130.00
2800	Peter Hankins	4038	Flagpole Repairs and maintenance	£ 240.00
2801	Glasdon Uk Ltd	4058	Compton Road Dog Bin	£ 285.45
2802	Quadron Services Limited	4220	Collett Park Cradle Seat Repair	£ 33.00
2802	Quadron Services Limited	4216	Collett Festival - Support	£ 168.00
2802	Quadron Services Limited	4085	Town Centre Seat Bases (106 monies)	£ 500.00
2803	Mr D R Vagg & Son	4216	Replacement Gate damaged (CP Festival)	£ 112.30
2804	Mr David Yates	4216	Lady Pig Display (CP Festival)	£ 65.00
2805	H W Signs	4216	Collett Festival Banner Dates	£ 24.00
2806	Record RSS Ltd	4220	Collett Park Play Equipment Repairs	£ 131.64
2807	G Brown - Repayment	4058	Plaque for seat and keys cut	£ 29.50
				£ 17,164.75

Payments by Direct Debit

03-May	Mendip District Council	4012	Office Lease - Quarterly	£ 1,500.00
03-May	Aviva (Norwich Union)	4016-4222	Insurance Premiums	£ 421.22
03-May	Somerset County Council	4000-4002	Pension Contributions	£ 578.51
31-May	Quadron Services	Various	Collett Park & Ground Care Contracts	£ 3,051.47
Sub Total				£ 5,551.20
Total =				£ 22,715.95

CONFIDENTIAL PAYMENTS

2797				£ 1,602.01
Total				£ 1,602.01
Grand Total				£ 24,317.96

Date	Income	Code	Category of Income	Total Deposit
09-May	Lloyds Bank	1190	Bank Interest - 30 Day Account	£ 5.78
03-May	HMRC Vat	515	Vat Reclaim - Jan to March 2011	£ 6,169.14
10-May	Various	1006	Collett Festival Bookings	£ 515.00
19-May	Various	1006	Collett Festival Bookings	£ 372.00
26-May	Various	1006	Collett Festival Bookings	£ 150.00
Total Income =				£ 7,211.92

Cllr C.C. Inchley
Chairman

Signature _____

Date _____

Cllr R.R. Champion
Vice Chairman

Signature _____

Date _____

Minutes of the Shepton Mallet Town Council Meeting held on 6 September 2011, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Chris Inchley

Cllrs Bartlett (JB), Champion (RC), Cook (SC), Curtis (JC), Dunscombe (WD), Gibbs (SG), Height (BH), Kennedy (GK), Lovell (ML), T. Marsh (TM), Marvin (DM), Parham (JP) and Shearn (NS).

8 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 mobile telephones were requested to be switched off or to silent mode.

Public Forum - A Public Meeting to facilitate Public Participation for a maximum of 30 minutes or until completion if sooner.

Olympics 2012 – Mr Rainsford enquired to the Town Councils plans for next years event, he was concerned as to traffic congestion and management as well as public information as to how the Town could benefit especially with transport links such as Castle Cary Railway Station and available accommodation. The Chairman responded informing that SCC had not consulted on the matter to date. Cllr JP informed that the Town should not be adversely affected by traffic as the official signposted traffic routes were away from Shepton, however they had little control over traffic using satnavs etc. He was also aware of the current problems at Whitstone Road and would include this in his next discussions. The Chairman informed Mr Rainsford that the Town Council would contact SCC with all the questions and concerns raised.

Civic Centre – Irene Handley considered that the Town Council was not in touch with the Community on this matter and spoke in objection considering the proposals as a pipe-dream and stating that the four main priorities for the Community are Debt, Unemployment, Benefits and Housing. She considered that the existing arrangements for the Town Council offices was very cheap and implored the Council to live within its means and not to make the Town the laughing stock of Somerset. Mr Taffy Stride considered the Council was living in cloud cuckoo land. Mr Vince O'Riley spoke in support of the proposal and said only one side of the story had been heard. He had looked at the facts and figures and there was some viability in the proposals. He requested Members to put differences aside and work up factual proposals for the Civic Hall and if this was not progressed he would wish a referendum on return of council tax. Mr David Evans considered that the Community should decide if to proceed with the proposal for a civic hall, he considered that there would be considerable cost involved now and in the future.

Adoption / Reinstatement of Westway Lane and Mason Way – Mr Taffy Stride requested the two ward Members investigate conflicts between Barrett Homes and SCC Highways as to whom was responsible for this work.

Flourish Homes Overgrown Boundaries – Mr Taffy stride raised concern as to lack of response to repeated requests for them to cut back overgrown boundaries to 1 to 3 Alfred Crescent. He was also aware of the pending redevelopment as many of the tenants had been given notice to quit.

Workings of the Council – Mr Taffy Stride considered the Council was not working in harmony, you could cut the atmosphere of meetings with a knife and members were not working together. Having reviewed the Notes of the last Community Development meeting it would appear very little was achieved. He considered this closed shop meeting should be open to the public so all could see what was going on.

Following conclusion of Public Forum the Chairman then called the meeting into formal session at 7.35pm.

38. 11/12 Apologies for absence – Cllrs Kinison and Marsh J.

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

39. 11/12 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.
- b) **Cenotaph - All Cllrs** declared a Personal and Prejudicial Interest in the War Memorial Trust due to being Trustees of the Charity.
- c) **Payment Schedule – Cllr Dunscombe** declared a Personal and Prejudicial Interest as his company was due payment for Services provided. **Cllr Inchley** declared a Personal and Prejudicial Interest as he was to receive part of his Chairman’s allowance and also repayment for the recent payment of the Twinning Civic Function on behalf of the Council.
- d) **Shepton Mallet Digital Arts Festival** – Cllrs Kennedy and Inchley both declared a Personal and Non-Prejudicial Interest in the matter as they had direct assistance and support for the project.
- e) **Shepton Mallet In Bloom – Cllr Inchley** declared a Personal and Non-Prejudicial Interest in the matter as although he was an elected representative of the Council he was Chairman of the group.

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

40. 11/12 Chairman’s Announcements –

Diamond Jubilee – Letter received from Lady Gass setting out the proposed events programmed for the 2nd to 5th June 2011.

Mendip Community Transport – Grant and Mendip Slinky Services.

Visit ATC with Cllrs Cook, Curtis, Gibbs and Shearn

Opening of the new Aviary in Collett Park

Mayoral event in Burham on Sea

New Salvation Army Envoys Louise and John Melia service and welcome

CAB AGM

Twining event – The Chairman thanked Cllr Cook for organising a very successful event and that a letter of gratitude had been received from the Twinning Committee.

Street Cleansing – The Chairman had attended a meeting with Cllrs Champion and Jeannette Marsh, and Stuart Finney of MDC and their contractor Fountain. The problems had been identified where monies had been pulled from the current contract, no weeds spraying was taken place, no gum removal, no hot spot team available and an increase in fly tipping. Fountain had been requested to put costed proposals to the Town Council to clean up the Town and maintain to an acceptable standard.

Mid Somerset Show – Event outcome letter received thanking the Council for their sponsorship grant.

41. 11/12 Minutes

The Minutes of the Town Council Meeting held on the 5 July 2011 were considered for accuracy and content.

Resolve: Proposed by Cllr WD, seconded by Cllr ML by a vote of 13 For and 1 Abstention, that the Minutes of the Town Council Meeting held on the 5 July 2011 be approved as a true record and signed by the Chairman.

42. 11/12 Matters Arising from the Minutes – No matters were raised.

43. 11/12 Somerset County Council – Cllr Parham

- a. **Questions put by Cllr CI;** Are there any indications of the budget settlements from government? If so what are they?
What implications for none statutory services, please indicate what those services are?
What consultation is planned about any further reductions in service?

Cllr JP reported that all local authorities had both budgets and grants reduced by some 25% over 4 years and that the majority of controversial savings had already been implemented. There was however a further five million pounds of savings still to identify. There would be changes in how services were delivered but he considered SCC finances to be stable and they were looking for a zero increase in the rates next year. He also hoped they would have time for consultation to future changes as the initial changes were front loaded and had to be implemented within a very short timeframe.

44. 11/12 Mendip District Council – Ward Members

- a. **Question put by Cllr CI** - Are there any indications of the budget settlements from government. If so what are they?
What implications for none statutory services, please indicate what those services are?
What consultation is planned about any further reductions in service?

Cllr JP confirmed that MDC had to also make a 25% reduction over 4 years, some 14.8% had been made in year one and the 11% in year two equated to 1.2 million pounds. He was unaware if further reductions were required over the next two years although the difficult choices had already been taken and that the accommodation review was crucial to the savings being achieved. Ward Cllrs had undertaken site visits with Stuart Brown the CE of MDC who had indicated he wished to work more closely and with improved relations with the Town Council.

- b. **Question put by Cllr JC** – How are MDC going to rectify problems at West Shepton. Queen's Road and Barrington Place and how long should MDC expect to respond to such problems to be rectified? Especially as the Special expense rate is charged.

Cllr JC had raised the issue with MDC but had not received a satisfactory response or action in the matter and enquired how they could be resolved. Cllr JP explained that the SER covered inspection and maintenance only and not replacement. It was unfortunate that when MDC did previously have funding available the local residents did not want the Barrington Place play area refurbished. Cllr WD confirmed this was the case as he had personally surveyed via door to door and received the same response. Cllr JP said that the matter would need review of how best they go forward. Cllr CI looked forward to the repairs being undertaken by MDC and requested Cllr JC to monitor the situation.

45. 11/12 Matters to be Noted

a)	Special Events	Various roads (Temp prohibition of Driving) for Tour of Britain 2011 – B3135 Green Ore, Downside, Waterloo Road, A371 towards Wells (1330-1500hrs) on Friday 16 September 2011.
b)	High Street Road Closure	High Street (south) to be closed 14 September from 18.30 to 2100 to enable underground service pipe separation to be carried out.

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

46. 11/12 Planning Matters

a)	Minutes of Meetings	To receive and appraise Minutes of the Planning Recommendations Committee Meetings held on 19 July, 9 and 30 August 2011 (<i>copy provided previously</i>).
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	Resolve;	Proposed by Cllr CI by unanimous vote that the Minutes of the Planning Recommendations Committee Meetings held on 19 July, 9 and 30 August 2011 are noted.
b)	Agenda for 20 Sept Meeting	A proposal was put that due to the leave of the Clerk email copies only and not additional hard copy of the agenda should be sent out to Members for the meeting scheduled for 20 September 2011.
	Resolve;	Proposed by Cllr WD, seconded by Cllr GK, by unanimous vote, that Members would receive the above agenda by email and also able to download from the website if needed. Hard copies for this one meeting, in the absence of the Clerk would not be posted out.

47. 11/12 Corporate Strategy and Priorities 2011 – 2015

a)	Following previous consideration an initial listing received from individual members had been collated and distributed and the Chairman had provided further update to a proposed document.
	Several members spoke in support of the Chairmans draft report as a first stabbut some considered the matter should be opened up for community involvement and that community engagement should be added to the action plan. Many congratulated the Chairman on his report and work in the matter. Cllr JP raised caution as to the wording which implied the Town Council would when in cases when fully worked up it may well be cost prohibited and the wording should be amended to read intention subject to costing especially in consideration to devolution of services from other authorities.
	Resolve; Proposed by Cllr WD, Seconded by Cllr SG by a recorded vote of 12 For (Cllrs RC,SC,JC,WD,SG,BH,GK,CI,ML,DM,JP,NS) and 2 Against (Cllrs JB,TM) that the Corporate Strategy and Priorities 2011 – 2015 for the Town Council as submitted by the Chairman is approved subject to various wording be changed from a positive spend commitment to an intentional spend commitment subject to costings. The Town Council accepts the Action Plan for 2011-12 and the action points will need further investigation before implementing.

48. 11/12 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 23 August 2011 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr CI, by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 23 August 2011 are noted.
b)	Diamond Jubilee Events	From SDC Meeting 2/8 Minute SD6 11/12 item d; Recommendation that a Jubilee Committee of interest members of the Community are formed, to be Chaired by the current Vice-Chairman of the Council Cllr Champion to deliver the Jubilee events on the 2 June 2012 for the Town. Cllr Champion requested to pull out of this commitment for personal reasons.
	Resolve;	Proposed by Cllr DM, seconded by Cllr WD, by unanimous vote, that a Jubilee Committee of interest members of the Community are formed, to be Chaired by Cllr Gibbs to deliver the Jubilee events on the 2 June 2012 for the Town.

c)	SM Digital Arts Festival 2011	From CDWG Meeting 23/8 Minute CD10; recommendation to award a Community Grant of £1,000 to the Shepton Mallet Digital Arts Festival 2011.
	Resolve;	Proposed by Cllr RC, seconded by Cllr GK, by a recorded vote of 9 For (RC, SC, JC, WD, SG, CI, GK, ML, NS) and 5 Against (JB, BH, TM, DM, JP), that the Shepton Mallet Digital Arts Festival is awarded a Community Grant of £1,000.
d)	Shooting Stars Youth Club	From CDWG Meeting 23/8 Minute CD16 item b; recommendation to award a Community Grant of £250. Cllr SC confirm she had attended one of their meeting and that it appeared to be well run, well attended and with some parental involvement.
	Resolve;	Proposed by Cllr BH, seconded by Cllr WD, by unanimous vote, that a Community Grant of £250 is Awarded to the Shooting Stars Youth Club.
e)	Shepton Mallet In Bloom	Report from Cllr CI. Request for release of annual grant of £3,264. Consider if the Town Council should take over maintenance of the flower bedding within the grassed amenity areas of the Town no longer undertaken by the District Council.
	Resolve;	Proposed by Cllr WD, seconded by Cllr ML, by unanimous vote, that the annual grant of £3,264 if awarded to Shepton Mallet In Bloom.
	Resolve;	Proposed by Cllr WD, seconded by Cllr BH, by unanimous vote, that the Town Council take on directly the flower bedding around the Town previously maintained by MDC as partnership towards SM In Bloom and that Quadron Services are requested to design, specify and provide detailed costings for next year's bedding scheme.
f)	Mendip Citizens Advice Bureau	Recommendation to award current year Grant of £3,400.
	Resolve;	Proposed by Cllr WD, seconded by Cllr RC, by unanimous vote, that the annual grant of £3,400 if awarded to Mendip Citizens Advice Bureau.
g)	Community Engagem'nt	From CDWG Meeting 23/8 Minute CD16 item g; recommendation to form a Community Engagement Committee / Working Party.
	Resolve;	Proposed by Cllr ML, seconded by Cllr WD, by unanimous vote, that Cllr CI take the lead in the matter with a Community Engagement Working Party of Cllrs SC, JP, GK, JB, SG and to provide regular reports and future recommendations to Council.

49. 11/12 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 2 August 2011 received consideration. (<i>copy provided previously</i>).
	Resolve;	Proposed by Cllr CI by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 2 August 2011 are noted.

b)	Bandstand Marathon Grant	Minute SD8. 11/12 item b from the above meeting; Recommendation that a sponsorship grant of £50 is provided to the Bandstand Marathon with monies vired from the Collett Park 4208 repair and renewal budget. Cllr JC reported that following investigations it would appear the group could not guarantee a band being available on the date in question and therefore they would wish to suspend for the current year.
Resolve;		That the matter be withdrawn and move to next business.
c)	Civic Hall / Council Offices	Minute SD8. 11/12 item b from the above meeting; Recommendations to Council for the forming of a working group to investigate and bring forward fully costed proposals and business plan to the provision of a Civic Hall and Town Council Offices at the Park Road depot site. Update to scope and budgeted options following 3/8 meeting with MDC Officers. (Any contractual discussions will require consideration in Confidential Session due to the nature / content).
Resolve;		Cllr JP reminded members that the letter previously copied to all members was confidential information at this time. Cllr DM provided a detailed report as to the scope of the proposals for a Civic Hall and Town Council Offices at the Park Road depot site. All members were afforded time to put their personal views forward and a letter of support from Cllr Jeannette Marsh was read in full by the Chairman. Proposed by Cllr DM, seconded by Cllr JB, by a recorded vote of 8 For, (Cllrs JB-RC-JC-SG-BH-TM-DM-JP) 5 Against (Cllrs SC-WD-CI-GK-ML) and 1 Abstention (NS) that a working party is formed of Cllrs RC, BH, JC, DM, JB, ML in consultation with the Clerk to investigate, the feasibility, the practical, to work up details and bring fully costed proposals and business plan to a future meeting of the Council to enable an informed debate and factual discussion to be had.
d)	Ground Care Contract	Minute SD6. 11/12 item c from the above meeting; Recommendation following positive consultation with Quadron Services to an extension of the existing contract at the current price for a further 12 months until 31 March 2013 with a 3 month notice option by either party to terminate with no costs if required.
Resolve;		Proposed by Cllr CI, seconded by Cllr TM, by unanimous vote, that the existing contract at the current price and conditions is extended for a further 12 months until 31 March 2013 with a 3 month notice option by either party to terminate at no costs if required. Remaining members of the public and press then left the meeting.
e)	External Audit Report	Minute SD9. 11/12 item a from the above meeting; Recommendation that the External Auditors Report received from Moore Stephens for the year-ending 31 March 2011 is noted. (copy provided previously).
Resolve;		Proposed by Cllr CI, seconded by Cllr JP, by unanimous vote, that the External Auditors Report for year-ending 31 March 2011 is noted and that executive powers are afforded to Cllrs CI, RC and JP subject to advice being received from the Internal Auditor to seek independent and qualified legal advice in the matter of accounting and audit requirement for Charitable Trusts and bodies of which the Town Council is sole trustees and to provide recommendations to a future meeting of the Town Council.

f)	External Audit Budget	Minute SD9. 11/12 item a from the above meeting; Recommendation that the shortfall budget of £350 is vired from Contingencies 4088 budget heading.
	Resolve;	Proposed by Cllr JP, seconded by Cllr CI by unanimous vote, that £350 is vired from budget heading 4088 Contingencies to 4006 Audit & Accounting heading.
g)	Fidelity Insurance	Minute SD9. 11/12 item a from the above meeting; Recommendation that the level of Fidelity Insurance cover (£150,000) at this time, following a risk / control review is considered adequate.
	Resolve;	Proposed by Cllr JP, seconded by Cllr CI, by unanimous vote, that the current level of £150,000 insured cover to the Councils Fidelity Risk is deemed appropriate and remains at that level.
h)	Investment Interest	Clerk and Portfolio Holder completed risk and benefit review to current cash reserve investment account. Recommendation to continue to hold current investment with Investec Bank Limited within Direct 2, 30 day notice account currently 2.25% gross AER (not now available to new investors).
	Resolve;	Proposed by Cllr JP, seconded by Cllr CI, by unanimous vote, that the current cash investment account remains in the existing investment account with Investec Bank Limited.
i)	Health & Safety Policy	To review and approve the Councils's Health & Safety Policy Statement to be signed by the Chairman.
	Resolve;	Proposed by Cllr CI, seconded by Cllr WD, by unanimous vote, that the Council's Health & Safety Policy Statement having been reviewed is approved, signed by the Chairman and published.

50. 11/12 Finance

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

Cllr CI and WD then left the meeting.

Council was requested to **Approve the September 2011 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 ML, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for July 2011 as per Appendix "A" attached to these Minutes are approved.

Cllr CI and WD then rejoined the meeting.

51. 11/12 Confidential Session

Resolve; Proposed by Cllr RC, seconded by Cllr ML, 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.

- a. Accommodation Review** – Council considered costed options for continued provision of the Town Council Offices both in its current location and format and within the main complex but using shared receptions. Use of the Council Chamber and Committee Rooms as used currently was also included within the proposals.

Resolve; Proposed by Cllr WD, seconded by Cllr CI, by a recorded vote of 13 For (Cllrs RC-SC-JC-WD-SG-BH-CI-GK-ML-TM-DM-JP-NS) and 1 Abstention (Cllr JB) that Geoff Thompson of MDC is informed that in principle the Town Council have preference to remain in its current location for the reduced annual costs which are fully inclusive to use of the Chamber and meeting rooms as existing, as well as fully serviced offices inclusive of business rates, under a long term lease and to seek detailed negotiations as to possible improvements to the office layout and conditions and possible increased availability of the Chamber for the Town Council and/or Community use.

b. Franchise for provision of ice cream van within Collett Park. Council considered a written offer submitted for sole franchise to all events and when-ever required from April 2012 through to March 2013. Questions were put if local produced ice cream was being sold and if the franchise should be market tested.

The Clerk then left the meeting at 9.30pm not to return having previously advised the Chairman. Cllr GK and WD then both left the meeting not to return.

Resolve; Proposed by Cllr JC, seconded by Cllr JP, by a unanimous vote that the single-franchise retail provision of ice cream for Collett Park from Carmelo & Sons at £700 from 1st April 2012 to 31 March 2013 is accepted, subject to being legal and within the financial regulations.

c. Staff Appraisal 2011 – The Chairman reported on staff appraisal to the Clerk completed with Cllrs JP and ML which was reviewed.

Resolve; Proposed by Cllr CI by a unanimous vote that the Chairman’s report is accepted and that a Working Party consisting of Cllrs RC, JP, ML & BH investigate the future staffing levels of the Town Council from 2013 onwards.

d. Verbal Complaint made by the Clerk – The Chairman provided a report with statements made from both parties.

Resolve; Proposed by Cllr CI, seconded by Cllr RC, by a unanimous vote that the 4 Recommendations provided by the Chairman are accepted and in addition that the matter is reported to the Monitoring Officer at MDC for her consideration and that Council seek an external mediator with a view to resolving the current situation.

52. 11/12 Agenda Matters for the Next Meeting

The next meeting is to be held on Tuesday 1 November 2011 at 7.00pm.

The Chairman thanked members for their attendance and closed the meeting at 9.45pm.

Cllr Chris C. Inchley

Signature_____

Chairman

_____/_____/__2011

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2814	Shepton Mallet Carnival Ltd	4073	Annual Revenue Grant	£ 1,030.00
2815	Quadron Services Ltd	4058	Dog bin post/fitting - Compton Road	£ 132.00
2816	Jack Pine	4216	Collett Park - Tree Consultancy	£ 576.00
2817	Homebase (Clerk Repay)	4038	Rectory Road Bus Shelter (materials) Office Telephone/answer machine	£ 128.37
2817	Tesco Direct (Clerk repay)	4014	(replace)	£ 49.97
2817	Printerland (Clerk repay)	4020	Office Printer (all in one) replacement	£ 198.00
2818	RBS Accounting Software	4020	Annual Maintenance & Support	£ 118.80
2819	WPS Insurance Brokers	4016	Insurances - Administration Annual Fee	£ 10.00
2820	Cllr Chris Inchley	4034	50% of Annual Chairman's Allowance	£ 618.00
2821	Mendip District Council Tourist Information &	4024	Postage - April / June 2011	£ 129.35
2823	Heritage Centre	4070	Final 50% of Grant	£ 2,500.00
2824	Race Brothers Mendip Citizen Advice	4048	Repairs to The Shambles	£ 210.00
2825	Bureau Great Ostry Picture	4072	Annual Revenue Grant	£ 3,400.00
2826	Framing	4036	Council Annual Group Picture Frame	£ 44.60
2827	Shooting Stars Youth Club	4068	Grant Support - Gaming Console	£ 250.00
2828	SM Digital Arts Festival	4068	Grant Support - Annual Festival	£ 1,000.00
2829	SM In Bloom	4064	Annual Revenue Grant	£ 3,264.00
2830	Thatched Cottage	4036	Civic Reception - French Partners	£ 406.10
				£ 14,065.19

Payments by Direct Debit

01-Jul	Aviva	4016-4222	Insurance Premium - Monthly	£ 438.68
18-Jul	BT	4020	Internet - Monthly	£ 32.58
18-Jul	BT	4014	Telephone Line and Calls	£ 90.64
25-Jul	E.ON	4050	Town Clock Electrical Supply - Quarterly	£ 4.21
28-Jul	Quadron Services	4200-4047	Ground Care Contract - July 2011	£ 3,051.47
29-Jul	SCC Pensions	4000-4002	Pension Contributions	£ 578.51
Total =				£ 4,196.09

CONFIDENTIAL PAYMENTS

2822				£ 1,602.01
Grand Total				£ 19,863.29

Date	Income	Code	Category of Income	Total Deposit
22-Jul	HMRC Vat	515	Vat Reclaim - April to June 2011	£ 6,604.26
Total Income =				£ 6,604.26

Cllr C.C. Inchley
Chairman

Signature _____

Date _____

Cllr R.R. Champion
Vice Chairman

Signature _____

Date _____

Minutes of a Special Meeting of Shepton Mallet Town Council Meeting held on 6 September 2011, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Chris Inchley

Cllrs Bartlett (JB), Champion (RC), Cook (SC), Curtis (JC), Dunscombe (WD), Gibbs (SG), Height (BH), Kennedy (GK), Lovell (ML), J. Marsh (JM), T. Marsh (TM) and Marvin (DM).

No members of the public and no members of the press were in attendance. The Chairman opened the meeting, welcoming members the general public and especially the newly elected Councillors hoping they would enjoy tonight's meeting. 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.

35. 11/12 Apologies for absence – Cllrs Kinison, Marsh J, Parham & Shearn.

36. 11/12 Members Declarations of Interests – None declared

37. 11/12 Honorary Freeman of the Town

Council considered nominations of former Town Councillor John Gilham and Colin Lockey for this special status and to allocate £500 budget for this purpose. Some concern was raised as to the proposed budget. The Chairman outlined proposals to hold a Church Service followed by a Civic Reception for the former Councillors family, friend and college that they had served with in the various authorities and organisations on Sunday 23rd October during the afternoon. A recorded vote was called for in respect of the budget proposals

Resolve: Proposed by Cllr CI, seconded by Cllr WD by unanimous vote, that former Town Councillor John Gilham is awarded Honorary Freeman of the Town of Shepton Mallet.

Resolve: Proposed by Cllr RC, seconded by Cllr ML by unanimous vote, that former Town Councillor Colin Lockey is awarded Honorary Freeman of the Town of Shepton Mallet.

Resolve: Proposed by Cllr CI, seconded by Cllr GK by vote of 10 For (Cllrs JB-RC-SC-JC-WD-BH-CI-GK-ML-DM) and 2 Against (Cllrs SG-TM) that a budget of £500 is allocated to the above Civic Function and Reception from the current Civic Duties and Activities 4036 budget heading.

The Chairman thanked members for their attendance and closed the meeting at 6.45pm.

Cllr Chris C. Inchley

Signature _____

Chairman

_____/_____/__2011

Minutes of an Extra-Ordinary Meeting of Shepton Mallet Town Council Meeting held on 11 October 2011, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Chris Inchley

Cllrs Bartlett (JB), Champion (RC), Cook (SC), Curtis (JC), Dunscombe (WD), Gibbs (SG)(6.40pm), Height (BH), Kennedy (GK)(7.00pm), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Marvin (DM), Parham(JP) and Shearn(NS).

Mr Stuart Brown (Chief Executive MDC) & Cllr Harvey Siggs (Leader of the Council MDC).

Two members of the public and one member of the press were in attendance. The Chairman opened the meeting, welcoming Mr Stuart Brown and Cllr Harvey Siggs to the meeting. Cllr Harvey Siggs confirmed that MDC looked for a positive working partnership with the Town Council.

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. 11/12 Public Forum - Set questions put by the Public were only permitted due to limited timescale of the meeting and any questions relating to the matters upon the agenda had to be submitted in writing to the Clerk

Mr Taffy Stride had previously submitted a newspaper article which had been forwarded to Stuart Brown for comment.

Mr Stuart Brown and Cllr Harvey Siggs provided a response;

- None of their officers were paid salary levels as stated in the article;
 - Event charges were not money earners as stated in the article;
 - Car Parking charges had not risen sharply as stated in the article;
 - The Council had received a 28% reduction in government grant over two years which meant some 3 million pounds of savings had to be found;
 - The governments grant was around one third of total income for the District Council;
 - There were no hidden charges, all their charges were published.
-

54. 11/12 Apologies for absence – None received.

55. 11/12 Members Declarations of Interests – Cllrs Marsh J and Height both declared a personal and non-prejudicial interest as District Ward Councillors.

56. 11/12 Mendip District Council - Partnership Working and the Vision for Shepton Mallet and the Future – Stuart Brown, Chief Executive, Cllr Harvey Siggs, Leader of the Council, MDC.

a)	Finance / Services	How much savings are going to be made in the next financial year and what service area are you looking to protect/save?
	Outcome;	The estimated budget gap for 2012/13 was around 1.3 million pounds. Nothing was excluded and every option would be looked at and there would be hard choices to be made and these would shape up as the year progressed. They considered that the loss of 12% of staff had impacted on the Council, but where necessary and possible, processes and working practices had been changed in order to accommodate the loss.

b)	Environment / Services	How can better consultations take place, example MDC cut £80000+ out of street cleansing; reduced the number of grass cuts, yet the Town Council knew nothing of these plans, if we did then perhaps we could negotiate on a supporting/top-up service?
Outcome;		They had made no secret of the changes and had gone through a public consultation process. Yes they could have done things better hence why they had attended this meeting. They requested the Town Council come forward with any partnership proposals without any delays.
c)	Environment / Planning	Why are MDC not more active in resolving the unsightly mess in Commercial Rd and Petticoat Lane and not been more robust in the development of Little Ostry?
Outcome;		Most of the areas were in private ownership and they had tried long and hard to facilitate but did not know of anything else actively that they could do in the matter. They considered the matter should be thrown back to the Town Council to see what they could do and that they were more than happy to work with the Town Council on the matter. MDC considered that they did robustly challenge applications and that it was only the difficult applications that went to their Planning Board. They won lots more on appeal than they lost and they did not have a fear complex. The Town Council should contact Tracy Aarons regarding Planning and Stuart Cave regarding Enforcement.
d)	Partnership / Planning	<p>Why are some MDC staff so poor in responding to our communications, we have sent planning questions that do not get answered, especially on planning training and questions on planning none determination before appeal?</p> <p>Specific;</p> <ul style="list-style-type: none"> • <i>How many (number) of Planning Applications submitted to MDC have not been heard or determined within the statute timescale over the following period of current year, five years and ten year periods.</i> • <i>How many (number) of the above have resulted in appeals being due to non-determination within the statute timescale.</i> • <i>Given the above data can you please consider and explain the reasons for this apparent non-compliance of the MDC Planning Department to deal with all Planning Applications within the statute timescale.</i> • <i>How much is it costing MDC because of all the Planning appeals not being heard in the appropriate time? What is the difference in planning revenue received from 2010/2011?</i>
Outcome;		<p>MDC were at a loss and unaware of an issue regarding training but they were happy to provide more training if requested.</p> <p>There were no statute timescales for determining of applications but there are target times set by central government which are not mandatory. MDC had met all targets within the last five years. Over the same period 17 number had gone to appeals but that 9 of these related to the same development site. None of these had occurred in the previous year and only one of these in the current year. There was no cost involved in these appeals. It was confirmed that Planning Revenue was down on the previous year and that the trend was downward.</p> <p>Cllr Harvey Siggs considered that the Town Council should feed in their requirements to protect certain geographically areas from development into the Local Development Framework. Individual Councillors and/or the Town Council could raise issues. Without doubt the District Council had a confirmed demand for housing in Shepton Mallet and the District and this was one of their priorities.</p>

e)	Partnership / Regeneration	How can we improve the cooperation working on spending S106 monies? With the loss of the regeneration team how can MDC and SMTC work closer to deliver the Urban Design Study?
Outcome;		Administration and expenditure of 106 monies should include the Town Council and they were happy to work with the Town Council on the matter and would investigate possible transfer of the balance of the Tesco 106 monies estimated at £30,000 to enable the Town Council to proceed and deliver parts of the Urban Design Study for the Town. Stuart Brown informed under a government initiative called Wave 5 that there were funding opportunities to undertake a neighbourhood plan, however there was a closing date of the 4 th November 2011. The Town Council should use this opportunity to move Shepton forward. Details of the appropriate website and some modest funding were available.
f)	Partnership / Recreation / Allotments	When will the recreation/asset/land review be concluded? We have been looking for Allotment land and have not enjoyed success by MDC especially at West Shepton. We wish MDC to compulsory purchase our requirement, preference for Hitchen Lane.
Outcome;		Stuart Brown will explore and check legal aspects of possible compulsory purchase of land for allotment provision on behalf of the Town Council and advise.
g)	Recreation / Play Facilities	Will MDC be a partner in Skate park provision in Shepton? Where in Shepton is MDC going to invest in play facilities? Specific; <ul style="list-style-type: none"> • <i>What are the implications for west Shepton Playing fields? i.e. BMX track and Skate Park and are MDC willing to invest in a new Skate Park at the existing Skate Park. It has been neglected because of a lack of maintenance.</i>
Outcome;		This matter was deferred as there was a site meeting with various parties tomorrow.
h)	Housing	Does MDC ensure the highest standards of housing i.e. double glazing, insulation and efficient heating, not damp etc when referring people in housing need to private landlords? How are MDC working with housing landlords to improve their lettings?
Outcome;		Properties are inspected although these may not be to the highest standard due to the buoyant private letting market and that the Council normally had to deal with challenging / difficult tenants. The properties were inspected for damp and they currently had an initiative to bring empty properties back into use. It was not perfect but they were doing their best. They did serve improvement notices to landlords if properties were found to be below acceptable standards and they did offer grants and loans to support.
i)	Bereavement Services	Can you tell us how many burial spots that are left in Shepton cemetery and what provision is being made for future burial and the timetable for such?
Outcome;		There we current 46 empty burial positions available which should provide about 3 years supply. Plans were already under consultation to raise the existing ground level and bring into further use additional provision and it was hoped this would be delivered before current supply was expended.

j)	Customer Services	MDC staff sending customers to the Town Council for District Council service deficiencies, why?
	Outcome;	The Clerk to inform Stuart Brown of any future incidents along with full details for his investigation and action.
k)	Customer Services	Are MDC going to improve their Website?
	Outcome;	Yes, they see it as a valued communication facility and more they can put on their website the more they can possible reduce workload and costs.

The Chairman thanked Mr Stuart Brown and Cllr Harvey Siggs MDC for a very useful discussion and closed the meeting at 8.05pm.

Cllr Chris C. Inchley

Signature _____

Chairman

_____/_____/_2011

Minutes of the Shepton Mallet Town Council Meeting held on 1 November 2011, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Chris Inchley

Cllrs Bartlett (JB), Champion (RC), Cook (SC) (7.43pm), Curtis (JC), Dunscombe (WD), Gibbs (SG), Height (BH), Kennedy (GK), Kinison (JK), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Marvin (DM), Parham (JP) and Shearn (NS).

Andrea White (SCC Young People Officer) and 20 members of the Shepton Mallet Skateboard Park Users Group. 28 members of the public and one member of the press were in attendance.

Skateboard Park – Six members of the User Group and public spoke in support of the Skateboard Park and wished the facility to be kept and improved. PC Beat Officer Darren Walton also spoke in support from a crime and disorder view point considering that the provision had decreased anti-social behaviour and that Avon and Somerset Constabulary would support and encourage its replacement. A further parent of users stated that Norton/Radstock play and skate-park was an excellent example to strive for. Irene Handley, the report writer submitted to Council, stated that there were some 1300 children in the Town and this was estimated to double in the near future and play facilities such as the skate-park were very much needed. Six youth users of the current skate-park made statements informing the friendship, the socialising, the fitness and health, the fun, the contests and safe play area that the current facility provided for them.

57. 11/12 Shepton Mallet Skateboard Park – Andrea White thanked the public and youth users of the Skate-park for their support made in public forum and eleven members of Skate-park Users provided a power-point presentation and narrative to the requirement for a replacement skate-park which if constructed of concrete would have a 40 year lifespan, a smoother surface which could be used when wet, was of low maintenance and suitable for all ages and abilities. Andrea on behalf of the Skate-park Group then confirmed what they would wish Mendip District Council to do, what they intended to do and then requested the following from the Town Council;

1. The Town Council to, in principle, agree to take on the lease at Mendip playing fields, just the skate-park and BMX track, in name only i.e. Titular lease at a peppercorn rent at no cost or responsibility to Town Council.
2. We as a group would also like Town Council to support in principle the building of a new skate park at West Shepton playing fields.
3. To support the project in principle with financial help and to negotiate with Mendip that the town council be the lease holders.

The Chairman and several members congratulated the Skate-park Users and Andrea White for an excellent presentation which was applauded by all at the meeting.

Cllr JM enquired the implications of the Titular lease, Cllr JB stated that the report indicated that the current annual maintenance cost was £14,000. Cllr WD confirmed that MDC had stated they would still undertake insurance, maintenance and inspections costs and the current servicing would continue as present.

Resolve: Proposed by Cllr TM, seconded by Cllr JM that the Town Council fully support the Skate-Park and that a working group is set up to work up the facts, costs and implications into the matter and report back to Council. A recorded vote was taken as 8 For (Cllrs JB, JC, BH, JK, JM, TM, DM, JP) and 8 Against (Cllrs RC, SC, WD, SG, CI, GK, ML, NS) but that the vote was recorded as 8 For and 7 Against and carried by the Clerk.

The Clerk is to seek legal and procedural advice on the matter. Cllr WD then left the meeting not to return. The Chairman then suspended the meeting for 10 minutes and the majority of the Skate-park Group and the public left the meeting.

Resolve: Proposed by Cllr JP, seconded by Cllr BH by a vote of 13 For and 2 Abstentions that a working party is formed consisting of Cllrs SC (Chair), SG, GK, JP, WD, TM and Andrea White to investigate and to discuss with MDC the Titular Lease, the undertaking of MDC to continue with insurance, inspection and maintenance of the skate-park at West Shepton and to liaise with the Skate-park User Group as to funding requirements and to bring firm proposals with figures to the next meeting of Council to vote on.

58. 11/12 Chairman's Announcements –

CAB thank you letter for continued support by the Council

8 Bell Strike Competition – St Peter & St Paul's Church

Royal British Legion – Mr Mike Person would be manning the Poppy Stall outside the Bell Hotel in the market Place from Wednesday 9th to Friday 11th November where Poppies, Crosses and Wreaths could be obtained.

Ham Lane Road Closure – Closed 14 November 2011 for 8 days for new gas service to be installed.

59. 11/12 Minutes

The Minutes of the Town Council Special and Ordinary Meetings held on Tuesday 6 September July 2011 and the Extra-Ordinary Meeting held on 11 October 2011 were considered for accuracy and content.

Resolve: Proposed by Cllr RC, seconded by Cllr GK by a vote of 10 For and 5 Abstentions, that the Minutes of the Town Council Special and Ordinary Meetings held on Tuesday 6 September July 2011 and the Extra-Ordinary Meeting held on 11 October 2011 be approved as a true record and signed by the Chairman.

60. 11/12 Matters Arising from the Minutes – No matters raised.

61. 11/12 Somerset County Council – Cllr Parham

- a. Winter Servicing 2011/2012** – De-icing Material available for collection on 29/10/11 and also Depot Opening Evenings available on 7/11 Glastonbury and 8/11 at Frome. The Clerk confirmed that additional arrangements had been made with Highways and that they would deliver a quantity up to the Town Councils depot for emergency use.

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

- b. Partnership letter received from SCC, Taunton Deane and Mendip District Council's regarding the Pathfinder status to Capital & Asset Programme.** Opportunity workshops around assets and service delivery will take place on Tuesday 22 at Shepton on the morning. This is aimed at senior staff who can contribute to the decision making process.

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

- c. New online Data Hub= INFORM Somerset.** Briefing paper attached as introductory document informing about this website, produced and maintained by the Partnership Intelligence Unit at Somerset County Council.

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

62. 11/12 Mendip District Council – Ward Members

- a. Update** – Cllr JP informed MDC were currently working on their budgets, Cabinet would meet next Monday to consider Car Park Strategy and Civil Parking Enforcement. There was a joint program to investigate single person discount fraud where it was estimated some 12% of total claims were fraudulent.

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

63. 11/12 Planning Matters

a)	Minutes of Meetings	To receive and appraise Minutes of the Planning Recommendations Committee Meetings held on 20 September, 11 and 25 October 2011 (<i>copy provided previously</i>).
	Resolve;	Proposed by Cllr DM, Seconded by Cllr SG by unanimous vote that the Minutes of the Planning Recommendations Committee Meetings held on 20 September, 11 and 25 October 2011 are noted.

64. 11/12 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meetings held on 18 October 2011 previously distributed to all Cllrs received consideration (<i>copy provided previously</i>).
	Resolve;	Proposed by Cllr RC, seconded by Cllr NS, by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 18 October 2011 are noted.
b)	Remainder of meetings in Municipal Year 2012/12	MIN SD22; Recommendation that the remaining meetings for the current municipal year of the Community Development Working Group should be used to facilitate the Council structure, policy and procedures required to deliver the current Corporate Goals and Objectives of the Town Council.
	Resolve;	Proposed by Cllr RC, seconded by Cllr JP, by a vote of 11 For and 4 Abstentions that the remaining meetings for the current municipal year of the Community Development Working Group are to be used to facilitate the review of Council structure, policy and procedures required to deliver the current Corporate Goals and Objectives of the Town Council.

65. 11/12 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 4 October 2011 received consideration (<i>copy provided previously</i>).
	Resolve;	Proposed by Cllr BH, seconded by Cllr JC, by a vote of 9 For and 6 Abstentions that the Minutes of the Service Delivery Committee Meeting held Tuesday 4 October 2011 are noted.
b)	Grit Bins Dog Litter Bins	MIN SD22; Unanimous vote to recommend that provision of a manual pushed salt spreading trolley is to be investigated and that the Council adopt a policy to provide 2 dog bins and 2 salt bins per annum, locations to be decided by popular vote of the Council.
	Resolve;	Proposed by Cllr JP, seconded by Cllr GK, by unanimous vote, that Policy is adopted as from 1 st April 2012, subject to, if required and with the agreement to servicing by SCC for the salt/grit bins and MDC for the dog bins, that the Town Council will make provision and provide 2 dog bins and 2 salt/grit bins per annum at locations to be decided by popular vote of the Council. That £1050 is allocated to the 2012/13 precept consideration to purchase and install 2 dog bins and 2 salt/grit bins if required. That a Winter Pack Special Offer of a Heavy Duty High-Output Salt Spreader, Heavy Duty Shovel, 200ltr Grit Bin and 250kg of bagged rock salt is purchased at a cost of £399 with monies being taken from 4088 contingencies budget.

c)	Allotment Provision	MIN 19b; Request the support of MDC to obtain land for allotment use by way of compulsory purchase if needed. Mean while to continue investigations and feasibility to provide additional allotments in line with the Councils Corporate Objectives and Action Plan.
Resolve;		Proposed by Cllr JP, seconded by Cllr GK, by unanimous vote, that the Town Council request the support of MDC to obtain land for allotment use by way of compulsory purchase and mean while to continue investigations and feasibility to provide additional allotments in line with the Councils Corporate Objectives and Action Plan. To submit to MDC (John Meeker) for inclusion in the Local Development Framework the requirement for any new multi unit development planning application to include the provision of allotments as a requirement /condition for planning approval being granted.

66. 11/12 Finance

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

Council was requested to **Approve the November 2011 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 RC, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for November 2011 as per Appendix "A" attached to these Minutes are approved.

67. 11/12 Agenda Matters for the Next Meeting – Any matters to be forwarded to the Clerk.

The next meeting is to be held on Tuesday 3 January 2012 at 7.00pm.

The Chairman thanked members for their attendance and closed the meeting at 8.55pm.

Cllr Chris C. Inchley

Signature _____

Chairman

_____/_____/__2011

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2843	Mrs L J Coles	4047	Town Street Planting	£ 27.30
2844	Thatchers	4208	C/Park Aviaries - Bird Food	£ 87.50
2845	Ellis & Co	4052	Market Cross - Payment Number 2	£ 22,800.00
2846	J Design - Jonathon Young	4052	Market Cross - CDM Work	£ 398.00
				£ 23,312.80

Payments by Direct Debit

01-Sep	Aviva	4016-4222	Insurance Premium - Monthly	£ 424.98
28-Sep	Quadron Services	4200-4047	Ground Care Contract - Sept 2010	£ 3,158.36
29-Sep	Somerset County Council	4000-4002	Pension Contributions	£ 578.51
Sub Total				£ 3,583.34

Total = £ 26,896.14

CONFIDENTIAL PAYMENTS

2847				£ 1,602.01
Total				£ 1,602.01
Grand Total				£ 28,498.15

Date	Income	Code	Category of Income	Total Deposit
01-Sep	MDC	1176	Balance 50% Precept	£ 71,788.00
09-Sep	Lloyds Bank	1190	Bank Interest - 30 Day Account	£ 5.17
06-Sep	Various	1004-1000	Collett Park Aviaries & Allotments	£ 63.90
22-Sep	Various	1000	Allotment Rents	£ 270.00
28-Sep	Various	1000	Allotment Rents	£ 293.00
Total Income =				£ 72,420.07

**Cllr C.C. Inchley
Chairman**

Signature _____

Date _____

**Cllr R.R. Champion
Vice Chairman**

Signature _____

Date _____

Minutes of an Extra-Ordinary Meeting of Shepton Mallet Town Council held on 15 November 2011, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Chris Inchley

Cllrs Bartlett (JB), Champion (RC), Cook (SC), Dunscombe (WD), Gibbs (SG), Height (BH), Kennedy (GK), Kinison (JK), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Marvin (DM) and Shearn (NS).

Cllr John Parham sat in the Public Gallery as did Andrea White (SCC Young People Officer) and 26 members of the Shepton Mallet Skateboard Park Users Group. 28 members of the public and one member of the press were also in attendance.

Public Forum – (Public Meeting) – Designated period for Members of the Public to address and debate directly with the Council and members.

Skateboard Park – Mr David Evans spoke in support of the skate-park facility along with three other members of the User Group and general public, all wished the facility to be kept and improved. A resident of Old Wells Road, although being in support to the skate-park raised concern as to the poor conduct and safety of users when entering and leaving the West Shepton Playing Fields. Users did not carry their skate-board or bikes but were riding them on the highway and on the pavements. She requested records as to the number of accidents that had occurred on the skate-park, how many times the air ambulance had been called and who would get sued for future possible personal injury claims.

Members Interest and Code of Conduct - Cllr Parham explained his declaration of interest and that of a dual / triple member of the different Councils. He also explained the requirement of members not to pre-determine matters and to come to the meetings with open minds. He confirmed that the Localism Bill was now statute and in future that such matters would be a criminal act and not just a discipline procedure. Cllr Parham also confirmed that MDC had today provided a press release to confirm that they wished to engage with the Town Council and the Skate-park User Group in a positive way. He considered that statements made by certain members at the last meeting where the skate-park was being considered had been misleading and that both the Chief Executive and Legal Officer from MDC had at no time made any undertaking of future finance / maintenance to the facility. He invited those members to apologise for mis-leading Council and members of the public. Irene Handley considered that seven portfolio members of the Council had not previously declared an interest and also raised concerns to possible pre-determination. Mr Taffy Stride raised concern as to why District Members had not previously declared an interest in the skate-park matter and that they should indeed do so for any matter which had financial implications between the District and Town Councils.

Community Development Group Meetings – Irene Handley requested when these meetings would be open to the Public. The Chairman confirmed that they were currently being reviewed by the Administration Portfolio at this time.

Agenda for Meetings – One resident raised concern to the lack of publicity and notice to meetings of the Council as she had been unaware and this meeting had only come to her attention through an article in the local paper.

The Chairman then called the formal meeting of the Town Council to order at 7.25pm.

68. 11/12 Apologies for Absence

Cllrs Curtis(family).

69. 11/12 Members Declarations of Interest

The Chairman reminded all members to consider their individual declarations of interest and also their declaration of any matters of pre-determination.

Shepton Mallet Skate-park – Cllr J Marsh and Cllr Cook both declared a personal and prejudicial interest in the matter as they are serving District Councillors at MDC who have a financial interest in the matter. Cllr Height declared a personal and prejudicial interest in the matter as she is a serving District Councillor at MDC and because the lease and finance may be part of the consideration. Cllr Parham also declared a personal and prejudicial interest in the matter as he was a member of Mendip District Council. Cllr Dunscombe declared a personal and non-prejudicial interest in the matter as he was a member of the BMX Track and Skate-park steering group.

All Planning Matters – Cllr Height and Cllr Cook both declared a personal and non-prejudicial interest in all planning matters due to membership of the MDC Planning Board and reserved the right to speak and vote independently at future MDC meeting where further information and advice may be available. Cllr Marsh J, declared a personal and non-prejudicial interest in all planning matters due to being the elected ward member for the east ward.

Warren Farm Planning Application - Cllr Inchley declared a personal and prejudicial interest as he is a member of Mendip Golf Club which is close to the site location.

Resolve: Proposed by Cllr RC, Seconded by Cllr GK by unanimous vote that the above declarations are noted and recorded.

70. 11/12 Shepton Mallet Skate-park Facility – Report and recommendations from the Working Party received consideration following the presentation and requests made to the Town Council from the Skate-park User Group to Council on the 1st November 2011 followed by investigations with surrounding Towns/City Councils, advice obtained as to possible legal and liability considerations and a meeting held with MDC on the 11th November 2011.

Cllr Parham then left the meeting not to return.

Cllr BH spoke in support for the skate-park but was unable to support fully at this time as she required full details and business plan in writing first. Cllr BH then left the room.

Cllr JM spoke in support of the skate-park but appealed to members not to proceed at this time as very little information relating to the impact and liability were known. It would be fair to all if the matter was considered when further details in writing were made available. She was sure Council would then be in a position to provide support but they had to be careful of the legal and audit requirements. Cllr JM then left the room.

Cllr Curtis due to absence provided an email confirming that "he had read the conclusions of the Working Party and fully concurred with their findings, this issue does, at heart, have the support of every member and any reticence is only due to the uncertain times and a wish that promises made are promises kept. I would urge my fellow Councillors to accept the view of our Working Party and go forward as one with this project".

Cllr SC provided a summary of the report submitted by the working party following a positive meeting. Cllr SC then read a personal statement in support of the skate-park and apologised for not declaring an interest previously and then left the room. Cllr JB requested councillors not to make any decisions until the financial and legal situation was confirmed as it was presently unknown.

The recommendation from the Working Party was in 5 parts as follows;

- 1** -That Shepton Mallet Town Council fully support a skate-park and BMX track facility at West Shepton Playing Fields.
- 2** -That Shepton Mallet Town Council support undertaking a lease on the land upon which the skate-park / BMX track is sited with Mendip District Council, subject to negotiations (possible 30 year term at peppercorn rent and planning permission if required) plus lease /purchase of an additional area of land on the West Shepton site for provision of public allotments which the Town Council has already identified a need, a requirement and expressed an interest.

3 - That Shepton Mallet Town Council wish Mendip District Council to continue their current liability / maintenance / funding of the existing (or lesser) facility until the concrete structured replacement is procured. If Mendip District Council are unable to comply, then to support the Town Council by way of financial support / grant funding to undertake this.

4 - That Shepton Mallet Town Council, subject to a Service Level Agreement with the User Group take on the full liability of the new concrete structure skate-park and existing BMX Track. Should the User Group fail to deliver now with the required external capital funding or in the future with support to manage and maintain the facility then the Town Council reserve the right to close or withdraw the provision of the Skate-park and / or BMX Track. The Town Council, through the Service Level Agreement with the User Group will look for hands on involvement to manage, to keep revenue costs to a minimum and to commence planned capital funding to replace equipment at life end. The Town Council should make budget provision of £7,000 within the 2012 precept for the above requirement.

5 - That Shepton Mallet Town Council, in principle and subject to full compliance with motions 1 to 4 above and subject to the balance of the capital funding for the new concrete structured skate-park being achieved from external sources by the User Group, provide £20,000 from current usable reserves towards the required capital funding which is to be held within a dedicated Town Council earmarked reserve fund until the full balance of capital funding is achieved by the User Group.

The Chairman afforded all members a comprehensive debate in the matter and the Clerk was requested and complied to confirm the legal and financial implications from the recommendations within the report. The Chairman was asked and confirmed his understanding of the site meeting held with the District Council at the Skate-park. Four independent sources being himself, Cllr Dunscombe, Andrea White and PCSO Guy Dury of the User Group were all of the impression following the meeting that MDC had indicated that they would continue to support the facility with inspection and maintenance as existing. In hindsight they should have obtained greater clarity from either side and that written notes should have been taken. He had not intended to mislead Council. A recorded vote was called for.

Resolve: Proposed by Cllr RC, Seconded by Cllr GK by a vote of 6 For (Cllrs RC, SG, CI, GK, ML, NS), 4 Against (Cllrs JB, JK, TM, DM) and Cllr WD Abstention, that recommendations 1, 2, 3 & 4 above from the Working Party in respect of the Skate-park / BMX facility at West Shepton Play Fields and the requirements for Allotment Land is supported and approved.

An amendment to add the wording to limit the funding within recommendation number 5 above to "a maximum of £20,000" was lost by a vote of 2 For, 8 Against and 1 Abstention.

Resolve: Proposed by Cllr ML, Seconded by Cllr NS by a vote of 6 For (Cllrs RC, SG, CI, GK, ML, NS), 4 Against (Cllrs JB, JK, TM, DM) and Cllr WD Abstention, that recommendation 5 above from the Working Party in respect of the Skate-park / BMX facility at West Shepton Play Fields is supported and approved.

The Chairman then suspended the meeting for a comfort break. Cllrs SC, BH and JM then rejoined the meeting. The Skate-park group and all but one member of the public then left the meeting.

71. 11/12 Planning Matters

2011/2201 Dewey	Mr Brian Ingham Warren Farm, Old Frome Road, Masbury	The erection of a single wind turbine with a maximum blade tip height of up to 54 metres and associated infrastructure including; upgrading a section of the existing access track and creating a new access track (approximately 31 metres in length); a crane pad (measuring approx 20m by 22m); and an equipment housing cabinet. <i>Note outside of Parish Boundary and consulted if the Town Council wish to make observations / comments (no plans provided).</i>
	Cllr CI then left the room. Cllr RC then assumed Chairman of the meeting. Cllr DM reported on his site visit with other adjoining Council representatives.	

Resolve;	Proposed by Cllr RC that comments are to be submitted to MDC and other adjoining Councils informed that the majority of members of Shepton Mallet Town Council were in support to the application but that this was not unanimous. Cllr CI then rejoined the meeting and took up Chairman of the meeting.
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72. 11/12 2012 Olympics

Olympic Torch Relay Route	The London 2012 Olympic Torch Relay will make its way through our district on 22 nd May 2012, which will run along a route to include: Street, Glastonbury, Coxley, Wells, Croscombe, Shepton Mallet and Frome. Council considered the event planning and any financial implication that may be required for the 2012/13 budget.
Resolve;	The following was agreed; 1 – Cllr SC would make contact with all the schools to enquire their position in the matter. 2 – Cllr SG is to research the proposals, requirements and costings for both the Olympic and Jubilee celebrations and to bring back costings to the December meetings of both the Service Delivery Committee and Community Development Working Group so that matters could be reviewed and costings included within the draft budget / precept which would go to Council for resolve on the 3 rd January 2012.

73. 11/12 Confidential Session – The Chairman requested that the members of the public and press be excluded for an urgent matter to be raised which was complied with.

Councillors Conduct – It was agreed that the Chairman would report the consensus view of members back to the MDC Monitoring Officer.

74. 11/12 Agenda Matters for the Next Meeting.

The next meeting is to be held on Tuesday 3 January 2012 at 7.00pm.

The Chairman thanked members for their attendance and closed the meeting at 10.04pm.

Cllr Chris C. Inchley

Signature_____

Chairman

_____/_____/_2011