



Minutes of the Meeting of the Shepton Mallet Town Council held on 8 January 2002, in the Council Chamber, 8 Great Ostry, Shepton Mallet.

Present: Councillor Mrs J.M. Marsh - Chairman

Councillors, Mrs J.D. Bartlett, Mr M.M. Cann, Mr R.R. Champion, Mr D.J. Gardiner, Mr J.E. Gilham, Mrs D. Gilham, Mr C.C. Inchley, Mr E.F. Inchley, Mr R.J. Kerslake, Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill, Mr T.S. O'Connor, Mr N.F. Shearn and Mr, P.G. Treby.

215. Apologies for absence

None - All members were in attendance.

216. Draft Area Regeneration Programme

Simon Collier, Area Regeneration Officer MDC, provided members with an over view of his role at MDC which had changed from previous postings of the Town Centre Officers. Three post were now in being set upon geographical areas which included both Wells and Shepton Mallet in his portfolio, the result of which would have implications on the amount of time and resource available just for Shepton Mallet. However he confirmed that Shepton Mallet was the corporate priority in the next financial year and provided a copy of his draft Area Regeneration Programme (copy attached to these minutes) that would replace the existing Town Centre Action Plan. He requested consultation, comments and any items for inclusion from members of the Town Council.

Members questioned Simon Collier on many aspects of the draft programme and suggested matters for inclusion within the programme to include: -

- Condition of buildings, some unoccupied within the Town Centre
- The Chamber of Commerce should be consulted for inclusion in the proposed Radio Link the same as Wells.
- Rear Entry to High Street (north) through Little Ostry and the requirement for a planning brief.
- Resource and assistance for the proposed Skateboard Park.
- Maximise use of Town Centre especially following closure of retail shops at the end of the day.

Many members raised concern as to where and at what value resources were to be allocated or obtained to fund the initiatives within the programme. The availability of outside funding and match funding was discussed. The Chairman thanked Simon for his attendance and the consultation to the draft programme.

Resolved that the Town Council is in principle, in agreement with the general aims and aspirations of the attached draft document.

217. Open Forum

Mr Stride raised concern about the unsafe and unsatisfactory condition of the footpath at Station Road which leads up onto Cannards Grave Road and identified what appeared to be double standards when compared to the footpath opposite around the MDC Offices which were regularly swept, cleaned and treated especially during the present slippery conditions. The spike railings, chain link fencing all needed urgent attention and the area required cleaning up especially the litter and glass debris and a programme of regular cleaning to ensure it was kept in a satisfactory condition. He also suggested rerouting of the footpath under the redundant railway bridge and to join the Millennium Cycleway on the opposite side which would provide many advantages. There had also been reporting of sightings of rodents within the immediate area. Mr Stride also requested any updates or movements forward regarding provision of Bus Services between the surrounding Cities, Towns and Villages from and to Shepton Mallet.

Mr Stride informed members that in his view public opinion was that they would like to see a full time park keeper and available on a daily basis within Collett Park and he wished for these views to be considered when seeking a new contract as of 1 April 2002.

Mrs T. Manvill raised concern that within the previous presentation of the draft Area Regeneration Programme there appeared no mention or support to sporting activities such as local football clubs, playing areas or changing facilities. These deserved sponsorship and community support and should be included.

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

218. Minutes

The Minutes of the meeting held on the Town Council meeting held on the 4 December 2001 were considered for accuracy and content. The Chairman stated that any proposal on accuracy of the minutes should be received prior to the meeting. This was challenged and put to the vote.

Resolved that submissions for accuracy would be accepted at meetings of the Council.

Resolved that the following amendments be included: -

Min 188 (d) – to include “The matter of offshore funds was raised and the Chairman reported that this would be discussed later”.

Min 214 to be deleted as no discussions had taken place.

Resolved that the Minutes of the Town Council Meeting held on 4 December 2001 and the Minutes of the Planning Recommendations Committee held on the 11 December 2001 were approved as a true record and signed by the Chairman.

219. Matters arising

a. Buses (update)

Councillor Gardiner informed members he had received one reply, which included an offer from Atmos to attend a meeting, and was still awaiting further replies.

Resolved that the item be placed on the next agenda for a full report on progress from Councillor Gardiner.

b. B3136 Waterloo / Bath Road Weight Limit

Councillors C.C. and E.F. Inchley declared an interest, did not speak or vote thereon and both left the room.

The Clerk provided an update which confirmed agreement for the restriction order from Jeff Bunting of SCC Highways and that it would be included in proposals for next years programme. Councillor Kerlake raised concern as to the implications on additional traffic, which would have to use the only other route of Cannards Grave road.

Resolved that the matter be noted. Councillors C.C. and E.F. Inchley both rejoined the meeting.

220. Internal Complaints (update)

Councillor C.C. and E.F. Inchley both declared an interest, did not speak or vote thereon and left the room.

The Chairman emphasised that she had been advised that this matter was not open for debate and provided members with the present scenario following a meeting with Peter Lacey (SALC) and Martin Evans, Deputy Monitoring Officer, (MDC). It would appear that there was a lacuna (black hole) within present legislation and neither party could move forward. SALC was presently seeking further advice from their NALC legal team and would advise further. Councillor J.E. Gilham persistently disregarded the ruling of the Chairman and demanded open debate on the matter. Councillor Champion proposed a move to next business, which was seconded by Councillor Shearn.

Resolved by a vote of 6 for and 4 against for a move to next business.

Following disruptions, disorderly conduct and further disregard for the ruling of the Chairman the meeting was adjourned at 1955 hours and the Chairman and the Clerk left the room.

The meeting resumed at 2005 hours with Councillors J.E Gilham and T.S. O'Connor all having left the meeting during the adjournment period. Councillors D. Gilham, C.C and E.F. Inchley had rejoined the meeting.

221. Off Street Parking Places Order 2002 – Mendip District Council

The Clerk provided an appraisal of the Order received for comment, which was a document of considerable size and the main implications relating to the Town were as follows: -

- ❑ Instant Fines increased to £50
- ❑ Increase in hourly charges to all car parks by 5p
- ❑ Increase in charges by 8.75% to resident's permits for Zion Hill
- ❑ Discount for season tickets reduced to 35%
- ❑ Commercial Road season tickets to be reduced to £170 pa
- ❑ Great Ostry season tickets to be increased to £405 pa

Members were staggered that MDC could put these charges forward and felt objection in the strongest terms especially given the previous presentation attempting to regenerate the town. This would kill the town off and members debated total free parking, limited pockets of free parking, and reduction in the charges to permits for residents and business users. Revenue resources should be allocated to car parking facilities and not to fund other projects.

Resolved to correspond with MDC informing them of strong objection to their proposed order and to request provision of pockets of short term free parking facilities within the town and steps taken to alleviate the increase to permits for residents and business users.

Resolved that correspondence be sent to MDC to request the issue of a free permit for the use of the Town Council in the Great Ostry Car Park.

222. Pedestrian Safety, Town Centre Enhancement and Traffic Relief.

The Clerk provided update on three letters of support for the draft document sent out shortly before the Christmas Holidays. These were received from Glastonbury Town Council, Action 371 and the Royal Bath & West Showground. Many members had yet to receive sight of the document, to which two were in nominated internal circulation between members.

Resolved that clerk locate the hold up in the distribution list and ensure all members receive and review a copy.

223. Burial Grants and Special Expenses Rate

Councillors C.C. and E.F. Inchley declared an interest did not speak or vote thereon and both left the room.

Members received an update from Derek Hooper, Environment Director, MDC, with the rate set at £2.32 per Band D demand, which provided revenue of £6,639.16p to cover the direct cost of maintaining closed churchyards and the cemetery within the town. He expressed an interest to initiate discussions about the principle of the Town Council taking responsibility for the maintenance in the future. Burial Grants would no longer be available. Councillor Shearn had made contact to enquire as to the proposed maintenance and finance available for the upkeep of the closed churchyard at St Peter & St Paul's. The Town Council would need to be informed of the full financial details prior to further discussions and Derek Hooper had promised to supply same.

Resolved that Councillor Shearn would provide a further update at the next meeting.

Councillors C.C. and E.F. Inchley both rejoined the meeting.

224. Parish Council Seminar – MDC Chamber 28 January 2002 at 7pm

MDC advised the above date with the agenda still to be finalised and a complete agenda would be supplied closer to the date.

Resolved that the matter be noted.

225. Happy Landing Boarding Kennels, Cattery & Animal Shelter – Application for a Grant

The original application received consideration at the meeting held on the 3 July 2001 where a request for supply of a letter of endorsement had been completed and the request for support by way of a grant was to be sent to the next meeting of the Grants Committee to be held on the 13 November 2001. Due to an administrative error this had been omitted when the date of the meeting was rearranged. Councillor Gardiner provided members with an update to the services provided by Happy Landings within the community.

Resolved that a Grant of £200.00p be awarded and to be provided from the contingency budget.

226. Hillmead and Meadow Rise Regeneration Project

Kevin Daws, Community Development Worker, Mendip Housing had submitted to the Clerk and directly to several members lengthy detailed documents relating to his project report providing a background, initiatives and anticipated costs along with a draft partnership agreement for comments amendments and suggestions. He also requested information to assist collation of an Estate Profile.

Resolved that Mr Kevin Daws be invited to attend a future meeting of the Town Council to provide a presentation on his work and explain his exact requirement from the Town Council.

227. Golden Jubilee Celebrations

Councillor C.C. Inchley declared an interest and did not speak or vote thereon.

An information pack had been received from the Lord Lieutenancy, which included a "Toolkit", Summer Party magazine, application forms for "Awards for All" and sample Jubilee Coins. A request for information to assist compiling of a database to events within the County was also received. Members debated ideas to commemorate the celebrations within the Town. Councillor Gardiner provided unique ideas to work in partnership with other organisations and Councillor D. Gilham informed that the Bell Hotel might well be organising a street party within the Town.

Resolved that Councillor Manvill would undertake review of all the information received from the Lord Lieutenancy, Councillor Gardiner would pursue his suggested ideas and Councillor D. Gilham would liaise with the Bell Hotel and all three would report back with progress at the next meeting of the Town Council.

228. Somerset Association of Local Councils (SALC) – Expected Events

Information received from SALC as to forthcoming events with dates not fixed at present, these included Code of Conduct, Register of Interest, and a new Declaration of Acceptance of Office Order to be used following adoption of the Code of Conduct, which would be targeted at all Councillors. Accounts and Audit which would be targeted at Clerks and Responsible Financial Officers and the final event would be a new Councillor course aimed at all Councillors who missed the 1999 events or who had recently joined the Council.

Resolved that the matter be noted and Councillor Gardiner to report back on the Code of Conduct at the next meeting of the Town Council.

229. A37 Kilver Street Culvert

Councillor C.C. Inchley declared an interest and did not speak or vote thereon.

Notification was received for works lasting for 12 weeks from the 7 January 2002 to renew the culvert carrying the River Sheppey from a Mr Tom Adcock, WS Atkins with expected traffic delays due to closure of one lane at any one time to the main A37 highway.

Resolved that the matter be noted.

230. Additional Street Light – Churchill Road

A written request had been received via Councillor D. Gilham to provide an additional light to cover a very dark area between No 6 and No 16 Churchill Road. The Clerk reported that there were no current funds available from County or the District Councils for such a project although County would accept the ongoing cost following installation subject to being in a position on an adopted highway. Budget costs for a single column installation ranged from £500 to £800.

Resolved that a quotation be obtained from Connect for the installation of an additional light or upgrade to existing lightings units to cover the unlit area between No 6 and No 16 Churchill Road taking account of residents request for any light not to shine directly into bedroom windows.

231. Collett Park Committee – 11 December 2001.

Councillor Shearn reported that there was now no need to provide a replacement hedge to the boundary with No 5 Kyte Road as the occupier had completed this. Councillor D. Gilham raised concern as to the provision of adequate insurance cover from users of the playing field within Collett Park. Insurance details had been received from all teams using the playing areas, which satisfied the requirement of the Football Association, which allowed them to play in FA competitions and in addition the Town Council had adequate Public Liability cover as advised by both the broker and insurance company to cover such risks.

Resolved that the matter be noted.

232. Collett Park Contract 2002 – (Confidential Matter)

Councillor C.C. Inchley declared an interest but had previously left the meeting during the plans section of the agenda and would not be returning to the meeting. The Chairman requested members of the public and press to leave the room to which they complied.

Councillor Champion reminded members that the meeting was in confidential session. He provided members with an overview of progress to date by the evaluation committee and following a further imminent site visit, as part of the final phase of the evaluation process they would hopefully provide recommendations to the full Town Council at the next meeting of the Planning Recommendations Committee programmed for the 22 January 2002 where members could further consider the matter and provide a final resolve to enable the contract to be awarded.

Resolved that the matter be noted.

233. Finance

a. Accounts for Payment by Cheque

Resolved that payments made by Cheque as per Appendix "A" attached to these Minutes be approved.

b. Accounts previously paid by Direct Debit

Resolved that payments made by Direct Debit as per Appendix "A" attached to these Minutes be approved.

c. Confidential Salaries for Payment by Cheque

Resolved that the Confidential Salary Payments as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

234. Fidelity Insurance

Confirmation was received that the increase of cover to a sum of £80,000 had taken place from the 12 December 2001.

Resolved that the matter be noted.

235. Agenda Items for the next meeting

Code of Conduct – Councillor Gardiner.
Bus Services – Councillor Gardiner.
Golden Jubilee – Councillor Gardiner and D. Gilham.
Burial Grants and Special Expenses Rate – Councillor Shearn.

Councillor R.R. Champion
Vice-Chairman

Signature _____
_____/_____/2002

A P P E N D I X “ A ” P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1399	Investec Bank (UK) Ltd	N/A	Reinvestment of Reserve Funds	£ 312,269.76
1399	Investec Bank (UK) Ltd	N/A	Capital Investment - Public Hall Fund	£ 5,000.00
1399	Investec Bank (UK) Ltd	N/A	Capital Investment - Swimming Pool Fund	£ 5,000.00
1400	H W Signs	5600	Millennium Stone Plaques	£ 225.60
1401	Action 371	6650	Grant - Support	£ 100.00
1402	Somerset Cadet Battalion	6650	Grant - Flag / Standard	£ 100.00
1403	Hillmead Youth Club	n/app	Grant - Pool Table - Hillmead Play Equip	£ 350.00
1404	Fred Davis	6030	Collett Park - Spare keys	£ 4.20
1404	Fred Davis	6030	Collett Park - new gate post	£ 35.00
1405	Forget Me Not Florist	5600	Flowers - War Memorial	£ 7.58
1406	Rocky Mountain Nursery	6550	Shepton Mallet in Bloom	£ 1,515.75
1407	Alan Connock	6030	Collett Park - Welding repairs to See Saw	£ 55.81
1411	Fred Davis	6000	Collett Park Contract - January	£ 1,716.67
				£ 326,380.37

Payments by Direct Debit

3-Dec	Mendip District Council	5100	Council Office Rates	£ 159.00
4-Dec	CGU-NU Bonus Limited	5200	General Insurance Premium	£ 260.77
13-Dec	British Telecom	5160	Office Tel / Fax / Data lines	£ 188.14
20-Dec	SWEB	5140	Office Electricity Supply	£ 21.50
21-Dec	British Gas	5140	Office Gas Supply	£ 48.00
Sub Total				£ 677.41

Total = £ 327,057.78

CONFIDENTIAL PAYMENTS

1409	Graham H Brown	5000	Town Clerk January Salary - 2002	£ 1,069.54
1410	Ken Manship	5080	Cleaner - January Salary - 2002	£ 100.49
Total				£ 1,170.03
Grand Total				£ 328,227.81

Councillor R.R. Champion
Vice-Chairman

Signature _____

Date _____

Councillor N.F. Shearn

Signature _____

Date _____



Minutes of the Extraordinary Meeting of the Shepton Mallet Town Council held on 22 January 2002, in the Council Chamber, 8 Great Ostry, Shepton Mallet.

Present: Councillor Mrs J.M. Marsh - Chairman.

Councillors, Mrs J.D. Bartlett, Mr M.M. Cann, Mr R.R. Champion, Mr D.J. Gardiner, Mr R.J. Kerlake, Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill, Mr N.F. Shearn and Mr, P.G. Treby.

Mr Peter Lacey – County Secretary, Somerset Association of Local Councils (SALC).

236. Apologies for absence

Councillors Mr J.E. Gilham, Mrs D. Gilham, Mr C.C. Inchley, Mr E.F. Inchley and Mr T.S. O'Connor.

237. Exclusion of the Public and Press

The Chairman requested a proposal for the meeting to be held in confidential session with the exclusion of the public and press. This was proposed by Councillor Lockey and seconded by Councillor Champion.

Resolved that the meeting be held in confidential session and the press and public be excluded from the remainder of the meeting.

No members of the public or press were present.

238. Internal Complaints

A debate took place including questions and answers from Mr Peter Lacey (SALC).

Councillor Treby joined the meeting at 6.45 pm.

Resolved by a vote of 7 for and 1 against that the Town Council draw a line in proceedings, apologies made should be accepted, no further action should be taken and it is recommended that the new Code of Conduct should be adopted at an early date.

Resolved that the above resolution be provided to the media as a press release to conclude the matter.

The Chairman thanked Mr Peter Lacey for his attendance and the meeting was closed at 7.14 pm.

Councillor R.R. Champion

Vice – Chairman – Town Council

Signature _____

____ / ____ / 2002



Minutes of the Meeting of the Shepton Mallet Town Council held on 5 February 2002, in the Council Chamber, 8 Great Ostry, Shepton Mallet.

Present: Councillor Mr R.R. Champion - Vice-Chairman

Councillors, Mrs J.D. Bartlett, Mrs D. Gilham, Mr J.E. Gilham, Mr C.C. Inchley, Mr E.F. Inchley, Mr K. J. Kerslake, Mr C.F. Lockey, Mr M. Lovell, Mr N. F. Shearn and Mr P.G. Treby.

236. Apologies for absence

Councillors Mr M.M. Cann, Mr D.J. Gardiner, Mrs L.A. Manvill, Mrs J. M. Marsh and Mr T.S. O'Connor.

237. Presentation by Mr Kevin Daws, Community Development Worker, Mendip Housing Limited

Mr Daws provided members with a summary of his geographical area of work and his portfolio of operations.

His summary included:

Background – Hillmead Estate

Action Group – Set up in 1999, assessing needs and setting up of appropriate working groups

Working Groups – Identify resources, resolve certain issues to which a project worker had been in employment since October 2001. Five groups covered, Play Activities, Employment and Training, Community Safety, Youth Activities and finally Environment, which, was the only group resident, led.

Current Projects – Parent and Toddlers. Toddlers Play Equipment, Community Safety and provision of a Bus Service via a Parish Transport Grant.

The Future – Partnership agreements, joint working for Health promotion, set up of group for Health & Housing and also a management committee for Hillmead Community Hall.

Town Plan – Through the Vital Villages initiative and completion of a Parish Plan which would provide base line studies to assist future funding bids.

Members requested clarification of the exact requirements of the Town Council from Mr Daws who summarised his request in four points:

- 1 Release of monies to build the Toddler Playground;
- 2 To be involved in the Parish Plan;
- 3 Support the application for a Parish Transport Grant;
- 4 Support Hillmead & Meadow Rise entering the Shepton Mallet in Bloom.

Councillor C.C. Inchley raised concern as to duplication of resources in regard to the Market and Coastal Town initiative. Shepton scored badly in regard to educational achievement, and crime in the health and needs study. The question to the Town Council should be “are we really committed to the outcome of the Town Plan”?

Resolved by a vote of 8 for, that a working group is formed of two or three members of the Council to work with Kevin Daws and provide recommendations back to the Town Council.

The Chairman was very appreciative and thanked Mr Daws for a very interesting presentation.

238. Open Forum

The Chairman firstly informed Mr Stride how sorry he was to hear of his recent incident. Mr Stride informed members that he was back on the mend and raised the following eight points of concern.

Station Road – he was very pleased with the removal of litter and rubbish by Mr Terry Leach of MDC and required an update as to progress in the outstanding matters of the railings, fencing and grass cutting.

Vagabond in the Bus Shelter, Station Road – he was very concerned as to the individual normally located in the Bus Shelter, begging and being sick. He had tried through the Clerk to get a satisfactory result but to no avail.

Bus Service – Still totally unsatisfactory, and the scale of charges from First Bus were nothing short of blackmail.

Ridgeway Post Office – had been closed on several occasions due to a lack of staff.

Consignia – Hoped for support from the Town Council against the proposals by the company to double or triple delivery routes / rounds per postman. He was not happy with their proposals and thought it absolutely disgusting.

Street Lights – Westway Lane and around to Castle Court had been out for at least weeks, in conjunction with the Clerk he had been informed that there was a cable fault and work would be done today which had not taken place. The lights were still not working in this area used by the elderly and with highway speed humps in situ.

Collett Park Contract – He hoped that Quadron (the contractor) employees used in the park would have monies deducted from their salaries to cover any damaged caused by their own children if this was indeed proven.

Cyclist using Pavements and Footpaths – Following his recent incident resulting in personal injury, he had contact from many other sources highlighting this same problem. He enquired what the Town Council and the Police were going to do about it. Why could not fixed penalties be used as a deterrent?

Mr David Selway raised concern to Mr Kevin Daws presentation as to why the Hillmead Estate was taking precedence and apparently being favoured over other estates within the Town, namely Ridgeway Estate?

Mrs Mary Reeves thanked members for her recent nomination for an award from the High Sheriff of Somerset. She was very pleased and surprised and hoped that as long as her health held good she would continue with her work within the community.

239 Declaration of Interest

The Clerk informed members of the operational problems incurred with the recent agreed amendments to member's declaration of interest.

Resolved that the previous procedure be re-adopted, members are to make their declaration of interest known to all members of the meeting through the Chairman at the beginning of the agenda point or as soon as any interest within the discussion becomes apparent. The record book is also to be completed in full (in ink) at the same point in time.

240 Minutes

The Minutes of the meeting of the Town Council held on the 8 January 2002 were considered for accuracy and content. Councillor J.E.Gilham had submitted at 3.30pm that afternoon to the Clerk a written report for proposed corrections to the minutes without prejudice to submit corrections at the actual meeting. Six separate proposals were submitted in the one report. He also requested a recorded vote to the proposal as follows:

- 1 Min 218 Page 2 – Minutes of the Last Meeting – Prior to “Resolved that the following amendments be included” it should read – “The Chairman stated that any proposal on accuracy of the minutes should be received prior to the meeting. This was challenged and put to the vote”.

Resolved by a non-recorded vote of 7 for that the amendment be included.

- 2 Min 218 Page 2 – “Minute 214 to be deleted” As the recorded debate and resolution had never taken place the matter should read “Minute 214 SMTC 4th December 2001. This was an entirely fictitious report and recording and it was agreed that it should be deleted”.

Resolved by a recorded vote of 4 for (Councillors D.Gilham, J.E. Gilham, C.C. Inchley, E.F. Inchley) and 7 against (Councillors Bartlett, Champion, Kerslake, Lockey, Lovell, Shearn, Treby) that the proposal would not be carried.

Resolved Min 218 that the following be added after the word “deleted” – “as no discussion took place”.

Councillor C.C. Inchley declared an interest, did not speak or vote thereon and left the room.

- 3 Min 220 “Internal Complaints (update)” – strike out this heading and replace with “Publicly Published Complaint (update)”

Resolved by a recorded vote of 3 for (Councillors D.Gilham, J.E. Gilham, E.F. Inchley) and 6 against (Councillors Bartlett, Champion, Kerslake, Lockey, Lovell, Shearn, Treby) and Councillor Shearn abstaining, that the proposal would not be carried.

- 4 Min 220 strike out from "Councillor J.E. Gilham" up to and including the word "matter" and substitute "Councillor J.E. Gilham asked that a proper report from the Secret and "so called" Confidential Meetings on this public matter be officially submitted to this Council. The Chairman repeatedly refused to carry out this request"

Resolved by a recorded vote of 4 for (Councillors D.Gilham, J.E. Gilham, E.F. Inchley, Lovell) and 5 against (Councillors Bartlett, Champion, Kerslake, Lockey, Lovell, Shearn) and Councillor Treby abstaining, that the proposal would not be carried.

- 5 After the words "next business" strike out "following disruptions" up to and including the word "room" and substitute "The legality of the Chairman's action refusing to present a proper report rather than a 'Black Hole' verbal submission on this public matter was challenged. She was asked to make a public apology to offended councillors. The Chairman refused to debate this matter and adjourned the meeting at 1955 hours and with the clerk left the room"

Resolved by a recorded vote of 3 for (Councillors D.Gilham, J.E. Gilham, E.F. Inchley) and 6 against (Councillors Champion, Kerslake, Lockey, Lovell, Shearn, Treby) and Councillor Bartlett abstaining, that the proposal would not be carried.

Councillor C.C. Inchley rejoined the meeting.

- 6 Min 220 As Councillor D. Gilham returned to the meeting, In Resolve, para 2, strike out "both" and after the word "Councillors" insert the words "Doreen Gilham".

The Chairman reported that this correction had already been advised to the clerk and the required amendment had already taken place.

Resolved that the matter be noted.

Councillor C.C. Inchley proposed that his declaration of interest to Min 229 Kilver Street Culvert be amended to show that he did leave the room.

Resolved that Min 229 Kilver Street Culvert be amended to show that "Councillor C.C. Inchley did leave the room in addition to "did not speak or vote thereon".

The minutes having then been agreed for accuracy were considered for content.

The minutes of the Planning Recommendations Committee held on the 22 January 2002 were considered for accuracy and content.

Resolved that the Minutes of the Town Council Meeting held on 8 January 2002, the Minutes of the Extraordinary Meeting of the Town Council held on the 22 January 2002 and the Minutes of the Planning Recommendations Committee held on the 22 January 2002 were approved as a true record and signed by the Chairman.

241. Collett Park Contract 2002/04

Councillor Shearn thanked both the Members and the Clerk involved in the tender evaluation for the amount of work put in and the depth of detail undertaken. He was indeed flabbergasted with the amount of detail and the Chairman accepted the compliment on behalf of those involved.

242. Additional Street Light, 6 / 8 Churchill Road

The Clerk provided a quotation from SEC Lighting Services for the installation and connection of an additional street light for the sum of £1101.99 plus VAT.

Resolved that in principle the quotation should be accepted subject to provision of further competitive quotations if possible and that the most competitive option should be accepted with the funds coming from contingencies.

243. Off Street Parking Charges

Correspondence from MDC was read to members. Mr Phil Grant, Transport Manager, MDC confirmed that the Town Councils comments provided in a letter of the 11 January 2002 would be reported to MDC before a decision is made to implement the proposed charges. District members confirmed that progress was being made to attempt to reduce certain proposed charges.

Resolved that the matter be noted.

244. Pedestrian Crossing near Proposed Doctors Surgery

An e-mail response from Councillor Gloria Cawood of MDC received consideration. Councillor Cawood confirmed that she would discuss the possible use of Town Centre funds, however she understood that this had been allocated for the current year and also that the Section 106 monies from Tesco had been earmarked also. MDC was to move to Area Regeneration Funds next year and this budget may well be reduced. Members debated the Town Centre and 106 monies. Councillor C.C. Inchley explained the current situation at MDC. Councillor J. Gilham informed that the Town Council should support and make in partnership, funds say of £500 available. Councillor Lockey confirmed that the Doctors were putting in half of the sum being £9000 and that County was presently looking at the balance.

Resolved that the sum of £500 be made available from the Town Council as partnership funding towards the provision of the pedestrian crossing subject to the outcome of final decisions forthcoming from MDC, SCC and the planning applicant of the proposed Doctors Surgery.

245. Cemeteries and Closed Churchyards

Councillors C.C and E.F. Inchley both declared an interest, did not speak or vote thereon and left the room.

Confirmation was received from Derek Hooper, Environment Director MDC that the Special Expenses Rate would come into effect from the 1 April 2002 and that any changes or arrangements could not now happen until the beginning of the following financial year. The Clerk and Members who had attended a recent Parish Seminar informed the latest information that the nett cost per band D ratepayer would be £1.25. A report was received from Debra Moseley, Land Management Consultant working on behalf of MDC confirmed that any proposed extension to the existing cemetery in Shepton Mallet was not possible due to depth of rock, access problems and steepness of terrain. It should therefore be allowed to fill its existing limits and every effort directed towards finding an alternative site.

Councillor Shearn reported on a site meeting with Debra Moseley at St Peter and St Paul's Churchyard with regard to maintenance issues. It would appear that little or no management or funding was provided for the maintenance of this major tourist feature within the Town. MDC was unable to do anything in the current year except repairs to the pathway.

Resolved that the matter be noted.

Councillors C.C and E.F. Inchley both then rejoined the meeting.

246. Songs of Praise Service – St Peter & St Paul's

All members were invited to attend this last service of Rev John Woolmer to celebrate 20 years of ministry in the Town. The service will take place on Sunday 10 February 2002 at 6pm followed by coffee.

Resolved that the matter be noted.

247. High Sheriff of Somerset - Award

Members had previously received and further invitations had been sent out to a Coffee Morning, in the Methodist Hall at 11am on Friday 1 March 2002 for the presentation of an award from the High Sheriff of Somerset to Mrs Mary Reeves for her volunteer work and dedication to the Town and its Community over a long period of time.

Resolved that the matter be noted.

248. Police Matters

Members were advised of the appointment of a new Sector Inspector, Mr Ian Smith following Inspector Harries who had now left the district for a post within the Immigration Service. Councillor Marsh and Bartlett had attended an agreed meeting with Sergeant Downing but unfortunately he was detained elsewhere undertaking an operational incident, which resulted in 5 arrests for drug dealing. The police however were able to confirm that they were still looking into Councillor Lockey's point regarding the status of the pedestrian area within the Market Place and High Street (north).

Resolved that the matter be noted.

249. Christmas Lighting

The Clerk provided a short summary, which confirmed that all the equipment was now in storage at Framptons and that one further invoice for the supply of electricity was still to be received. The estimated expenditure for the year 2001/02 was £6500 (six thousand five hundred pounds). The Chamber of Commerce had requested a combined meeting to discuss the annual Christmas Lighting project to be held at the Town Council offices at 2.15pm on Wednesday 20 February 2002.

Resolved that the meeting be confirmed with the Chamber of Commerce, Councillors Champion and Shearn to attend and all other interested members were also invited to attend.

250. Royal Bath & West of England Society – Membership

Members considered renewal of membership for the current year at a cost of £60 including VAT.

Resolved that the membership for year 2002 be renewed at a cost of £60 inc VAT.

251. Dorset & Somerset Air Ambulance Trust

The Trust submitted a written request for revenue support to the service. Although this budget was now at a nil value a cheque had been returned for a previous grant of £50 to “Calling the Shots” project, which had been cancelled.

Resolved that support by way of a £50 grant be provided to the Dorset & Somerset Air Ambulance Trust.

Councillor E.F. Inchley left the meeting.

252. Public Cleansing – Best Value Public Review

The Chairman of the Council had reviewed and completed the questionnaire prior to the meeting due to the return date of the 8 February 2002 to MDC. Members were requested to provide any further comments.

Resolved that the questionnaire and comments as completed by the Chairman be submitted to Mr Stuart Finney, Asset Maintenance Officer, MDC without further amendment.

253. Co-opted (MLA) Governor, Shepton Mallet Infants School.

Request for re-nomination of the above post was received from SCC Education Department and considered by members.

Resolved that Councillor C.C. Inchley is re-nominated and the forms were handed to him for completion.

254. Pedestrian Safety, Town Centre Enhancement & Traffic Relief.

The internal circulation of the two copy documents were considered and members still to review the documents were identified. Councillor J. Gilham informed that the matter should be pushed on. It was a good document with which to proceed and we should capitalise on it. The estate management was not within the report and this should be added. Allyn Saxon estate should be included with provision for traffic calming measures. Councillor Lockey updated members with regard to the Ridgeway Estate already being on a lengthy County list for such measures. Members had all received a hard copy of an e-mail response from Mr Neil Pincombe of SCC in response to the document. Copy attached as “Appendix B” to these minutes. Further correspondence received from the Chair of the Governors at St Paul’s Junior School requesting advice as to what provisions were being planned to make it safer for children, parents and members of staff to come to and from school on a daily basis. He highlighted the heavy traffic immediately outside their entrances with several near-miss accidents over the years.

Resolved that the matter is noted, the above document to be updated and that correspondence from the Chair of the Governors to St Paul’s Junior School be used as supporting information.

255. Weight Restriction – B3136 Waterloo / Bath Road

Councillor C.C. Inchley declared an interest, did not speak or vote thereon and left the room.

Confirmation was received from Mr Jeff Bunting, Area Traffic Engineer, SCC Highway Services that the agreed necessary traffic order would be proposed for inclusion in the next financial year.

Councillor J. Gilham emphasised that it was essential, the matter should not be a proposal and that we should have it. He also raised concern as to the Commercial Road, Paul Street and Charlton Road weight restriction signage which was still not yet correct. Councillor Kerslake requested caution and consideration for the proposed restriction to Waterloo Road / Bath Road as, that was the only way out of the Town would be Cannards Grave Road and Whitstone Road to get to the north and north-east. This was a considerable distance around and would increase already heavy traffic in these areas. Councillor J.Gilham agreed, however the only real answer was the Ridge Relief Road and several steps had to be taken in the interim. Councillor Lockey expressed his real concern was at the junction of Bath Road and the A37 at Downside, scene of numerous fatal incidents which hopefully the weight restriction would alleviate.

Resolved that the matter be noted.

Councillor C.C. Inchley then rejoined the meeting

256. A37 Downside – 30mph Speed Restriction

Mr Jeff Bunting, Area Traffic Engineer, SCC Highway Services requested comments and support for a 30mph speed restriction through the hamlet of Downside. The Clerk confirmed that the Council had already resolved to extend the existing 40mph restriction from the Downside Inn out to a location prior to the bend at the bottom of Longhill.

Resolved that the Council support the proposed 30mph speed restriction in Downside.

257. Golden Jubilee

A written report submitted from Councillor Gardiner was read to members, which indicated no progress to contact with Mr Saul regarding a proposed present for the Queen. He requested further suggestions from members.

Resolved that the matter be noted

258. Golden Jubilee Path

Mrs Weeks from Whitstone Road proposed an idea to mark the Golden Jubilee, a path to be constructed from Whitstone Rise for walkers and cyclist leading to Fosse Lane for access to the trading estate and superstore.

Resolved that the matter should be investigated and applied to the next agenda of the Footpaths Committee.

259. Local Bus Services

A written report submitted from Councillor Gardiner was read to members, which confirmed no response from First Bus and Bristol CC. Process was on going, slow but steady and he hoped to report further at the next meeting. Members were concerned as to the slow progress and wished First Bus to attend a future meeting of the Council to discuss the matter.

Resolved that the matter be applied to the next agenda of the Town Council and Councillor C.C. Inchley to work with the Clerk to submit a suitable letter to First Bus.

260. Code of Conduct

A written report submitted from Councillor Gardiner was read to members, which explained both the timescale and mechanism for the new code. The Clerk informed members of an important notice received from SALC, which, indicated that the training was to be provided by the District Council, and further training would be available from SALC to pick up any members, and clerks who were unable to get to the presentations. Councillor C.C.Inchley informed members that the Standards Committee at MDC was already up and running. Members considered that the Town Council should adopt the code as soon as practical and following appropriate training. Councillor Bartlett raised concern as to the level of interest to be declared.

Resolved that written application is provided to MDC declaring that the Town Council is a willing partner and requesting them to provide all the required documentation, to instigate any required procedures and to provide the appropriate training to all members.

261. New Audit Regime

The Clerk reported on latest information received from SALC, which indicated that new External Auditors would soon be appointed and that the new system of internal audit would appear not to be able to be provided, by an

employee or member of the Council. Councillor Shearn raised some concern at the implications as the whole idea of change to the existing audit was to reduce costs incurred by Parish and Town Councils and that if a member was both qualified and competent to undertake the task then this should surely suffice.

Resolved that the matter be noted.

262. Community Plan

Councillor C.C. Inchley explained that many of the issues had been dealt with by the presentation earlier in the evening by Kevin Daws. All agencies should work together in partnership and it was important that we move ahead.

Resolved that the matter be noted.

263. Council Structure Review

Councillor Shearn provided members with a short appraisal of ideas for further consideration and the Clerk provided copies of one proposed structure to members. This included a review of the Municipal Year, which required consideration of Policy from September to October, and then consideration of budgets and precept to deliver those policies from November, through December with the precept being submitted to MDC in early January. The precept would be received in April followed by elections of members and or committees / portfolio working groups in early May. Following this the approved policy could be instigated throughout the next year period. The full Council would meet each month as existing, which would not now clash with area board, and the existing plans committee could meet every three weeks outside of full Council, thus reducing both the agenda of full Council and the amount of meetings of the Planning Committee. Full Council would approve all policy and vote all resolves apart from planning. The remaining matters would be covered by six portfolio holders / working groups delivering written reports to Full Council on a monthly basis. The Portfolio Groups were the working groups carrying out agreed policy and working with external organisations, groups and individuals. The proposal was only one idea for further consideration and at present there was a window of opportunity to restructure in parallel with pending new regulations such as the code of conduct.

Resolved that the matter be applied to the next agenda at an early point within the agenda.

264. Recreation and Amenities Committee – Minutes of the meeting 15 January 2002

Swimming Pool

Members were very concerned as to the length of time taken to complete and submit the application for the Swimming Pool Project at the Leisure Centre, Charlton Road. Wincanton had been successful in months not years. Brothers Drinks had an outstanding offer to assist heating of the existing outdoor pool and they would require early notification, as construction work was about to start. The latest information from Ruth Sindell was that there was still part of the bid to write up and then confirmation of capital funding and revenue would be required from MDC prior to submission of the bid. The Clerk confirmed via Glenn Crocker of MDC that no formal request had yet been received.

Resolved that Councillor Cann and Ruth Sindell be chased to ensure that a formal request for the pledge of Capital Funding and Annual Revenue provision be submitted to MDC for their consideration at the executive board meeting programmed for the 18 March 2002.

Parish Plan

Members confirmed agreement to proceed with the parish Plan but to be aware not to duplicate areas where work had recently been done or being done by another group.

Resolved that the matter be noted.

265. Collett Park Management Committee – Minutes of the meeting 22 January 2002

Shelter Roof

Councillor D. Gilham was pleased to see that progress was being made to re-roofing the shelter with a more suitable material.

Collett Day Marquee

Councillor Shearn was still not happy to take personal responsibility and to look after the marquee, he requested members who wanted a marquee to come forward and volunteer their services to look after this one aspect of Collett Day. He informed members that Fred Davis could assist filling of the marquee with a historical display of the Town and he also hoped that the local papers would have details to help or provide their own section of display.

Resolved that the Collett Day Marquee be placed on the agenda for the next meeting of the Collett Park Management Committee.

Aviaries

Councillor C.C. Inchley enquired if the Aviaries had been included within the new contract and Councillor Shearn confirmed this fact.

Donated Trees and Benches

Councillor D. Gilham requested confirmation of the policy regarding maintenance or replacement of donated items within the park. Councillor Shearn informed that this was within the minutes somewhere that if items were damaged that they would be replaced as a one off, however if this was to recur then this may not be the case.

Resolved that the matter be noted.

266. Tenancy Agreements for Allotment Gardens

Draft copies had previously been provided to all members taken from a master supplied from S.A.L.C. and amended for use by the Town Council. Councillor Bartlett requested approval for the document and issue to all tenants as of the 1 April 2002 when their tenancies were up for annual renewal. Members enquired the plans for upgrading of the Whitstone Road site and Councillor J. Gilham raised concern that non-allotment personnel did not use any proposed car parking or turning bay facility.

Resolved that the revised tenants agreement dated January 2002 be approved and issued as of 1 April 2002. All existing agreements and / or conditions would be superseded by this document (copy attached to these minutes "Appendix C").

267. Finance

a. Accounts for Payment by Cheque

Resolved that payments made by Cheque as per Appendix "A" attached to these Minutes be approved.

b. Accounts previously paid by Direct Debit

Resolved that payments made by Direct Debit as per Appendix "A" attached to these Minutes be approved.

c. Confidential Salaries for Payment by Cheque

Resolved that the Confidential Salary Payments as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

268. Agenda Items for the next meeting

Council Structure Review

The meeting was closed at 2205 hours

Councillor J.M. Marsh

Chairman

Signature _____

____ / ____ / 2002

A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1412	Happy Landings Animal Shelter	6650	Grants - Revenue Support	£ 200.00
1413	Fred Davis	6000	Collett Park Contract - February 2002	£ 1,716.67
1414	Cheque 1403 cancelled	nil	SCC in lieu of Hillmead Youth Club - £350	£ -
1415	Millennium Stone Function	5600	Shrubbery Hotel	£ 31.05
1416	Microchipz	5300	Inkjets / Computer supplies	£ 77.97
1417	The Consortium	5300	Stationery	£ 69.73
1418	Petty Cash	5320	December & January - Postage / Stationery	£ 81.49
1419	SEC Lighting	6600	Connection of Christmas lighting scheme	£ 1,410.00
1422	The Toner Factory	5300	Printer Toner & Inkjets	£ 171.32
1423	Southwood Waste Management	6020	Waste disposal from depot	£ 111.63
1424	Parsons Tree Surgery	6050	Trees at Garston Street	£ 280.00
1424	Parsons Tree Surgery	6065	Trees at Collett Park	£ 270.00
				£ 4,419.86
Payments by Direct Debit				
2-Jan	Mendip District Council	5100	Council Office Rates	£ 159.00
4-Jan	CGU-NU Bonus Limited	5200	General Insurance Premium	£ 260.77
18-Jan	SWEB	5140	Office Electricity Supply	£ 21.50
21-Jan	British Gas	5140	Office Gas Supply	£ 48.00
Sub Total				£ 489.27
Total =				£ 4,909.13

CONFIDENTIAL PAYMENTS				
1420	Graham H Brown	5000	Town Clerk February Salary - 2002	£ 1,069.76
1421	Ken Manship	5080	Cleaner - February Salary - 2002	£ 100.49
Total				£ 1,170.25
Grand Total				£ 6,079.38

Councillor J.M. Marsh
Chairman

Signature _____

Date _____

Councillor R.R. Champion
Vice Chairman

Signature _____

Date _____

A P P E N D I X “ B ”

Thank you for the proposals you have sent for Shepton Mallet, which I received just before Christmas.

I must say that I was impressed by the document, and the extent of the schemes the Town Council wish to consider. However, I was under the impression from the last meeting that we would be concentrating on a Town Centre scheme only, and have therefore only managed to secure funding accordingly. Having considered this at great length, the funds that I have made available will be used in the following manner:

Year One:

We have already started work on the feasibility and costings of the schemes listed below, with a view to using the information to bid for future Local Transport Plan (LTP) funding. Detailed designs and implementation of these schemes will follow, once funding has been allocated.

From your document, both the bollards in High Street (North), and the Regal Road Car Park issue, seem to be dealt with by Mendip District Council, therefore I do not propose to look at these.

Year Two:

Paul Street / Commercial Road Signals ... currently being examined through the feasibility and costing process, will be put forward as a possible scheme which might be funded from the LTP Small Market Town budget (Mendip District allocation).

High Street (South) Pedestrian Enhancement Scheme ... currently being examined through the feasibility and costing process, will be put forward as a possible scheme which might be funded from the LTP Small Market Town budget (Mendip District allocation).

B3136 Weight Restriction ... currently being examined through the feasibility and costing process, will be put forward as a possible scheme which might be funded from the LTP Small Market Town budget (Mendip District allocation).

20mph outside four Schools ... I have asked the County's Safe Routes to Schools Officer to examine and review these Schools. I will then incorporate his comments into the final feasibility report being produced for the other schemes. However, I do not intend to include this scheme within the bid for LTP funding through the Small Market Town (Mendip District allocation).

The reason for this is that the County Council have agreed a policy to provide 20mph speed limits outside every school in Somerset. Work is currently being undertaken to identify and rank every School within Somerset, and to recommend a 'rolling programme' of works for the next few years. Whilst I cannot guarantee how high the four schools within Shepton Mallet will be ranked, it would seem prudent to proceed with funding for the other schemes within the Town until the results of this process are known.

Year Three:

Provide rear access to shops along High Street (North) for deliveries ... currently being examined through the feasibility and costing process, will be put forward as a possible scheme which might be funded from the LTP Small Market Town budget (Mendip District allocation).

Ridge Lane Relief Road ... This project has been forwarded to Mr Jeremy Callard, Somerset County Council, County Hall, Taunton (Tel: 01823 3585337), who is undertaking a Roads Review for the County. It will be considered in the future as part of this process, and I am sure you will be notified of the results from the review as and when they become available. Should you require any further information in the meantime, you are most welcome to contact Jeremy Callard directly.

Thank you once again for the work that the Town Council has put into producing the three year programme of transport improvements within Shepton Mallett. I hope you find the above information just as useful, and that it deals with your proposals in the most appropriate manner. If you require further clarification on any of the above, or wish to discuss this matter further, please do not hesitate to contact me on (01823) 358113.

Many thanks,

Neil Pincombe

A P P E N D I X “ C ”

TENANCY AGREEMENT FOR ALLOTMENT GARDENS

(that is plots up to 40 poles or 0.101 hectares for domestic cultivation only)

THIS AGREEMENT made the _____ day of _____ 2002

between Shepton Mallet Town Council (hereinafter called the Council) and _____

_____ of _____

_____ Postcode _____

(hereinafter called the tenant) by which it is agreed that:

1. The Council shall let to the Tenant for him/her to hold as tenant from year to year the Allotment Garden of the approximate area of _____ metres x _____ metres being part of the Allotments provided by the Council at _____ Shepton Mallet and numbered _____ in the Council's Allotment Register.
2. The tenant shall pay a yearly rent of £____ ; ____ p in full on or before the 1st April in each year.
3. The tenancy may be terminated by either party to this agreement serving on the other not less than twelve month's written notice to quit expiring on or before the 6 day of April or on or after the 29 day of September in any one-year.
4. The tenant shall reside within the Town of Shepton Mallet during the continuance of the tenancy.
5. The tenant shall during the tenancy carry out the following obligations:
 - (a) The Allotment Garden shall be kept in a clean, decent and good condition and properly cultivated;
 - (b) The tenant shall cause no nuisance or annoyance to any tenant of any other part of the Allotments provided by the Town Council, or the occupiers of adjoining properties;
 - (c) No livestock or poultry of any kind shall be kept upon the Allotment Garden;
 - (d) No dog shall be brought into or kept in the area of the Allotments by the tenant or by anyone acting with his/her authority or approval;
 - (e) The tenant shall not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden without the written consent of the Council;
 - (f) The tenant shall not erect any building or other permanent structure on the Allotment Garden nor fence the Garden without first obtaining the written consent of the Council;
 - (g) The tenant shall maintain in decent order all fences and ditches bordering the Allotment Garden and shall keep trim and keep in decent order all hedges and paths forming any boundary of the Allotment Garden;
 - (h) The tenant shall not without first obtaining the written consent of the Council cut, lop or fell any tree growing on the Allotment Garden;
 - (i) The tenant shall cultivate the Allotment Garden for, and shall use it only for, the production of fruit, vegetables and flowers for domestic consumption by themselves or their families;
 - (j) The tenant shall permit the inspection at all reasonable times of the Allotment Garden by any officer of the Council;

(P T O)

- (k) The tenant shall not obstruct or permit the obstruction of any of the paths on the Allotments set out for the use of the tenants of the Allotment Gardens;
6. The Town Council shall pay all rates, taxes, dues or other assessments, which may at any time be levied or charged, upon the Allotment Garden.
7. If the tenant shall have been in breach of any of the foregoing provisions of this Agreement for a period of one month or longer the Council may re-enter upon the Allotment Garden and the tenancy shall thereupon come to an end but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
8. On the termination of this tenancy the tenant shall be entitled to receive such compensation as is provided for by the Allotments Acts 1908 to 1950 but if the tenant shall have been paid or promised any compensation by any incoming tenant of the Allotment Garden the tenant shall before claiming any compensation from the Council give to it notice in writing of the matters in respect of which any such compensation has been paid or promised.
9. Any notice required by this Agreement to be given to the Council shall be delivered to or sent by post to the Clerk of the Council and any notice to be given to the tenant shall be treated as sufficiently served if left at or delivered by recorded delivery post at the address at the head of this Agreement.

(SIGNATURES)

Clerk of Shepton Mallet Town Council; _____

Tenant; _____

NOTES: which do not form part of the Agreement.

1. Additional terms may be added to this Agreement to suit special local situations and inappropriate terms may be removed.
2. See Clause 5(c). Under section 12 of the Allotments Act 1950 a tenant cannot be prevented from keeping hens or rabbits for domestic use.
3. The compensation rules are:
 - (i) A tenant may remove any fruit trees or bushes or other improvements planted or made by him or for which he has paid a previous tenant; or receive compensation for his fruit trees, bushes, strawberries, asparagus and rhubarb.
 - a. If the tenancy is terminated by the Council's notice to quit or by the ending of the Council's tenancy where it has a landlord, the tenant may claim compensation for the crops growing on the land in the ordinary course of cultivation or for manure applied to it.
 - (iii) If the tenancy is terminated by the ending of the Council's right of occupation the tenant is entitled to the equivalent of one year's rent from the Council as compensation.
 - (iv) The Council is entitled to compensation from the tenant for any deterioration in the land arising from the tenant's failure to keep it clean and in a good state of fertility.
4. No stamp duty is payable on the Agreement.



Minutes of the Meeting of the Shepton Mallet Town Council held on 5 March 2002, in the Council Chamber, 8 Great Ostry, Shepton Mallet.

Present: Councillor Mrs J.M. Marsh - Chairman

Councillors, Mrs J.D. Bartlett, Mr M.M. Cann, Mr R.R. Champion, Mr D.J. Gardiner, Mr J.E. Gilham, Mrs D. Gilham, Mr C.C. Inchley, Mr E.F. Inchley, Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill, Mr T.S. O'Connor, Mr N.F. Shearn and Mr, P.G. Treby.

269. Apologies for absence

Councillor Mr R.J. Kerslake.

270. Open Forum

The Chairman welcomed members of the public to the meeting and explained the procedure of open forum and closed session.

Mr David Selway raised the following points

11 Market Place – This property made the Town Centre look a mess and requested that the Clerk send a strong letter to MDC who appeared to be dragging their heels in the matter.

High Street Paving – The paving and the area in general looked a mess with patches of concrete etc. He requested that a stiff letter be sent to County Highways on the matter.

Norah Fry Building – He understood that offers at £500,000 and £600,000 had been received which appeared to have been refused. He requested a letter be sent to the Chief Executive at MDC demanding an explanation.

Fred Davis – He hoped that the Council would provide a presentation for his work in the Town, especially within Collett Park and that his assistants, Roy and Danny would also be invited to attend.

Councillor C.C. Inchley confirmed that he had previous discussions with Councillor Lockey and had charged the District Council to look into 11 Market Place and pursue the matter vigorously. They were not happy with the present situation and had made this forcefully known to the District Council. Councillor Lockey confirmed that there was a lot of work going on behind the scenes within the District Council regarding the matter.

Mr O'Reilly raised the following points

Increase to the Parish Rate – He was at a loss as to the reason for a 21% increase in the rates made by all members and political parties of the Council when inflation was around the 2%.

Norah Fry Building – He was informed that someone had made an offer of £650,000 and asked as to why this had not been accepted and the empty property sold. It appeared as if some one was attempting not to sell the property and let it fall into disrepair and then devalue.

Mrs Mary Reeves thanked all members for her presentation ceremony on Friday. Around 70 to 80 people had been in attendance. The Chairman was thanked for the refreshments, which included home made cakes and it was refreshing for such a cross section of public and Council members to meet in such an informal way. Her whole family had also enjoyed the occasion and suggested that the Town Council take further opportunities of having such meetings say under the banner of a coffee morning in the future.

Mr Chris Challis spoke on behalf of the Queens Jubilee Committee recently formed by 12 townfolk. He was pleasantly surprised with the whole Towns involvement especially from the younger sections of the community. He provided a summary of their ideas for the event, which was to start early pm on Monday 3 June 2002 by a parade down through the Town followed by a thanks giving service and then a tea party. The event would finalise in the late evening with a torchlight parade up through the Town to Collett Park to light the beacon and hopefully end in a firework display. Several donations had also been pledged for the three stages and bunting. There would be plenty of entertainment much of which was from local sources. He requested on behalf of the committee that the Town Council be generous towards their request for support to fund the firework display and also supply the Public Liability Insurance required for the event.

The Chairman thanked all members for their views and concerns, which were noted.

271. Minutes

The Minutes of the meeting of the Town Council and the Planning Recommendation Committee held on the 5 February 2002 were considered for accuracy and content.

Councillor C.C. Inchley referred to Minute 237 and had understood from the meeting that several members including himself had received nomination to the working group to work with Mr Kevin Daws and report back to Full Council regarding the Parish Plan. He had already made progress in the matter with Mr Daws but that the minutes did not record any such resolve. Councillor Bartlett also a nominated member however confirmed that although a comment had been made there was no formal vote or resolve on the matter and that she could not take up any such nomination.

Resolved that Councillor Champion, C.C. Inchley and Shearn form as members of the working party along with Mr Kevin Daws and to report back to the Town Council.

Resolved that the Minutes of the Town Council Meeting held on 5 February 2002 and the Minutes of the Planning Recommendations Committee held on the 19 February 2002 were approved as a true record and signed by the Chairman.

272. Queen's Golden Jubilee

The Chairman, with the agreement of members brought this agenda item forward following Mr Challis presentation in open forum and also that many members of public supporters to the event were in attendance. The Clerk confirmed that a quotation had been received from the Council's Insurance Brokers for an additional premium of £120, which would be required for the liability cover to the proposed Jubilee Celebrations, which did not include any firework display. Councillor C.C. Inchley expressed that the Council should fully support the project in hand and proposed that £1500 be made available plus the cost of the additional insurance premium of £120. Councillor D. Gilham was very pleased with Chris Challis leadership and that young people within the Town were getting involved and providing support. Councillor Champion raised concern as to who was to check the insurances of commercial companies and other organisations taking part in the event. Councillor Shearn requested that any surplus funds following the event should be given back to suitable causes within the community such as Shepton Mallet In Bloom. Mr Chris Challis confirmed that any residual profit post the event would be shared equally between two local groups one being the Community Hospital and Maternity Unit.

Resolved by a vote of 13 for, that the Town Council would pay £1500 for the Firework Display and investigate provisions for insurance cover with the required additional premium to be considered at a later stage. The Jubilee Committee was requested to provide detailed breakdown of their budget expenditure and income. The £1000 will expend totally the 2002/03 Jubilee budget and the excess funds of £500 would be taken from year 2002/03 contingencies budget.

273. Mid-Somerset Show 2002

Correspondence from Mr Paul Frampton, Treasurer of the Mid-Somerset Agricultural received consideration informing members of their proposals, subject to sponsorship support, to celebrate their 150 Anniversary and the Queen's Jubilee Year with a "free entrance fee for all" at their show on Sunday 18 August 2002. Councillor Lockey proposed that the Society should still make a reduced charge and provide the proceeds towards the capital cost of the new Pedestrian Crossing in Cannards Grave Road, which would assist the community and the show in the future. A further £3000 was still required to provide the estimated capital sum. Councillor Bartlett was opposed to support from the Town Council to provide a reduction in entrance fee charges and Councillor Shearn reported that it was entirely the Society decision to make entrance fees free to all. Members considered that many people attending the event came from a large area outside the Town and Councillor Treby suggested that it was a commercial venture and up to business to support although Councillor Champion suggested a compromise where children and pensioners may well be allowed free entry only.

Resolved by a vote of 8 for and 1 against that the Mid-Somerset Agricultural Society's request and attempt to provide free entrance fees for this years show be noted and that it was inappropriate for the Town Council to pay towards these proposals but that an exception donation by way of a grant to this years event be made at a value of £500 to be provided from the general grants budget for year 2002/03.

274. Maintenance of Churchyard, St Peter and St Paul's

Correspondence from Debra Mosley, Land Management Consultant working for MDC received consideration, informing members that the churchyard paths were to be cleared however the flowerbeds were tended to by members of the church. Due to budget restraints no maintenance with the exception of Health & Safety issues would be undertaken to the trees although should the Town Council wish to take on the maintenance of the churchyard itself than this could be included within the remit.

Resolved that the matter be noted.

275. Christmas Lighting

Councillor Shearn provided an update following a meeting with the Chamber of Commerce on the 20 February 2002. The Council had resisted acceptance of handover of the annual project from the Chamber and had agreed to work in partnership this year. Councillor Lovell then left the meeting. A meeting was to be arranged as soon as possible to draw up proposals and plans for a new scheme in liaison with John Quantock, John Mason, Stan Blinman, SEC Lighting, and representatives from the Chamber of Commerce and Town Council. The existing schemes/fittings health and safety problems and associated installation and connection costs were again highlighted. Councillor C.C. Inchley informed that it was very important to provide a timescale for the project and this should be included within the report back to the Town Council following the next meeting of all parties concerned.

Resolved that the matter be noted.

276. Model Code of Conduct

Members were informed by the Clerk of the next presentations by Tracey Merrett, Monitoring Officer at MDC. The next date was Wednesday 6 March at 5pm and an additional date of Tuesday 12 March at 5pm had now been advised, all to take place within the chamber at MDC Offices. Members were also informed that Co-opted members were also required to comply with the new Code of Conduct and would also have to provide the appropriate declarations.

Resolved that the matter be noted.

277. Weight Restriction B3136 Waterloo / Bath Road and Commercial Road/Paul Street

Councillor C.C. and E.F. Inchley both declared an interest, did not speak or vote thereon and left the room. Mr Jeff Bunting, Area Traffic Engineer for SCC Highways had now agreed a programme of works for the forthcoming year and that Traffic Regulation Orders (TRO's) would be progressed for the B3136 weight restrictions. With regard to the existing 7.5 tonne weight restriction at Paul Street, 8 number signs had now been fitted which he considered would now enable the Police to enforce the restriction. He was aware that further signs required changing and that he would address these issues early in the new financial year.

Resolved that the matters be noted and placed on the agenda for the May meeting of the Town Council to enable the situation to be monitored and progressed.

Councillor C.C. and E.F. Inchley both then rejoined the meeting.

278. Speed Restriction A37 – Whitstone Road and Downside

Members received notification that the extension of the existing 40mph speed limit on the A37 at Whitstone Road would now be extended through to Cannards Grave Roundabout. A plan was provided identification of the extent of the proposed restrictions along with a copy of the draft notice of intent. He also confirmed that the speed limit changes agreed at Downside on the A37 had now been included within a programme of works for the forthcoming financial year and that the TROs would be progressed.

Resolved that the matters be noted.

279. Bus Services

Councillor C.C Inchley reported findings from returns following an article to the community through the local media. Eight responses were received from the general public with 6 reporting a current satisfactory performance on existing services and 2 reporting unsatisfactory performance. In liaison with the Clerk it would appear that performance had increase to a satisfactory level and recommended that the Town Council did not progress the matter further at this point. It would however be advantageous to invite the Bus Service providers to attend a future meeting of the Town Council to provide a presentation. Councillor J.E. Gilham then left the meeting.

Resolved that the matter be noted.

280. Annual Town Meeting

The above meeting had been booked at The Salvation Army Rooms for 7pm on Tuesday 23 April 2002. Members debated the provision of speakers.

Resolved that the date and venue be noted. Quadron Services to be requested to provide a short presentation of their company and their aspiration for Collett Park. Mr Robin Smith, Chief Executive of Mendip Primary Care Trust be requested also to provide a short presentation on his organisation and predefined local issues effecting the Town's Community.

281. Police Matters

The Chairman and Councillor Bartlett had met with Sergeant Downing at the Police Station and the points raised included Town Centre traffic, Traffic Wardens placement of bollards in the Market Place, vandalism to the Church, further successful arrests relating to drugs and the large increase in the quantity of fatal road traffic incidents in the area this year. The next meeting was programmed for 6pm on the 20 March at the Police Station and any further members were invited to attend.

Resolved that the matter be noted.

282. Members Photograph

The Chairman informed members that the annual members photograph would take place on Tuesday 2 April 2002 at 6.45pm prior to the meeting of the Town Council.

Resolved that the matter be noted and Councillor Cann and D. Gilham provided their apologies in advance.

283. High Sheriff Award to Mrs Mary Reeves

The Chairman reported a very successful event with some eighty people in attendance. Mary Reeves had eloquently described the occasion within open forum.

Resolved that the matter be noted.

284. Provision of Bollards – High Street North

Tony Shire, Assistant Highway Service Manager SCC Highways, apologised for the delay in response to a letter from the Clerk of the 21 January 2002. The estimated cost for the supply and erection of 14 bollards in High Street North was £4035.00p and the bollard type would be similar to the existing ones in the Market Place. He requested availability of funds to carry out the works? The Clerk informed members that a meeting had taken place with Simon Collier of MDC on Thursday 21 February 2002 with Councillor Bartlett, Champion and Shearn in attendance to discuss the matter. The Clerk had provided a quotation for alternative bollards, which could be easily replaced and temporarily removed from their socket if required for a supply only price of £1400.00p. Simon Collier was now to request a breakdown of SCC Highways price and agreed that monies for the project should be available from his budget for year 2002/03. He had been provided with the agenda and minutes from the Town Centre Meeting of last year where the provision of bollards was brought forward and agreed by all parties including retailers and the Chamber of Commerce. Simon Collier would now progress the matter and subject to consultation could see no reason why the work could not be completed early in 2002.

Resolved that the matter be noted.

285. Chamber of Commerce – Various Town Centre Matters

The Clerk confirmed that he regularly updated the Chamber with any information relating to the Town Centre. Following a recent meeting of the Chamber of Commerce they had provided confirmation to the following matters.

Bollards – High Street North- They were in agreement and suggested removable bollards be considered that would enable delivery vehicles to pull off to one side and therefore not block the highway.

Nat West / Regal Road Car Parks – They approved the proposals and improved road safety on the junction with the A361 Paul Street.

Station Road – They noted the land is either in private ownership or belongs to MDC.

Christmas Lights – Confirmed that Mr Stan Blinman would also attend any future meeting.

Resolved that the matters be noted.

286. Market Place Traffic Congestion

Correspondence of a complaint to the blocking of the highway in the Market Place, which occurred for over half an hour on Thursday 21 February 2002, from Mr Reginald Jenkins a blue badge motorist received consideration.

A vehicle delivering and unloading of potatoes to the Fish & Chip shop was the reason for the blocking of the highway. Members debated this ongoing problem. The Chairman had discussed the matter with the Police at their last meeting.

Resolved that Mr Reginald Jensen's complaint be sympathetically acknowledged and also provided with an update as to existing proposals for improvements within the Town Centre and attempts to obtain rear access for deliveries to the retail units on the west side of High Street North and the Market Place.

287. Town Council Restructure

Members had received detailed proposals at the previous meeting. Councillor Shearn provided an overview as to the ideas within the proposals, which hopefully would make for a more streamlined and proactive Council. He considered the numbers of members to each portfolio to be a starting point for further consideration although he would wish to see an increase, say to a total of 6 members allocated for Collett Park. It was suggested that members should join the portfolio groups to which they have an interest, something to offer and a desire to achieve. Councillor Bartlett proposed that the restructure should in principle be adopted for a trial period of 12 months with a review after 9 months, which will commence from the AGM in May 2002. Councillor Lovell then rejoined the meeting. Councillor C.C. Inchley stated that whatever structure was in place the Council needed to be focused with clear policies as to what it wished to achieve for the Town and then place priority to those objectives and precept the monies to achieve the said objectives and goals. Councillor Champion reaffirmed that the timescale within the Municipal Year flowchart would allow for this. Councillor Lockey considered that it would require clear mandates for the portfolio groups although full Town Council will make all policies and resolves/decisions and approval of monies. Planning may well get taken away from Parish and Town Councils in any event however the new structure would allow for a speedier response to situations. Reports from the Portfolios to full Council depends on non-portfolio members reading and understanding their contents.

Resolved by a vote of 8 for, to 1 against that the Council, in principle, accept the proposed structure (as attached Appendix B) for a trial period of 12 months, with a review in 9 months from the start date of the Council AGM in May 2002.

288. Audio Taping of Full Council Meetings

Members considered proposals for audio taping of Council meetings for the purpose of assisting the Clerk to collate accurate minutes. Three tapes would be utilised in rotation and erased following approval of any minutes. This procedure would require amendments to Standing Orders and non-members to be advised at each meeting, it was however a procedure adopted by numerous other Parish and Town Council's. Several members were concerned as to what may well be the start of a slippery slope however due to the recent problems it may well assist members in acting more professionally. The Chairman informed that the draft minutes were being provided to members within a week and any discrepancies or omissions should be put through the Clerk at the earliest for agreement and amendment. Councillor Manvill was in agreement with the proposals and confirmed early provision of the draft minutes provided adequate timescale to resolve any amendments prior to the next meeting. Councillor C.C. Inchley noted that Standing Orders still provided members the right to seek amendments at the approval stage of the next meeting.

The Clerk informed members that it would assist clarification and as a back up for hard copy notes. It would also provide further support should he be absent for any emergency reason or indeed if the administrative support previously agreed was forthcoming it would provide a method of sharing the workload. Councillor Lovell considered that if it assisted the Clerk in his duties he would propose for a trial period of time that meetings are audio recorded for the purpose of the Clerk and/or his assistant to draft of Minutes of Meetings and available when required by the Chairman for consultation only.

Resolved by a vote of 8 for and 5 against that meetings are audio recorded for the purpose of the Clerk and/or his assistant drafting of Minutes to that Meeting and made available when required by the Chairman for consultation only. A suitable recorder and spare tapes be purchased at a cost of approximately £30.

289. Role of the Shepton Mallet Task Force

The existing Task Force received consideration, attending members of which were 60% Councillor with no current attendance by the general public. The organisation had little or no clout in persuasive terms and mainly repeated information and on review had achieved very little. Councillor C.C. Inchley considered the need for the Task Force to be an executive from a corporate body for the benefit of the Town.

Discussions should be opened up with MDC, the Chamber of Commerce, the Business Community and other regional agencies as a wider Task Force. Councillor Shearn indicated that it was up to the existing Task Force to decide its own future.

Resolved that the matter be noted.

290. Mendip Rural Foods Initiative

The Clerk confirmed receipt of information from Charlotte Woodford, Agricultural Development Officer MDC, which reference to provision of grants on a first come first served basis to retailers to promote and improve local people's access to local food. The Clerk had notified the Chamber of Commerce on the same day the information was received.

Resolved that the matter be noted.

291. Gypsy / Traveller Policy 2001 – Somerset County Council

A copy of SCC Gypsy / Travellers Policy 2001 was received from Mr Iain Cairn, Gypsy Liaison Officer for SCC.

Resolved that the matter be noted.

292. Brue & Axe LEAP Action Plan 3rd Annual Review

Members were informed of receipt of the above document dated 19 February 2002 along with the information that the Environment Agency had decided to draw a close to the LEAP process.

Resolved that the matter be noted.

293. Upgrade of Pedestrian Crossing – Commercial Road Traffic Lights

Information provided by Mr John Halls, Traffic Signals Unit, SCC Highways informed members of imminent improvement works to the Pedestrian Crossing identified as below standard. These works would include tactile paving and tactile units fitted below the existing push buttons to assist blind pedestrians.

Resolved that the matter be noted and works were now in progress.

294. Station Road – Footpath, Railings and Grass Embankment

Information received from Mr Tony Shire, Assistant Highway Service Manager, SCC Highways received consideration. It implied that SCC Highways did not own, had not adopted and was not responsible for the Grass Embankment, Footpath, Fence and Railings in Station Road (east) and also not responsible for the grass verge and trees alongside the highway between the Bus Shelter and Griggs rear entrance gates on the west side of Station Road. He was however carrying out further investigations and considered that they may well formally adopt the footpath only if so requested. The Clerk confirmed that on receipt of this information on the 25 February he had written to Mr Reeves of Haskins seeking his response and requesting details of any supporting evidence. MDC had post the site visit, undertaken and would continue to undertake the skirmish and de-littering of the area. Councillor Manvill was very concerned as to the large Laurel Bush on the embankment near the footpath, which left many pedestrians especially females and the elderly feeling vulnerable when using the area and in her opinion the large bush should be removed. Councillor E.F. Inchley then left the meeting. Councillor Champion considered that the Council should push very hard to get SCC to take over the whole area concerned and not just the footpath and proposed that a stiff letter be sent to SCC Highways. Councillor C.C. Inchley seconded the proposal.

Resolved by a vote of 10 for and 1 against that a strongly worded letter be sent to SCC Highways demanding that they formally take over the responsibility for the embankment, footpath and associated boundary to include the fence and railings to the east of Station Road as well as the highway verge on the west side of Station Road between the Bus Shelter and rear vehicular entrance to Griggs.

295. Proposed further Stopping Up of The Batch

Members considered a consultation and request for comment from Mr Dave Grabham, Highways Group SCC to a proposal to Stopping Up a further area of the Batch. The proposal was to sell the area to a resident in the area concerned, which would then be resurfaced with tarmac and possible used for car parking. Councillor Gardiner was happy for the area to be used as garden but not for car parking. Councillor C.C. Inchley pointed out to members that this area was indeed the only green area left in the vicinity and should be kept as same.

Resolved that the Town Council was in agreement with the Stopping Up subject to the area being left as a grass area and appropriately fenced off.

296. Collett Park Management Committee 19 February 2002

Councillor Shearn requested any comments from members following receipt of the draft minutes.

a. Presentation to Fred Davis, Parks Contractor.

Members enquired as to any planned presentation to Fred Davis following his long length of service to the Council and the Community. The Chairman reported that this was on the agenda for the next committee meeting although members were concerned as to the short timescale remaining. Several options were outlined.

Resolved that the matter be noted.

Councillors Cann, D. Gilham and O'Connor all left the meeting.

b. Wessex Water Sewerage Requisition

The Clerk provided members with an update following an invoice received from the Valuation Officer for their service for the sum of £972.90p. Following his investigation it would appear that the Council accepted part/advance payment of compensation from Wessex Water of £3100 in February 1999 but little progress had been achieved to date. Wessex Water had confirmed verbally that they would repay the Council nett of VAT for the Valuation Office charges but that as far as they were concerned the matter was now closed. The Clerk had written back to the Valuation Office requesting prior to settlement of their fees that the Council required evidence as to the full and proper valuation from this requisition, which should also include previous legal advice taken by the Council.

Resolved that the matter be noted and on hold pending a response from the Valuation Office.

c. Quadron Pre-Contracts meeting 26 February 2002

Councillor Shearn reported on the successful meeting although various outstanding information and exchanges of documentation were still outstanding but were in hand. The Clerk raised some concern as to legal advice and a Licence or Letter of Occupancy prior to allowing Quadron to occupy the depot and buildings at Park Road. It was important to clarify the arrangements and liability for services and the maintenance of buildings. Councillor C.C. Inchley considered it important that this be completed prior to letting Quadron have access irrespective of legal ownership of the area concerned.

Resolved that Councillor Treby would assist the Clerk in provision of a Licence of Letter of Occupancy being agreed and signed with the contractor prior to the 1 April 2002.

Councillor C.C. Inchley left the meeting.

297. Finance

a. Accounts for Payment by Cheque

Councillor J.M. Marsh declared a Pecuniary Interest, did not speak or vote thereon and left the room passing the Chairmanship over to Councillor Champion.

Resolved that payments made by Cheque as per Appendix "A" attached to these Minutes be approved. Cheque 1435 payable to the Valuation Office to be put on hold pending satisfactory repayment from Wessex Water and receipt of the report requested from the Valuation Office.

Councillor J.M. Marsh rejoined the meeting resuming the Chair.

b. Accounts previously paid by Direct Debit

Resolved that payments made by Direct Debit as per Appendix "A" attached to these Minutes be approved.

c. Confidential Salaries for Payment by Cheque

Resolved that the Confidential Salary Payments as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

298. External Audit 2001-2002 Update

The Clerk provided an update to both the External and Internal Audits. The Audit Commission has the statutory duty to appoint External Auditors and following interview of 10 tenders confirmation should be received in middle March setting out the Commission's formal arrangements for 2001/02. The Clerk was still investigating internal Audits as required under the new audit regime from April 2002 as it appeared this Council would not be

allowed to utilise the skills and qualifications of its members for this purpose. If this was the case then the new audit regime may well increase the cost of audit throughout the year rather than a reduction.

Resolved that the matter be noted.

299. Agenda Items for the next meeting

Town Market's.

Indoor Swimming Pool.

Councillor J.M. Marsh

Chairman

Signature _____

____ / ____ / 2002

A P P E N D I X “ A ” P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1408	Petty Cash Reimbursement	5320	Feb - Postage & Packing	£ 48.75
1426	Royal Bath & West Society	5400	Annual Subscription	£ 60.00
1427	Evercreech Building Supplies	6060	Collett Park - Playing Field Sand	£ 51.23
1428	Fred Davis	6000	Collett Park Contract - March - Final Payment	£ 1,716.67
1429	Microchipz	5300/40	Printer photo conductor/Computer Upgrade	£ 150.31
1430	Inland Revenue	5020	P.A.Y.E. Fourth Quarter 01/2	£ 1,835.76
1431	Mrs P Thomas	5090	Caretaker Duties - Nov 01 - Mar 02	£ 100.52
1432	Mr T Marsh	6300	Clock Keeper Duties - Oct 01 - Mar 02	£ 140.68
1433	Zephyr Flags & Banners	6500	American Flag - Contra Donation	£ 95.17
1434	Sterling Glass Ltd	6040	C/Park Toilets - Georgian Wire Glass	£ 62.73
1435	Valuation Office Agency	6080	C/Park Sewer Easement - Wessex Water	£ 972.90
1436	Cleanaway Ltd	6020	C/Park waste removal - 2 Inv less 2 C/notes	£ 79.32
1437	Mendip District Council	5500	Car Parking Permit - Great Ostry	£ 300.00
1438	Fred Davis	6030	Collett Park - Renewals / Repairs	£ 34.50
				£ 5,648.54
Payments by Direct Debit				
28-Jan	British Telecom	5160	Office Tel / Fax / Data lines and calls	£ 199.44
5-Feb	CGU-NU Bonus Limited	5200	General Insurance Premium (additional)	£ 281.94
20-Feb	SWEB	5140	Office Electricity Supply	£ 21.50
21-Feb	British Gas	5140	Office Gas Supply	£ 48.00
				Sub Total £ 550.88
				Total = £ 6,199.42

CONFIDENTIAL PAYMENTS				
1439	Graham H Brown	5000	Town Clerk March Salary - 2002	£ 1,069.54
1440	Ken Manship	5080	Cleaner - March Salary - 2002	£ 100.49
				Total £ 1,170.03
				Grand Total £ 7,369.45

Councillor J.M. Marsh
Chairman

Signature _____

Date _____

Councillor R.R. Champion
Vice Chairman

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 2 April 2002, in the Council Chamber, 8 Great Ostry, Shepton Mallet.

Present: Councillor Mrs J.M. Marsh - Chairman

Councillors, Mrs J.D. Bartlett, Mr R.R. Champion, Mrs D. Gilham, Mr C.C. Inchley, Mr E.F. Inchley, Mr R.J. Kerslake, Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill, Mr T.S. O'Connor, Mr N.F. Shearn and Mr, P.G. Treby. Sheila Thompson (Traffic Warden), PC Clegg (Community Beat Officer) and approximately 8 members of the general public.

300. Apologies for absence

Councillors Mr M.M. Cann, Mr D.J. Gardiner and Mr J.E. Gilham.

301. The Late H.M. The Queen Mother

The Chairman requested all members to stand for one minutes silence in respect and in memory of H.M. The Queen Mother who passed away in her sleep on Saturday 30 March 2002. One minute's silence was taken.

302. Town Centre Traffic – Sheila Thompson (Traffic Warden) PC Clegg (Community Beat Officer)

Sheila Thompson informed members of the current problems encountered on working the High Street North and Market Place area of the Town Centre. A report was submitted to Sergeant Creedy of Traffic Management at Portishead who had indeed visited the Town and informed that in his view the current traffic restriction order was un-enforceable due to the starting time of 10am. Unless a traffic warden or a police officer enforced the order each and every day, then the order was just not workable. It had not helped the situation in that the order had not been initially enforced and had also let lapse over the last 10-year period. There were no repeater signs and the Town Centre was classed in their opinion as a "Pop and Shop" area with Banks, Newsagents and a Fish & Chip Shop in the area concerned. Sheila considered that a new order should be provided with a 30 minute restriction with 6 to 8 parking bays marked out in the Market Place, two of which could be for disabled parking. Councillor Lockey, as at previous meetings asked when has it been legal to park in a pedestrian area and asked if the repeater signs would give them the authority to enforce the order. Sheila confirmed that any vehicle parked in the restricted area before 10am could stay there all day and nothing could be done to the driver / owner. PC Clegg confirmed that the Traffic Warden did not have the authority to stop moving vehicles when entering the restricted zone, this could only be undertaken by a Police Officer. Councillor Lockey also reported a recent ongoing incident where a vehicle had been left to park outside the bank within the Town Centre for over a week and this had been reported to the Police. Councillor Treby informed that a meeting of two or three parties who knew what they were talking about should be convened to sort out the situation. Councillor Champion stated that originally all parties agreed to the existing order and also enquired if other similar sized Towns were suffering the same problems as Shepton Mallet. Councillor C.C. Inchley reported that the situation appeared quite clear to him in that the existing signs appear to be legal but that the authorities were not prepared to throw enough resources at it to police it. Enforceability is all about the resources that could be provided. PC Clegg confirmed that his workload and that of the Traffic Warden had to be prioritised. Members considered the time scale for any new order once expert advice had been forthcoming. Councillor Kerslake and D. Gilham were in favour of double yellow lines subject to expert advice and the matter should be placed on the next agenda to include Little Ostry and additional Parking. Members discussed the duties of Parish Wardens in other locations and emphasised their support for the traffic warden and her attempts to enforce and work the current situation. Councillor O'Connor was very concerned that a "Pop and Shop" situation would provide even more through traffic with drivers looking for a parking space, which was the main safety issue and very dangerous. The traffic warden was asked and was able to confirm that parking tickets were not currently being issued in this area of the Town Centre due to the current situation. Councillor C.C. Inchley proposed that correspondence be sent to the Chief Constable of Avon and Somerset Constabulary requesting written confirmation that sufficient resources were not available to enforce the current order. Members considered that senior officers of the police, highways and SCC attend a special meeting to discuss the matter further.

Resolved that senior officers of Police traffic, Highways and Somerset County Council attend a special meeting with Council to consider the matter further. The Chairman thanked Sheila Thompson and PC Clegg for their attendance.

303. Open Forum

Castle Court Parking - Mr Mark Cassian informed members of deep concern by businesses and residents of Town Street and The Batch of information that a developer may be intent on purchasing some or all of the car parking spaces in Castle Court. He provided photographs of the area concerned. Several points were made which included: Why did the potential developer appear to be getting preferential treatment? Why are residents not given priority, two of which are registered disabled and still have to buy permits for non-guaranteed parking spaces. These annual permits had also increased this year from £100 to £150. The information to date had been provided from Mr Phil Grant of MDC although none of the district councillors were currently aware of any such proposal.

The Chairman acknowledged their concerns and reported that the matter was on the agenda and would be considered following open forum.

Swimming Pool – Mr David Selway thought that the swimming pool project should be put on ice at present due to the level of current rates and looked at again following year 2004. He also congratulated the Clerk on writing up the minutes relating to his details expressed during open forum at the last meeting and was very happy with the content.

Highways – Mrs Mary Reeves reported she was very unhappy with the content and outcome of the previous discussion regarding town centre parking. It appeared that no progress had been made to this matter. Mrs Reeves also raised concern as to the poor condition of the highway to Park Road especially at the Council depot end. Very dangerous ruts and holes were in situ, getting worse and something needed to be done about it. The Chairman confirmed that the Clerk would report the matter to SCC Highways

High Level of Council Rates – Mr Vince O'Reilly again expressed deep concern as to the 21% increase to this year's parish rate. From Ashwick to Wookey, Shepton Mallet had the second largest rate increase. The only people responsible were those sat around this table at present. There was no need for another swimming pool. The Chairman thanked Mr O'Reilly for his comments.

304. Minutes

The Minutes of the meeting held on the Town Council meeting held on the 5 March 2002 and the Minutes of the Planning Recommendations Committee held on the 19 March 200 were considered for accuracy and content.

Resolved that the Minutes of the Town Council Meeting held on 5 March 2002 and the Minutes of the Planning Recommendations Committee held on the 19 March 2002 were approved as a true record and signed by the Chairman.

305. Proposed Stopping Up of The Batch

The Clerk read out return correspondence from Mr Dave Grabham of SCC which confirmed and respected the Town Council wish that this area be retained as a grassed amenity area and that he had written to the applicant advising of this requirement.

Resolved that correspondence be sent in return, requesting that the area is brightened / tidied up and the grassed area protected from illegal parking.

306. Castle Court Parking Facility

Further to the comments made in open forum the Chairman requested further information, if known from District Councillors. Councillor C.C. Inchley and O'Connor reported that they were not informed at present but would certainly investigate the matter following the meeting. Councillor Lockey reported that anyone could submit proposals or planning applications for any plot of land, when submitted the application would have to go before Town and District Councils who would deal with the matter accordingly. Members discussed parking permits, rules that apply to such permits and designated places with collapsible bollards. Any selling off of parking areas would be opposed.

Resolved that Ward Councillors would investigate the matter and that the Clerk writes to MDC requesting further enforcement by their Wardens in this area. MDC are also to be requested to review the rules and policy regarding permit holders and designated spaces in this area much as had previously occurred at other sites including Rectory Road.

307. Proposed Bollards High Street North

The Clerk reported a visit by Mr Tony Shire of SCC Highways to the office where a copy of a letter dated 5 March received from Simon Collier of MDC was provided, which gave cause for concern. It appeared that Simon Collier stated that the idea of Bollards should only really be pursued as a last resort and he had

requested further information such as a copy of the existing traffic regulations to this area. This was in direct conflict with agreements reached during a meeting with Simon Collier who had expressed that it would be his top priority and funds should be available from his current regeneration budget. The meeting left the Clerk and Members in attendance at that meeting with the understanding that the project would proceed and should be complete in the early part of this current year. The Clerk reported that he had not received a copy or any further details from Simon Collier but had kept him fully informed of new information, which included confirmation of agreement by the Chamber of Commerce to the project subject to removable type bollards being used. Councillor Bartlett informed that this was a safety issue of high priority, the parking enforcement was only available for a limited time during the day period with none during the evening and Simon Collier should view the problems during the evening where pedestrians had to walk in the highway. Members viewed that the agreement should stand and the proposals go ahead.

Resolved that correspondence be sent to Simon Collier of MDC to request explanation of his reasons for not carrying through the previous agreement to proceed with the bollards to High Street North at the highest priority and the monies to be made available by MDC from his regeneration budget.

308. Town Markets

Councillor Lovell had not requested the agenda item but did inform that his visit to the market on Good Friday was excellent but wished that the agreed policy of seeing the market expanded up through the high street should be forthcoming. Councillor Treby stated that he had raised the agenda matter following a presentation by Market Initiatives Ltd (MIL) last year with plans for the expansion but as yet nothing appeared to be happening and should be followed up. Councillor Champion raised concern at unprotected electric cables trailing across pedestrian areas to certain stalls and this had been reported to the Clerk on several occasions. The Clerk confirmed that on each occasion he had telephoned the Health & Safety department in the district council, the MIL management of the markets and the responsible officer in MDC for the markets to report the matter. The stalls should be better managed and those requiring an electrical supply should be positioned adjacent and not remote from the point of supply. Members considered enquiring the legal procedure that needs adoption to expand the market into High Street North, there were indeed many positive issues to the market, which well served the Town.

Resolved that the verbal reports of the safety issues relating to the electrical cables are reconfirmed in writing either by e-mail or letter with a copy to the Health & Safety Executive. Separate correspondence to MDC to reconfirm the support by the Town Council for expansion of the market and the Councils wish to enquire both the legal position and procedures to enable the proposal to be progressed.

309. School Crossing Patrol

Councillor Champion and C.C. Inchley both declared an interest and did not speak or vote thereon. Head teacher of Shepton Mallet Infants School requested continued support to the part funding of the salary to the crossing patrol outside their school in Waterloo Road. The Town Council had provided this support for the past 6 years and Members were informed that the current patrolman Mr Edwards was to retire following the summer term although a replacement had been located. The Clerk confirmed that a budget sum of £600 was set within precept for year 02/03.

Resolved that the sum of £600 be made available for the part funding of salary for a Crossing Patrol outside Shepton Mallet Infants School in Waterloo Road.

310. Race Relation Act

The Clerk informed Members of the receipt of Guidance Notes and Codes of Practice relating to the amended race Relations Act 2000 giving public authorities a new general statutory duty to promote race equality.

Resolved that the matter be noted.

311. Government Proposals – David Heathcoat-Amory, MP. Wells.

The Clerk read correspondence received from the MP that raised concern and requested comments as to four points of latest proposals by the government.

- Green Paper relating to planning restructure on a regional basis and Parish Councils omission from the planning process.
- Quality Parish Councils and likely trouble and expense.
- Mandatory Code of Conduct, which is highly intrusive and inappropriate for Parish Councillors.
- The Countryside Agency, a non-elected quango.

Members considered and briefly debated each issue including concerns as to regionalisation and democracy. Councillor Champion raised concern as to the Green Paper which may well become law in the end and that the Town Council would not be involved in local planning issues.

Resolved that the matter be noted and Rt. Hon. David Heathcoat-Amory, MP, is thanked for bring the Councils attention to the matter.

312. Accident to Pedestrian outside St Paul's School

Councillor E.F. Inchley declared an interest and did not speak or vote thereon. Francis Butt, Head teacher reported the accident, which occurred at 3.10pm on the 7 March 2002, with a speeding vehicle striking a pedestrian with its wing mirror causing a complicated fracture to the persons arm. Action was being taken through the Police but Francis Butt was also seeking further support form the Council calling for further traffic calming measures in the area. The Clerk confirmed that an e-mail response had been sent to the School firstly informing a speedy recovery to the person or family involved and secondly to inform the School of current issues taking place which included seeking agreement, priority and funding to several proposed projects in the area. The Clerk confirmed that a copy of the letter and e-mail had already been sent to both SCC Highways and the Police on the matter.

Resolved that the matter be noted and the Clerk thanked for his quick response when first notified of the accident.

313. Code of Conduct

The Clerk explained the required procedure and timescale requested by Tracey Merrett, Monitoring Officer to MDC relating to Adoption of the Model Code of Conduct, Member's Declaration of Interest, Member's Declaration of Gifts and Hospitality received and Member's agreement to be bound by the Code. MDC recommended a block adoption date of the 1 May 2002 and required confirmation by the 12 April 2002 to enable joint advertisements to be placed for Parishes adopting the code on this date. The Clerk confirmed that any individual concerns regarding completion of forms or interpretation should be directed to Tracey Merrett or her deputy Martin Evans at MDC. Forms relating to declaration of interest and hospitality with a supporting memo had previously been sent out by the Clerk and all had to be fully completed and returned via the Clerk for block submission to MDC within 28 days of adopting the Code. The Clerk intend to formulate a list of returns only, submitted to MDC firstly as proof of submission and secondly to confirm that all members had complied. Further forms would be issued in the near future relating to Members agreement to be bound by the code, which had to be submitted within 2 months following adoption of the Code. The Chairman confirmed that members had little option other than to accept the proposed Code of Conduct. District Members also confirmed that they had to complete the forms even though they had completed the same forms previously for compliance at district level. Members discussed their concerns and difficulty with information required within the forms and the likely outcome if forms were not complete or submitted by individual members. The Clerk informed that a meeting had been arranged with Peter Lacey of SALC at the Council Offices next Monday the 8 April at 5.30pm to discuss the issues of reviewing Standing Orders taking into account the new draft from NALC of the Model Standing Orders, the Code of Conduct, the Restructure of the Town Council and the new Audit Regime all of which would be required to be in place for the Council AGM in May. It was important that members attend this meeting if at all possible to ensure that all aspect were covered.

Resolved by a unanimous vote that the Town Council adopts the Model Code of Conduct Order 2001 by the Government as set out in Statutory Instrument SI 2001/3576 as of 1 May 2002. MDC are to be informed of this resolve prior to the 12 April and requested to arrange and include the Town Council in the block public advertisement as required under the adoption procedure.

Resolved that the meeting with SALC on Monday 8 April at 5.30pm was noted and the meeting of the same date with the David Smith of the Community Council be cancelled and rearranged.

314. Code of Conduct Training

The Clerk confirmed that further chargeable training events were to be held to ensure all Members had received the appropriate training. Copies of the notes from the recent training events held at MDC were available from the Clerk.

Resolved that a copy of the training notes is to be provided to each Member of the Council.

315. Footpaths Committee Minutes of the 12 March 2002

Councillor Manvill provided a report and reconfirmed item discussed during the meeting and raised concern as to the poor attendance and apparent low interest shown by Members to this meeting.

A request was made to roll over the unused budget from 2001/02 due to the delay of the Foot & Mouth crisis. More maintenance may be required this current year to bring the footpaths back up to standard.

Resolved that the sum of £122 surplus from budget year 2001/02 is rolled over and added to the precept budget for 2002/03 making a total sum available of £402.

The Clerk reported that 4 tenders were invited to provide quotations for footpath maintenance over the next two-year period from 1 April 2002. Only three had returned prices, which were valued at inclusive hourly rate of labour, plant, consumables and travel expenses. At present no complete list of footpaths or the work frequency and content had yet been compiled however this process was presently in hand. Prices received were £15, £12 and £7 per hour and the Clerk summarised an overview of the companies or individuals who had submitted prices and the management and verification problems of engaging contractors on an hourly rate basis. The Clerk also confirmed that MDC provided £120 as agency fees for the Town Council to maintain some 15 miles of footpaths.

Resolved that the Chairman and Vice Chairman of the Footpaths Committee along with Clerk be empowered to make a decision based on the most appropriate tender.

A report was received of a considerable injury to a person using a faulty stile on a footpath going under the viaduct and concern was also raised as to the current condition of Martins Lane.

Resolved that the matter be noted.

Councillor E.F. Inchley left the meeting.

316. Collett Park Management Committee Minutes of the 19 March 2002

Councillor Shearn provided an update to the hand over of the contract and that Fred Davis had agreed to undertake further works in lieu of not cutting the grass in the final weeks due to the non-availability of grass cutting equipment. Separate cleaners were now being provided for the toilets and the female cleaner would also be looking after the aviaries and indeed was a bird keeper herself. Councillor Kerlake raised concern as to two park benches, which were broken or damaged and suggested they should receive attention. He also noted the recent high use by the public especially youths during the recent holiday period. Councillor Lockey raised the matter of a presentation to the outgoing contractor Fred Davis after nearly 20 years service. Enquires had located that a desk companion set with a suitable plaque would be the most appropriate present and that a separate presentation function should take place using the Shrubbery Hotel as a venue.

Resolved by a vote of 6 for and 3 against that the Clerk and Councillor Lockey are to arrange purchase of a suitable desk set and plaque and that a function is arranged in the Shrubbery Hotel.

The Shelter Roof presently posed a health & safety risk with loose tiles, the most recent was removed by the Clerk during a recent site meeting. The Chairman, Vice-Chairman and the Clerk had reviewed several options to repair or replace the existing roof materials and prices were now available. To strip the roof, make safe and dispose of the waste was £480, the price to repair the existing include supply of materials was also priced at £480. Further research had provided a budget price to renew with a metalised look alike tile effect product was some £5500 and to renew with plywood boarding and a hot glued 3 layer composite non-tearable felt product was £3662. Members considered the problems incurred over many years and the various options available including demolition of the structure. Further consideration was afforded as to where the funding may be obtained from externally sources for the project. Councillor O'Connor considered fundraising such as "Save Our Shelter" might be one option. Councillor Champion considered the felt product to be less liable to damage from ball sports and said that the Council should take into account how much money had been spent on this roof over the last ten-year period which may well be more than the project cost at present. Councillor Lockey suggested that the private sector should be involved and was against demolition of the structure. Councillor Bartlett stressed that something had to be done now due to the safety implications and Councillor Treby and O'Connor proposed that the repair option be carried out and then this would allow time to review the situation.

Resolved that the works for repair to the existing roof be ordered from Race Brothers for the sum of £480 plus VAT and the works put in hand at the earliest.

317. Properties Committee Minutes of the 26 March 2002

Councillor Bartlett provided an appraisal of the meeting. Members considered the matter of review and increase to allotment rents following a 12-year period without increase. Councillor C.C. Inchley considered the proposed increase to be insufficient and that the proposed investment of some £2500 for improvements was not a good investment in this respect.

Resolved that the revised annual allotment rent of £16 for a full and £9 for a half plot as from the 1 April 2003 is agreed.

Councillor Bartlett explained the procedure taken to obtain quotations for the proposed improvement works to Whitstone Road Allotment site, which was originally returned at a price of £3600, some £600 over the precept budget allowed for this project. However following negotiations with the contractor a suitable compromise had been achieved that she was very pleased with at a value of £2496, which left a sum of some £500 in the budget for further maintenance works if required throughout the coming year.

Resolved that the matter be noted.

Councillor Bartlett further expressed concern as to the progress for relocation of the Town Council offices due to the non-compliance with the Disability Act and the committee agreed to strongly recommend the use of the MDC Chamber for future monthly full Council meetings as from the 4 June 2002. The Clerk had confirmed that all dates up until May 2003 were available. Members agreed that the purpose built facility at MDC was a very good proposal. Councillor C.C. Inchley asked as to any proposals for selling of the existing offices and viewed that the property should be put on the market now although members agreed that it should be taken one step at a time and the matter should be further reviewed by the Properties Committee.

Resolved that the Town Council utilise the Chamber at MDC for all further full Council meetings as from the 4 June 2002 and that the Properties Committee further review relocation of the Town Council Offices.

Councillor D. Gilham and O'Connor both then left the meeting

318. Finance

a. Accounts for Payment by Cheque

The Clerk brought to Members attention the increase by some 10% to the Affiliation Fees for SALC now standing at a sum of some £661.12p for the year period as of 1 April 2002. Councillor C.C. Inchley raised comment that the Council should review the continued affiliation to SALC especially when legal services at the District Council could be utilised.

Resolved that the precept committee review the annual affiliation to SALC at their next meeting.

The Clerk confirmed a late payment to S.W. Lovell for plant / digger hire used to clear lake and other waste built up over a long period of time within the Park. Councillor Shearn was very pleased with the value of work undertaken against the charge of £126.02 inclusive of VAT and thanked the Clerk for his assistance in the matter.

Resolved that payments made by Cheque as per Appendix "A" attached to these Minutes be approved.

b. Accounts previously paid by Direct Debit

Resolved that payments made by Direct Debit as per Appendix "A" attached to these Minutes be approved.

c. Confidential Salaries for Payment by Cheque

Resolved that the Confidential Salary Payments as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

319. Council Insurance Renewal

The Clerk confirmed the renewal terms received from the insurance brokers and that the increase had been kept to 1.7%. Material damage and theft was £1069, Employers Liability £210, Public, Hirers Liability and Libel & Slander £1424, Trade All Risks £922, Fidelity Guarantee recently increased at the Auditors request £315, making a total premium of £3941 with interest free instalments and a possible low claims rebate included within the existing three year agreement. One claim had been processed this year valued at just over £1500.

Resolved that the Town Councils Insurance be renewed with CGU Bonus via the existing brokers at a cost of £3941 taken by monthly interest free direct debits.

320. CPRE Subscription Renewal

Minimum renewal terms were received from CPRE where an increase from £17.50 to a minimum sum of £25 received consideration. The Clerk noted that if Council's found it difficult to pay the increase then by written request this could be reduced to the existing sum of £17.50p.

Members considered the matter of subscriptions and considered that the precept committee or whatever was in its place following the restructure should review the matter of subscriptions against the concept of value for money.

Resolved that the CPRE annual subscription is renewed at the reduced value of £17.50p.

321. Governance and Accountability in Local Councils

Members considered a request by the Clerk to purchase a copy of the Practitioners Guide to the above at a cost of £9.85p. The Clerk stated that they were numerous changes within local government at present and he had been in the post some 15 months now and had received no training with the exception of a hand over period with the previous Clerk and further advised that his current workload did not allow sufficient time to review or stay on top of all these matters. Members requested that the Clerk discuss the matter with other Parish Clerks within the 5 towns area.

Resolved that the Practitioners Guide is purchased at a cost of £9.85p and the matter of Clerks Training be applied to the agenda for the next meeting.

322. New Audit Regime

The Clerk reported on details received from the Audit Commission with regard to nominated External Auditors, Moore Stephens of Bath as from April 2002, which required a proforma to be returned by Friday 3 May 2002. A timetable was also supplied relating to a range of measures and training events, which needed completion by a very tight timescale of dates. A further range of information was received applicable to the new audit regime, which included the requirement for internal audit to be formally adopted by June 2002. The Clerk suggested that a working party was required to the matter without delay. Members considered the matter of audits and costs likely to be incurred.

Resolved that the Council accept the nomination by the Audit Commission to the appointment of Moore Stephens of Bath as External Auditors for the Town Council.

Resolved that Councillor Treby review the information received relating to the new audit regime and consider the matter further with the Clerk and then to report back.

323. Local Government Pension Scheme

Members considered the Councils participation into the scheme for all full time employees. The Clerk reported on information received from SCC relating to the scheme that required "Contracting Out" of SERPS. The employee would pay a 6% of their salary and the employer (Town Council) would have to pay 9.9% in 2002, rising due to low performance of return from investments to 10.8% in 2003 and 11.7% in 2004. This would be reduced by lower percentage payments of the existing employer National Insurance by approximately 3.5% making a nett contribution by the employer (Town Council) of some 6% to 7% of the gross salary of any employees being invited to join the scheme. All Parish Councils were held in one section of the schemes funds and other members included Wells, Glastonbury, Frome and Wincanton had recently joined. A consideration was allowed within the precept for 2002/03 relating to this proposal.

Resolved that the Town Council inform SCC that they wish to join and participate in the scheme for all full time employees of the Town Council who are over 18 years of age and have completed their probation period as of 1 April 2002.

324. Indoor Swimming Pool

Councillor Lockey requested that this item be deferred until the next Planning Committee meeting due to the lateness in time and many members having had to leave the meeting.

Resolved that the matter of Indoor Swimming Pool be applied, subject to the Chairman's agreement to an early position within the agenda for the next meeting of the Planning Recommendations Committee.

325. Agenda Items for the next meeting.

Bonfires (Councillor Lockey)

Councillor R.R. Champion

Chairman

Signature _____

_____/_____/2002

A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1441	Southwood Waste Management	6160	Waste Disposal - Allotments	£ 129.25
1442	Duchy Of Cornwall - 9/01 to 3/02	6120	Land Rent - Allotments	£ 44.06
1443	Mid-Somerset Agricultural Society	6650	Grant	£ 500.00
1444	G H Brown - Repayment	5340	Audio Recorder & Tapes	£ 39.73
1445	Somerset Association of Local Councils	5400	Annual Affiliation Fee	£ 661.12
1446	The Consortium	5300	Stationery	£ 58.23
1447	Mark Parsons	6005	Garston Street Trees	£ 320.00
1448	D.L.C. Property Maintenance	6030	Repairs to C/Park Toilets	£ 88.34
1449	Fred Davis	6030 /80C/Park repairs / improvements		£ 63.10
1449	Fred Davis	6080	C/Park Improvements	£ 290.00
1452	Petty Cash Reimbursement	5320	March - Postage & Packing	£ 68.00
1453	S.W. Lovell	6080	C/ Park Plant Hire - Improvements	£ 126.02
				£ 2,387.85

Payments by Direct Debit

20-Mar	SWEB	5140	Office Electricity Supply	£ 21.50
21-Mar	British Gas	5140	Office Gas Supply	£ 48.00
				Sub Total £ 69.50

Total = £ 2,457.35

CONFIDENTIAL PAYMENTS				
1450	Graham H Brown	5000	Town Clerk April Salary - 2002	£ 1,099.18
1451	Ken Manship	5080	Cleaner - April Salary - 2002	£ 100.71
				Total £ 1,199.89
				Grand Total £ 3,657.24

Councillor J.M. Marsh
Chairman

Signature _____

Date _____

Councillor R.R. Champion
Vice Chairman

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 7 May 2002, in the Council Chamber, 8 Great Ostry, Shepton Mallet.

Present: Chairman - Councillor Mrs J.M. Marsh

Councillors Mrs J.D. Bartlett, Mr M.M. Cann, Mr R.R. Champion, Mr J.E. Gilham, Mr C.C. Inchley, Mr E.F. Inchley, Mr C.F. Lockety, Mr M. Lovell, Mrs L.A. Manvill, Mr T. S. O'Connor and Mr N. F. Shearn.

Approximately 8 members of the public in attendance.

The Chairman welcomed everyone to the meeting and reported the very sudden passing away of the late Councillor "Bob" Kerlake at his home on Monday 6 May 2002. Councillor Kerlake will be missed by all Councillors, for his hard work and also as a trusted friend and colleague who always had sound advice on Shepton matters. He had served as a Councillor for 37 years and was Chairman of the Council in 1980-1981 and 1985 – 1986. He was current Chairman of the Recreation and Amenity Committee, a founder member of both the Community Association and the Carnival Committee and his aspiration was to achieve a Community Hall for Shepton. He moved to Shepton in 1963 and became Head Teacher at Stoke St. Michael Village School. He served in the R.A.F. and having been a prisoner of war in Germany, he was active in the Royal British Legion. Only recently he celebrated his Golden Wedding, and on a personal note I will miss him greatly for his integrity, honesty and loyal support.

Councillor John Gilham also spoke in respect of the late Councillor Bob Kerlake after working alongside him for nearly 40 years in many areas of local government. He reaffirmed that Councillor Kerlake had served his country well in the service of the Royal Air Force and in many other aspects locally, which included the Towns Carnival and also the Red Cross where he supported his wife Maura over many years.

As a mark of respect a one minutes silence was observed.

1. Election of Chairman of the Council 2002-3

Councillor Bob Champion was duly nominated, proposed by Councillor Shearn and seconded by Councillor Lockety. Councillor Mark Cann was also duly nominated, proposed by Councillor J.Gilham and seconded by Councillor C.C. Inchley. A show of hands resulted in seven votes for Councillor Champion and five votes for Councillor Cann.

Resolved - Councillor Champion was elected Chairman of the Council and duly declared his acceptance of office and Chaired the rest of the meeting.

Councillor Champion thanked members, hoped he would serve them all well and that he would not make any promises other than he would serve Shepton Mallet.

2. Election of Vice-Chairman of the Council 2002-3

Councillor Judy Bartlett was the only nomination, proposed by Councillor Marsh and seconded by Councillor Manvill.

Resolved - Councillor Bartlett was elected Vice-Chairman of the Council and duly declared her acceptance of office.

3. Apologies for absence

Councillors Mr D.G. Gardiner, Mrs D. Gilham, and Mr P.G. Treby.

4. Open Forum

Youth Behaviour Mr David Selway congratulated the Chairman on his acceptance of office. He then raised concern about the lowering standards of conduct that young people in the town have today with regard to graffiti, swearing, discipline, dogs and litter and felt that something ought to be done about this matter. He suggested the Chairman visit the schools before the summer term to discuss these problems and he offered to accompany him on these visits.

Various Issues. Juliette Watchman presented a petition with 185 signatures from Townsfolk relating to the recent article in the press 'move out moaners' which she has also sent to the media. She asked about the policy and position of the Town Council regarding The Amulet, the Swimming Pool, the Skateboard Park and their commitment to the youth of the town. She pointed out there had been 480 crimes within the last four months in Shepton compared with some 200 in Wells and asked where the new CCTV cameras are? and what is the council doing apart from talking?

Mary Reeves made a plea for councillors to all work together and to stop bickering over party politics as she felt there is far too much to do and party politics should not play a part. She highlighted the point that many of the general public are now unwilling to vote for any councillors at present as they are disillusioned by the lack of commitment and action seen to date. So if you want our votes its up to you to put things right. Vandalism at the Cemetery is also an issue with the elderly being left with costs of around £200 to replace headstones and there is also an increase of vandalism in the Town. She asked the Council to please stop this happening again. The price of pitches within the Market for traders had almost doubled and this will result in a loss of the market for the Town as many traders were now considering not to return.

Mr Stride commented that the problems mentioned by David Selway was a nationwide problem and not just restricted to Shepton, therefore a successful outcome was an unknown quantity. He agreed with Juliet Watchman and asked that the complainant regarding the Amulet should also identify himself or herself.

Car Parking Charges. The Car Park charges at Regal Road had increased by some 50% from £1.50 - £2.40 overnight, causing great concern. The car parks are now empty and there is increased parking on the side of the roads, particularly in Paul Street on both sides of the highway (especially on Monday evenings). Parked vehicles make the highway very dangerous especially on the blind bend. Councillor O'Connor agreed with these concerns. Concerned was also raised as to the reasons why MDC employees were provided with free parking.

The Chairman thanked the members of the public and their concerns were noted.

5. Minutes

The Minutes of the Meeting of the Town Council held on the 2 April 2002 were considered for accuracy and content.

Resolved that the Minutes of the Town Council Meeting held on 2 April 2002 be approved as a true record and signed by the Chairman.

6. Town Centre Traffic - Update

Town Council and SCC Highways had previously agreed for the provision of Bollards to High Street North, but MDC had placed a delay on the matter requesting clarification from the Police regarding the enforcement of the existing traffic order and the problems of its ineffectiveness. However a meeting had been arranged for 16 May 2002 at 6.00pm in the Council Chamber when these issues would be discussed more thoroughly with Police Traffic Officers from Portishead, Traffic Warden Officers from Yeovil and representatives from MDC and SCC Highways. Councillor Lockey has also previously asked without answer, as to "When is it Legal to Park in a Pedestrian Area"? Several members considered that the only option was to provide double yellow lines within the area.

Resolve the following members are nominated to attend the meeting on the 16 May 2002 at 6.00pm in the Town Council Chamber - Councillor Bartlett, Champion, C.C. Inchley, Lockey, Manvill and Shearn. Councillor O'Connor apologised in advance as he was unable to attend this meeting.

7. Proposed Stopping Up of the Batch - Update

Dave Grabham from SCC Highways group has noted the Town council's rejection to this proposal and though he has not received any response from residents as yet, he did not consider that they will pursue the matter further and the Area Highway Manager (Mendip) is now unlikely to devote very much attention to the area due to the current financial climate. However there is an option for the Town Council to take over the maintenance of this area if they so wished.

Resolved that the matter be noted.

8. Castle Court Car Parking - Update

Correspondence from Mr Phil Grant, Transport Manager of MDC informed that a meeting has now been held with residents and Councillor C.C. Inchley and O'Connor. The residents stated their objections and were listened to and as a result the proposed sale would not be allowed to proceed. The matter of collapsible bollards was still under consideration.

Resolve that the matter be noted and that the Town Council would oppose any designated car park area being sold off for other purposes in the future.

9. Town Market

Correspondence from Graham Jeffs (Chief Executive) MDC, confirmed that some time ago MIL had been instructed to sort out the issue of the dangerous electricity cables and that the support for extension / expansion of the market is being followed up by research on the legal rights to do this.

Following complaints the Clerk has spoken to Brian Newman (MIL Management) who informs that there had been no increase to the rent charges for stalls on the market since 1996 and that this is controlled by the MDC Executive. MIL have a fixed cost Management Contract i.e. they just manage Markets for Mendip. MIL have just done an audit and measured each stall/area. There was no increase last year and the current increase was just 3.5%, but they are now charging for the actual size of each pitch and not per stall. Costs at Shepton are £2.50 Sq Ft, at Wells it is £3.75 Sq Ft (but these are smaller plots and therefore there is less charge overall) and in Glastonbury it has been reduced to £1.75 Sq Ft (Cinderella i.e. very poor and very few stalls). This meant some stallholders had a substantial increase from some £30 to £50. All stallholders receive receipts and the revenue is all fully audited. Members expressed concern at numerous complaints from stall-holders with reference to the increases some of which had doubled the rent payable. The Town Council would like to see the Market expand and concern was raised that the new charges would offset any motivation to increase the number and variety of stalls on the market. However it was noted that stalls that expand in size should be charged accordingly.

Resolved – that correspondence be sent to MDC informing them of the Town Councils consideration that the new charges appear unfair and excessive and that we request them to confirm their policy regarding the Market with an explanation of how they calculate the level of charges. The Town Councils support for the expansion of the Market to be reaffirmed and MDC to address this Councils concerns that these new charges will have a detrimental effect on any such initiative.

10. Local Government Standards – Code of Conduct

The Clerk confirmed that all members should have received a copy of the Local Government Standards (Code of Conduct) in the post.

Resolved - that all Members present confirmed receipt of guidance notes to the Local Government Standards – Code of Conduct.

11. Property / Assets of the Council.

Cllr. C.C. Inchley requested that as well as the Council Offices all other assets of the Council should be reviewed and considered for disposal by selling with reinvestment of funds back into other parts of the Town.

Resolved - that all assets of the Council be reviewed at the same time as the Council Offices by the Properties Portfolio and recommendations provided to full Council for further consideration.

12. Indoor Swimming Pool

Opinion was divided on the Swimming Pool issue recently resolved at the last Planning Meeting. Following a working party meeting with Councillor Champion, Lockey and Lynsey Melhuish of MDC, Mrs Melhuish confirmed that she is willing to act as Lead Officer in respect of upgrading the existing outdoor pool. She requests confirmation of the recent decision made by SMTC at a meeting on 16 April not to proceed with the Lottery Bid for a new pool but to proceed with plans to cover the existing outdoor pool. She also requested assurance that £300,000. (not £350,000. as quoted at MDC) would be available. It was also confirmed that Brothers Drinks will lay pipes for hot water and that there has been good support for this new initiative from the general public.

Appreciation was provided to Councillor Mark Cann for his efforts to date on the Lottery Bid project, however he was very disappointment at the recent decision to withdraw backing to the new indoor pool and the apparent lack of communication. This project also has great public support and it was felt to be very short sighted to pull out just prior to a decision by MDC, with a result due within the next 8-9 weeks from the Lottery regarding the project bid. He shared the frustration at the length of time it had taken. Some 5 years had elapsed attempting to achieve this £3.3 million major project, which was now very close to a decision.

It was also pointed out that regardless of the monies from SCC, MDC or the Town Council there is still a shortfall of some £140,000 that still needs to be found or promised to the Indoor Pool Project prior to submission of the bid to the Lottery.

It was pointed out that SCC were the lead authority and not MDC and that is why we have a lack of communication. It was proposed that the Town Council do not divide on this decision and agree to all work together and to look at both projects (Indoor and Existing Pool) at same time. It was also asked that a decision be made tonight to recommit to the Lottery Project, commit to the required funds and to get the bid submitted to the Lottery immediately. A proposal for the two options to run in parallel was tabled.

Resolved - by a vote of 7 For and 2 Against that the Town Council reconfirm its commitment to the Lottery Bid Project and that submission of the bid for Lottery funding takes place immediately. At the same time both MDC and the Town Council should progress with further evaluation to the upgrading of the existing outdoor pool as a second option.

13. Restructure of the Council

The working party with the Clerk provided an action plan for phased implementation of the agreed new structure of the Council. It was proposed that the new structure including the Portfolio's be put in place immediately with resolve to work under existing standing orders with additional guidance / references provided. The Clerk reported no quick fix, following a meeting with Peter Lacey of SALC there was no generic format to start with. Bespoke principles and terms of references would need to be collated and submitted to SALC for their considerations. By the end of July 2002 each Portfolio was to provide draft Terms of Reference for collation and consideration by full Council with the final stage being implemented following the October 2002 meeting of the Town Council. This would include resolve of revised Standing Orders, Terms of References and hopefully handbooks for Councillors. Some Members felt there should be some form of scrutiny in the new structure such as that at the District Council, however other Members considered this would mean some duplication and in any event all Policy and Financial decisions were to be made by full Council and this would be self-scrutinising. One Member was a little disappointed that no principles were laid out, especially after paying for consultation from SALC who have not really helped.

Resolved - by a unanimous vote that the phased action plan for implementation of the new Council structure be adopted with the timescale and supplementary Terms of Reference as "Appendix B" attached to these Minutes.

14. Election of Representatives on Council Committees & Portfolio Groups

- a. **Plans Committee** (note that they will now meet in a 3 week cycle outside of full Council). Councillor Marsh wished it recorded that in her opinion the meetings would be less effective and poorer without the attendance of District/Town Members, which was also supported by Councillor Bartlett.

Resolved All Non-District Members. However the District members were welcome to attend if and when available.

b. **Administration Portfolio**

Resolved - Councillors Bartlett, Cann, Shearn and Treby.

c. **Collett Park Portfolio**

Resolved – Councillors Bartlett, D. Gilham, Lockey, Manvill, Marsh and Shearn.

d. **Community & Leisure Portfolio**

Resolved - Councillors Gardiner, J. Gilham, C.C. Inchley, Lockey, Lovell, Manvill and O'Connor.

e. **Footpaths Portfolio**

Resolved – Councillors Gardiner, Lovell, Manvill and Shearn.

f. **Regeneration Portfolio**

Resolved - Councillors Bartlett, Cann, Gardiner, J. Gilham, C.C. Inchley, Lovell, Manvill, O'Connor and Shearn.

g. **Properties Portfolio**

Resolved – Councillors Bartlett, D. Gilham, C.C. Inchley, Lockey and Treby.

Resolved that the Clerk request nominations to any Portfolio's from any Members not present and that the Chairman and Vice-Chairman of the Council are to be ex-officio Members of all Portfolios.

15. Election of Representatives on Outside Bodies

a. MDC Area Board meetings (Parish Slot – 1 Member)

Resolved– the Chairman to nominate Member relevant to the subject matter to be considered.

b. Indoor Swimming Pool Working Group (Community & Leisure Portfolio)

Resolved – Councillor Cann.

c. Citizens Advice Bureau (Community & Leisure Portfolio)

Resolved – Councillor Cann and Champion.

d. Community Association Executive (Regeneration Portfolio)

Resolved that the matter be noted and reviewed at a later date if required.

e. Shepton in Bloom (Community & Leisure Portfolio)

Resolved - Councillor Manvill.

f. Beacon Society (Collett Park Portfolio)

Resolved – Councillor Gardiner.

g. Mendip in Bloom (Regeneration Portfolio)

Resolved – Councillor E.F. Inchley.

h. Shepton Mallet Leisure Centre (Community & Leisure Portfolio)

Resolved – Councillor Bartlett and Cann.

i. Shepton Mallet Town Twinning (Community & Leisure Portfolio)

Resolved – Councillor Treby.

j. Somerset Association of Local Councils (Administration Portfolio)

Resolved – Councillor Champion and Gardiner.

k. Tourist Information and Heritage Centre (Community & Leisure Portfolio)

Resolved – Councillor Cann and Manvill.

l. Shepton Mallet Christmas Light Committee (Regeneration Portfolio)

Resolved – Councillor J.E. Gilham.

m. Whitstone Community School Association Executive (Community & Leisure Portfolio)

Resolved – Councillor Bartlett and Manvill.

n. Hillmead Community Hall Management Committee (Community & Leisure Portfolio)

Resolved – Councillor Bartlett.

o. Heritage Society (Community & Leisure Portfolio)

Resolved - Councillor Gardiner and C.C. Inchley.

p. Chamber of Commerce (Regeneration Portfolio)

Resolved - Councillor Champion and Shearn.

q. Voluntary Action Mendip (Community & Leisure Portfolio)

Resolved - Councillor Champion.

r. Shepton Mallet Young Peoples' Centre Management Committee (Community & Leisure Portfolio)

Resolved – Councillor C.C. Inchley.

16. Register of Members Attendance at Town Council and Committee Meetings

The Clerk provided a bar type graph and list of attendances at meetings throughout the Municipal Year.

Resolved that the matter be noted and the graph as “Appendix C” are attached to these minutes.

17. Review of Tendered Bus Services in the Mendip Area 2002

Members considered a written response requested by Mr Mark Pedlar, Transport Contracts Manager, Atmos Limited by Friday 31 May 2002 to the review. The suggested changes were believed to improve the network overall. He sought views not only about the review proposals but also about services we would like to see improved, revised or introduced. A resident of Whitstone Road who was unaware of the review had requested further information on Bus Services and Routes within the Town. Members considered that any new timetable should show current maps and not outdated ones as had happened in the past.

Resolved that Councillor Gardiner further review the document and that the Clerk provide a current bus route and timetable to the resident of Whitstone Road along with information as to the review in progress.

18. Local Air Quality Management – Stage 3 Review and Assessment

Copies of the above (large document) were received from MDC and available from the Clerks Office. As a result of the findings MDC would not be declaring an Air Quality Management Area at this time.

Resolved that the matter be noted.

19. Avon & Somerset Police Authority Policing Plan 2002/03

Copies of the above were received and handed to various Members. One Member enquired if a response had yet been received from the Police regarding a breakdown of crime incidents to enable the correct allocation of resources. Members also considered that the Courts should take more action in support of the Police when the accused were brought before them.

Resolved that the matter be noted.

20. Transfer of the Title of Ownership and Deed of Trust under the Charity Commission to the museum collection of the former Shepton Mallet Urban District Council including the collections of John Phyllis.

The Clerk reported progress to date. The whole collection had been uplifted from the Town Council Offices and various other locations during last year. The majority of the collection was now on display in purpose built cabinets costing some £7000 in four locations – Somerset County Museum Service at Taunton, the Rural Life Museum at Glastonbury, the Somerset Records & Archive Service at Taunton and the Somerset Studies Library at Taunton. The Somerset Archive and Record Office at Taunton provided written notice of receipt to some of the Shepton Mallet Urban District Council records and confirmed their deposit and display at their offices in Taunton.

Three different Transfers of Title of Ownership and Deeds of Trust under the Charity Commission forms required completion, signing and return. The Clerk informed that a very small list of missing items from the original collection had been received but also raised concern that the proposed disposal list had not been submitted or received for articles, which were deemed inappropriate for further storage or display. Mrs Maureen Shearn should also be thanked for her time and patience freely given while resolving this matter

Resolved that all three documents for Transfer of Title are approved and to be signed and returned to Somerset County Museums Service. A full schedule of articles for proposed disposal is to be obtained for further consideration as previously agreed with the County Museum Service. Mrs Maureen Shearn was also to be thanked for her time and patience freely given assisting resolve of the matter.

21. Hillmead and Meadow Rise Proposed Toddler Playground and Equipment

The Clerk reported on e-mail correspondence from Mr Kevin Daws, Mendip Housing requesting the procedure to be adopted for release of monies from the Town Council allocated for the project.

The Clerk had confirmed that formal proposals and a written request would need to be submitted to the Council along with plans, costings and details of ownership, responsibilities for management, maintenance and duty of care for the equipment. Mr Daws had informed that he did not have the expertise or the time to carry out such a list of requirements. Some members considered that the monies should just be released and others considered that full details should be made available for further consideration. One Member informed that the monies were allocated for provision of play equipment only and not for commissioning or building of a playground area. Another member requested that the requirement should be fully documented prior to further consideration. The Clerk confirmed that a current precept allocation of £4650 was set aside for the project.

Resolved that Councillor Bartlett and Shearn liaise with Kevin Daws to further consider the project requirement / details and report back to Council for further consideration.

22. Roads Review Phase 2 Outcomes - SCC

Outcomes of Phase 2 of the review were provided by Mr Jeremy Callard, SCC Roads Review Manager, which were considered. Two traffic management candidate schemes were included in the local area, the A361 at Doulling and the A37 at Ston Easton.

Resolved that the matter be noted.

23. Central Somerset Access Strategy Bid – Government Decision Letter (Reasons for the decision in 2001).

Copy correspondence from SCC to Councillor Lockey from the Government Office for the South West regarding the Central Somerset Access Strategy Bid and the reasons behind their December 2001 decision letter were received and considered.

Resolved that the matter be noted.

24. Transport Investment Programme 2002-3

The Clerk informed Members as to receipt of the document, which due to availability of his time allowed only a quick glance through the document and highlight matters of a local nature. Two sections appeared applicable to the Town. Chapter 2 Towns & Villages, which identified priority to traffic safety enhancements to the Town Centre traffic signals and Paul Street pavements but there appeared no actual mention of a scheme plan, budget or timescale. Chapter 5 Safe Route to Schools, identified all four of the Towns School on a priority list for just one region of the County. The highest local priority was for Whitstone Community College, which was placed seventh on the list and above St Paul's School, which surprised and disgusted Members.

Resolved that the matter be further discussed at the Traffic and Highways meeting arranged for the 16 May 2002.

25. Local Safety Scheme – A37 Whitstone Road

Proposal to a scheme for safety improvements to Whitstone Road at Kilver Street Hill, Charlton Crossroads and Cannards Grave were received from Mr Hugh Walker, WS Atkins Taunton and received consideration. The Clerk confirmed verbally reporting back to Mr Walker and expressing the problems incurred resulting in road traffic incidents when attempting to turn to the North or South when travelling from an East / West direction.

Resolved that the matter be noted

26. Windsor Day Hospital – Proposed Closure

This agenda item was withdrawn by the Chairman with the agreement of members.

27. Bonfires

Councillor Lockey raised concern regarding criteria and current best practice advice following complaints received of pollution and nuisance caused to third parties from private bonfires and wished to consider the current legal position. A further Member raised the same concern regarding barbecues. The Clerk confirmed

that local byelaws were not now in force but that officially you could not burn any pollutants and should any smoke cause continued nuisance then action could be taken through the environment department.

Resolved that information leaflets relating to the do's and dont's of bonfires were available from MDC or the Clerks Office.

28. Town / Parish Plan

Councillor C.C. Inchley provided an update following a working party meeting with Councillor Champion, Shearn and David Smith of the Community Council. The fact-finding meeting was set around the actual mechanics of how to undertake a Town Plan. The first phase was to collate existing but current information from organisations such as MDC, SCC etc. The next was involvement and consultation of the community as a whole such as a "Planning for Real" exercise, which could be taken to geographical areas of the Town and all sections of the Community. All the information would then need collating and prioritising before involvement of the various statutory organisations to set up an "Action Plan" which would then become the Town Plan for Shepton Mallet. The working group recommended that the Town Council should proceed with its application to the Countryside Agency, through the Vital Villages Scheme for a grant towards the project at its maximum of £5000. It was very important that good communications with all external organisations were achieved and monitored to ensure duplication was kept to a minimum and that all parties were pulling in the same direction.

Resolved that application is made to the Countryside Agency, through the Vital Villages Scheme for a grant towards the Town Plan project at its maximum sum of £5000.

29. Committee Reports.

a. Minutes of the Collett Park Management Committee of the 16 April 2002.

Councillor Lockey reported that the agreed presentation to Fred Davis was now ready and the venue had been arranged for 6pm on Monday 20 May 2002 in the function room at The Bell Hotel where light refreshments would be served. Councillor Shearn then provided an appraisal of the meeting, points considered and the minutes. The Shelter Roof repair had been aborted due to further vandalism and had now been stripped of all tiles for Health & Safety reasons. Re-roofing materials would now have to be reviewed once again and several new ideas relating to economic types of materials had been forthcoming and one Member considered that a lottery bid might well be a possibility to provide funding for a quality material to re-roof of the Shelter. Members were impressed with the grass cutting by Quadron and that the park was looking very nice and tidy. Collett Day details were now well underway.

Resolved that the matters be noted. Councillor C.C. Inchley was to provide relevant documents to the Clerk regarding application for future funding bids for the re-roofing of the Shelter. The Clerk is to reaffirm arrangements with Alex Coomber regarding opening of the event.

b. Minutes of the Annual Town Meeting held on the 23 April 2002.

Resolved that the matter be noted for information purposes only.

30. Finance

a. Accounts for Payment by Cheque

Resolved that payments made by Cheque as per Appendix "A" attached to these Minutes be approved.

b. Accounts previously paid by Direct Debit

Resolved that payments made by Direct Debit as per Appendix "A" attached to these Minutes be approved.

c. Confidential Salaries for Payment by Cheque

Resolved that the Confidential Salary Payments as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

d. Grant Support – Shepton Mallet in Bloom

Resolved that £1300 is provided by way of Grant Support to this years display.

e. Additional Insurance Premium – Golden Jubilee Celebrations

The Clerk provided a written quotation received from the broker for a one off additional Insurance Premium of £105.00 for provision of the Town Council's Legal Liability for all the planned events at the Golden Jubilee Celebration event to be held on Monday 3 June 2002.

Resolved that the quotation of £105 as a one off Premium to cover the Town Council's Legal Liability for all the planned events at the Golden Jubilee Celebration event to be held on Monday 3 June 2002, be accepted.

f. Community Council Annual Subscription

The Clerk confirmed a request for a minimum annual subscription of £15 from the Community Council which had previously been included with the S.A.L.C. annual subscription.

Resolved that the annual subscription to the Community Council be renewed at £15.00.

g. Local Government Pension Scheme.

The Clerk confirmed that SCC had now accepted the Council as a Member and proposed payment of the contributions from both the employee and employer to be paid by monthly Standing Order.

Resolved that a Monthly Standing Order be instigated for payments of contributions for both the employee and employer to the Local Government Pension Scheme of SCC.

31. Additional Clerical Staff

The Clerk reported the provision of a 13-week "New Deal Placement" of Miss Alison Hall starting 30 April 2002 for 30 hours per week at no financial costs to the Town Council.

Resolved that the matter be noted and Alison be welcomed to the Council.

Councillor R.R. Champion

Chairman

Signature _____

____ / ____ / 2002

A P P E N D I X “ A ” P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1454	Wallgate Ltd	6030	C/Park Toilet Welfare Units - Repairs	£ 288.99
1455	Cleanaway Ltd	6020	C/Park Waste Disposal	£ 26.43
1456	SLCC Publications	5300	Audit Regime Information Books	£ 9.95
1457	S/Mallet Community Infants	6900	Section 137 Payment - 50% School Crossing Patrol	£ 300.00
1458	Investec (UK) Ltd	N/A	Capital transfer to Reserve Funds	£ 10,000.00
1459	Imagine	5600	Fred Davis Presentation	£ 55.09
1460	Somerset County Council	5010	Employee Pension for April / May 2002	£ 496.40
1461	Community Council of Somerset	5400	Annual Subscriptions (separate from SALC)	£ 15.00
1464	Shepton Mallet in Bloom	6550	Support by way of Grant to this years display	£ 1,300.00
1465	Petty Cash	5320/5080	Reimbursement April expenditure	£ 71.84

£ 12,563.70

Payments by Direct Debit

02-Apr	Mendip District Council	5100	Office - General Rates	£ 158.90
04-Apr	CGU Bonus	5200/6090	Insurance Premium	£ 328.62
15-Apr	Bristol Water	6010	Collett Park - Water Rates	£ 197.19
15-Apr	Bristol Water	5120	Office- Water Rates	£ 15.06
18-Apr	SWEB	5140	Office Electricity Supply	£ 30.00
22-Apr	British Gas	5140	Office Gas Supply	£ 48.00
23-Apr	Wessex Water	6010	Collett Park - Sewerage Rates	£ 244.98
25-Apr	British Telecom	5160	Office - Telephone / Fax / Data lines & calls	£ 200.26

Sub Total £ 1,223.01

Total = £ 13,786.71

CONFIDENTIAL PAYMENTS

1462	Graham H Brown	5000	Town Clerk May Salary - 2002	£ 994.04
1463	Ken Manship	5080	Cleaner - May Salary - 2002	£ 100.49

Total £ 1,094.53

Grand Total £ 14,881.24

**Councillor R.R. Champion
Chairman**

Signature _____

Date _____

**Councillor J.D. Bartlett
Vice Chairman**

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 11 June 2002, in the Council Chamber, 8 Great Ostry, Shepton Mallet.

Present: Councillor Mr R.R Champion - Chairman

Councillors, Mrs J.D. Bartlett, Mr R.R. Champion, Mr E.F. Inchley, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr N.F. Shearn and Mr, P.G. Treby. Approximately 6 members of the public and press.

The Chairman and Members expressed their deep sadness at the sudden passing away of Councillor Doreen Gilham. Members again paid tribute to her commitment and special qualities afforded to the Council, the Town and the Community over an extended period of time. Doreen was a great lady, a colourful character that was full of heart, never held a grudge, had the Town at heart and had particular passion for the countryside and its protection. Doreen was the first female Chairman of the Town Council and also Chairman of the Footpaths Committee for many years and would be sadly missed by all the community. Doreen loved the Town and the Town loved Doreen.

1. Apologies for absence

Councillors: Mr M.M. Cann, Mr D.J. Gardiner, Mr J.E. Gilham, Mr C.C. Inchley, Mr C.F. Lockey and Mr T.S. O'Connor.

2. Open Forum

Mr Stride raised several points of concern:

Issue of Parking Tickets over the Jubilee Weekend by MDC Wardens

It appeared that MDC had instructed Car Park Wardens to work the Town during the Jubilee Celebrations and was seeking confirmation of the fact, who placed the instruction, what payment was being made to the employee and how many tickets were issued during this period. He thought it disgusting that MDC should act and waste money in this manner.

The Clerk confirmed following receipt of the complaint that he had investigated the matter through Mr Phil Grant of MDC and that one warden was employed as normal on Bank Holidays to work in each of the five Towns/City. His brief was to check the ticket machines for operation and apply enforcement as required. Time was to be spent in each of the five Towns/City throughout the day. Seven tickets had been issued in Shepton Mallet over the complete Bank Holiday / Jubilee weekend period.

Town Centre Traffic Report: Dated 16 May 2002

He noted from the report that Car Parking penalty tickets previously issued in the Town Centre were null & void and wished to be informed if refunds had been made to the recipients of any such penalties.

Cancellation of Collet Park Festival – Saturday 8 2002

He wished information if the event would not now be held this year. A lot of stallholders had turned up as did the Tank. Many organisation in and outside of the Town had been involved and he thought the decision to cancel had been made prematurely. The event had been held successfully in the past in such conditions and wished to know the situation regarding compensation for charities, organisations etc which were now out of pocket due to the cancellation

3. Minutes

The Minutes of the Meeting of the Town Council held on the 7 May 2002 were considered for accuracy and content.

Resolved that the Minutes of the Town Council Meeting held on 7 May 2002 were approved as a true record and signed by the Chairman.

4. Matters arising

The Chairman requested any additional matters arising, which were not already included within the agenda and attached Portfolio Reports. They were no matters raised.

5. Minutes of the Planning Committee

Resolved that the Minutes of the Planning Recommendations Committee held on the 28 May 2002 were noted.

6. Community & Leisure Portfolio Report – Dated 6 June 2002 (Copy attached to these minutes)

Contents of the report were presented by Councillor Lovell and members noted the contents which had been previously supplied with the agenda.

Resolved that the contents of the report dated 6 June 2002 as attached to these minutes are noted and the following recommendations from the report be further considered by Council:

Item 7a Tourist Information Centre – Recommend award of support by way of Grant as precept of £1100

Item 7b Citizens Advice Bureau– Recommend award of support by way of Grant as precept of £3000

Item 7c Mendip Community Transport– Recommend award of support by way of Grant as precept of £500

Resolved that the above Grants be approved and that all the above applicants be requested to provide annual accounts and current trading information by return following receipt of the grant and updated information with any future application.

Item 8a Friends of The Samaritans - Holcombe– Recommend award of support by way of Grant of £200

Item 8b Mendip Care & Repair - Recommend award of support by way of Grant of £200

Item 8c Victim Support- Somerset Area - Recommend award of support by way of Grant of £100

Item 8d Soldiers, Sailors, Airmen and Families Assoc' - Recommend award of support by way of Grant of £100

Item 8e S/Mallet Youth Work Team-Residential Experience for Young People– - Recommend award of support by way of Grant of £75

Resolved that the above Grants be approved and that S/Mallet Youth Work Team be requested to supply information as to the total cost of their proposals for Residential Experience for Young People who are to become part of the management / consultation group for Shepton.

Item 8f Grants for Arts-Individual specialist music tuition from resident of Field farm Estate-Recommend refusal.

Item 8g Churchtown – Bodmin –Cornwall's Accessible Adventure Centre-Recommend refusal.

Resolved that the above requests for support by way of a Grant be refused in this instance.

Item 8h Setting up of “Stroke Club” from a resident of Bowlish – Recommend to set aside £100 for further consideration. The Clerk advised and read a further letter received requesting support by way of a Grant for “starting off” the project. Ongoing future costs were to be provided from subscriptions. The Council had provided further information including the contact and cost for booking of the hall in Pullen Court. Members considered the options available and other organisation that could provide support.

Resolved that two Councillors liaise directly with the applicant to provide further support and information and then approved to make a final decision in partnership with Councillor Lovell and the Clerk regarding release of some or all of the allocated funds to the applicant.

Item 11 Frome & Wells Magistrates' Courts – Campaign for Justice in Mendip

MDC seeking support of Council against threat of closure to both Magistrates' Courts. The Courts Committee have already decided that Mendip Petty Sessional Area and Sedgemoor should be dissolved and is consulting simply on timing and names of new enlarged areas. Members agreed that justice should locally dispensed by local magistrates. Recommend that Council support MDC in their campaign.

Resolved that MDC are provided with the full and unanimous support of the Town Council in their campaign against the threat of closure to Frome & Wells Magistrates' Courts.

Item 14 Sale of Section to Permit Car Park Area – Great Ostry – MDC

Members consideration the proposed sale of one section of the permit area in Great Ostry behind number 25 Town Street from Mr Phil Grant – Car Parks and Transport Manager, MDC. Members enquired as to the proposed use following the sale, which had not been informed by MDC and it was considered a key area for close proximity parking to the Town Centre.

Resolved that the Town Council resist the proposed sale subject to an investigation by a small group of Members meeting with Phil Grant and the prospective purchaser to discuss the matter further.

7. Regeneration Portfolio Report – Dated 6 June 2002 (Copy attached to these minutes)

Contents of the report were presented by the Chairman and members noted the contents which had been previously supplied with the agenda.

Resolved that the contents of the report dated 6 June 2002 and the Town Centre Traffic Meeting of the 16 May 2002 as attached to these minutes are noted and the following recommendations from the report be further considered by Council:

Item 1 Town Centre Traffic

The Chairman provided a summary of the report, which had been distributed to all Members of the Council and external parties which attended the meeting. The recommendation of the working party was that the present Traffic Regulations Orders within Great Ostry and the High Street be upgraded to include a Restricted Parking Zone for all vehicles within the area presently named. At the same time to ask that the above proposed Traffic Regulations / Order operate from 10.00Hrs – 16.00Hrs Daily, Monday – Friday of every week.

To ask MDC for extra Disabled Spaces in the Regal Road car parks area and for a 'Shop Mobility' scheme to operate within the Town Centre. Plus we ask MDC to reconsider the car parking charges with full attention given to the first hour being free. The Lockable / Removable Bollards outside The Amulet at the end of Regal Road to be reinstated and used.

The Clerk reported response from four outside parties to receipt of the report as follows:

Sgt Steve Wright (Police) Agreed with the recommendations but was not able to promise additional resources, only a reallocation of existing resources for the initial enforcement.

John Moore (Traffic Wardens) Agreed with the recommendations.

Jeff Bunting (SCC Highways) No further comments.

Simon Collier (MDC) Asked as to provision for Saturdays?

Councillor Shearn raised concern from the Chamber of Commerce that although MR Gilderthorpe at the meeting verbal agreed on the Chamber behalf to the recommendation he wish 4pm end to the restriction in lieu of the proposed 4.30pm. The Clerk confirmed that all SCC required was the exact requirement in writing from the Town Council and then they would lead in the matter which would include full consultation with all the relevant parties. Councillor Treby proposed that the Council goes with the recommendations of the working party.

Resolved by a unanimous vote to accept and approve the recommendations of the working party that the present Traffic Regulations Orders within Great Ostry and the High Street be upgraded to include a Restricted Parking Zone for all vehicles within the area presently named. At the same time to ask that the above proposed Traffic Regulations / Order operate from 10.00Hrs – 16.00Hrs Daily, Monday – Friday of every week.

Resolved to request MDC for additional Disabled Spaces in the Great Ostry / Regal Road car parks area and for a 'Shop Mobility' scheme to operate within the Town Centre. Plus we ask MDC to reconsider the car parking charges with full attention given to the first hour being free. The Lockable / Removable Bollards outside The Amulet at the end of Regal Road to be reinstated and used.

Item 5 Indoor Swimming Pool Lottery Bid Project

The Clerk confirmed a response from Paul Valentine, County Leisure Officer SCC that he was indeed the lead officer but that the lottery bid was being put together by Ruth Sindell as project leader. Ruth Sindell had also responded in writing providing full details on the Funding Implications, Funding Availability and the requirement for Ongong Revenue Funding. MDC would provide £100,000 from the sale of the existing site, Recreation Trust £20,000 donation, SCC £50,000 "In Kind" contribution to the capital cost. MDC would also provide 50% annual revenue funding up to a total of £25,000 (RPI)

The Town Council was requested to provide financial commitment in writing of the Capital Sum of £350,000 and a further provision of 50% annual revenue funding up to a total of £25,000 (RPI). Members raised concern as to the validity of the sums of money, the shortfall of the existing allocated reserve funds and the disappointment of the reduction in size and facility of the lottery project due to the low level of funding. The first floor viewing area and the learner pool had both been removed from the project due to this very reason. Councillor Lovell was for the project and proposed that the Council should proceed with the lottery bid. The majority of members opposed the annual revenue cost being directly levied on the community. The Clerk informed that there was approximately £312,000 in the reserve fund for the swimming pool project at present and he was also aware of a possible liability of some £5000 which had been previously approved for the final project plans to be drawn up. This would leave some £307,000 in the reserve fund, some £43,000 short of the required current commitment. Councillor Marsh requested a recorded vote as she was not prepared to commit the community to the ongoing revenue costs. Members debated the various decision options and the likely outcome of each

Councillor Lovell proposed that the Town Council provide the required financial commitment and this was seconded by Councillor E.F. Inchley. There were no proposals for amendments.

For the Proposal – Councillor Inchley, Lovell and Shearn.

Against the Proposal – Councillor Bartlett, Champion, Manvill and Marsh.

Abstention – Councillor Treby.

Resolved by a recorded vote of 4 For and 3 Against that the Town Council would not provide the required financial commitment of the capital sum of £350,000 and the ongoing annual revenue costs of up to a maximum of £25,000 (RPI).

8. Properties Portfolio Report – Dated 11 June 2002 (Copy attached to these minutes)

Contents of the report were presented by Councillor Bartlett and members noted the contents which had been previously supplied with the agenda.

The Shambles - Repairs to the tiles were now completed and an invoice received from Race Brothers for £26.00 plus VAT received.

Resolved to approve the payment to Race Brothers for £26.00 plus VAT.

Allotment Maintenance – Hitchen Lane – Following complaints and a written request a quotation had been received from Paul Wright (Footpath Clearance Contractor) for clearance of the footpath from the top of Hitchen Lane through the Right of Way over waste land down to the allotment site. The cost was £25.00 per cut and it was estimated that this would need cutting three times throughout each year.

Resolved to accept the quotation for £25.00 per cut from Mr Paul Wright and to order 2 cuts this current year and also to order 3 cuts (Total £75.00) for each year following at agreed scheduled periods until further notice.

9. Collett Park Portfolio Report – Dated 11 June 2002 (Copy attached to these minutes)

Contents of the report were presented by Councillor Shearn and members noted the contents which had been previously supplied with the agenda.

Item 6 Shelter Roof - Tiles now completely stripped and an invoice from Race Brothers recommended for payment at £568 plus vat. Not all the work had been completed, but an additional charge for labour and pre-cut materials, which could not now be returned to the supplier, had been included in the charges due to late cancellation of the repair work previously ordered. Options for re-roofing were being investigated by the portfolio.

Resolved that the invoice from Race Brothers for £568 plus VAT is approved for payment.

Item 20 Priority Maintenance Works within the Park –

a.	Concrete base / fix seat for the late John Haskins	£160.87p + VAT
b.	Repair and reset manhole cover by rose garden	£ 87.50p + VAT
c.	Fix grill to water inlet of lake	£ 54.50p + VAT
d.	To repair and refix panel to Bandstand	£ 42.30p + VAT
e.	Make secure uprights to Shelter	£215.00p + VAT
f.	To replace arm to See-Saw in seniors play area as per Wicksteed report	£321.19p + VAT
g.	Replace chains and swing seat as per Wicksteeds report	£ 47.61p + VAT

Councillor Shearn provided a priority and description of the above works, which had been priced and quoted by Quadron Services.

Resolved that the above quotations from Quadron Services for the total sum of £928.97 plus VAT be accepted and the works put in hand at the earliest.

Electrical Supply to the Bandstand – This matter was not included within the portfolio report but that Councillor Shearn wished to clear up the cables and pipe both at the depot and bandstand end. Cables and pipe work had been installed during a previous Wayleave agreement with Western Power. Quotation had been received from D.L.C. Property Maintenance for £637.83 plus VAT.

Resolved that the quotation for termination of the electrical supply to the Bandstand received from D.L.C. Maintenance be accepted for the sum of £637.83 plus VAT.

Item 21 – Waste Removal Skip

An additional waste skip was required to clear existing waste from the depot which was there prior to Quadrans handover and also various waste include large stones which need removal from various areas of the park. Cost are £110 + VAT.

Resolved that one waste skip is provided at a cost of £110.00 plus VAT.

Item 22 – Emergency Expenditure Budget

The Portfolio had recommended an allocation of £500 budget to expended on day-to-day maintenance and Health & Safety issues which arise within Collett Park at the discretion of the Portfolio leader or Councillor in liaison with the Clerk.

Resolved that a budget sum of £500 (within the existing Collett Park budget) be made available at the discretion of the Portfolio Leader for any other urgent Health & Safety and Day to Day repairs in the park following consultation and agreement with the Chairman or Vice Chairman of the Council and the Clerk.

Item 13 - Collett Park Festival – Councillor Shearn in liaison with the Chairman had cancelled the event for Saturday 8 June 2002 due to the current and forecasted weather and the enormous risk with the existing very wet condition of the Park. Having cancelled most parties with short notice many had indicated that they would wish to attend on a future date. Members considered it was a shame the event had been cancelled as the event was a major fund raising event for many organisations. Members were concerned at the workload to reschedule the event, which would have to be undertaken mainly by Councillor Shearn with some assistance from the Clerk. Councillor Treby offered his services if required.

Resolved that Collett Park Festival be rescheduled for Saturday July 13 2002.

Item 19 – Shepton Mallet Cemetery – Although this matter was still under consideration by the portfolio, the Clerk provided an update from Lucy Corner (Wildlife Officer MDC). Detailed proposals and plans were now received and a site visit with MDC, the Friends of the Cemetery, other interested parties and SMTC would be held hopefully on the 2 July 2002, which was still to be confirmed. Members were invited to visit the area prior to or shortly after this date as the grass areas concerned were not being mown. It was envisaged that shortly after this date the area would be rescheduled for mowing. The next portfolio meeting was not scheduled until 16 July.

Resolved that the request to visit site was noted and that the Clerk would inform all Members when the date and time of the site visit had been finalised by MDC.

10. Footpaths Portfolio Report – Dated 11 June 2002 (Copy attached to these minutes)

Contents of the report were presented by Councillor Manvill and members noted the contents which has been previously supplied with the agenda.

Item 15a Footpath Maintenance - Invoice submitted by Paul Wright for 4 footpath clearances at a total of £49, recommended for payment as the works had been completed satisfactory.

Resolved that the payment of £49 for clearance of Footpaths from Mr Paul Wright is approved.

11. Administration Portfolio Report – Dated 11 June 2002 (Copy attached to these minutes)

Contents of the report were presented by the Clerk and members noted the contents which had been previously supplied with the agenda.

Item 1a New Audit Regime – The Clerk provided an appraisal of information obtained during a training evening with SALC on the 23 May. This included a requirement for members increased involvement and awareness of the Councils financial affairs. The fixed external auditor fees was for a preset amount of, with additional work if required being charged at commercial rates. The external audit would now be carried out remotely in the first instance and that this required completion of documents, which also required explanation of any differentials in relation to previous years. This would increase the Clerks workload at this busy time of year and there was also a plan to reduce the period for the audit to be undertaken from the year-end back to a date as near as the end of June.

Resolved that the matter be noted.

Item 1b External Audit Procedure - The Clerk reported the requirement for Internal Audit under the 1996 Financial Regulations and that the new Audit Regime required a return form completed by the Internal Audit to be sent to the External Auditor. This required included the year ending 31 march 2002. The Clerk in liaison with

Councillor Treby and SALC had identified the requirement for independent internal audit personnel to be used. A quotation had been received to undertake this work from the previous Clerk Brian White and also separate Audit Services.

Resolved that the services of Brian White be contracted at a cost of £12.50p per hour with a total hours of 8, total cost of £100.00p for each financial year period. The time could be utilised as 2 x 4 hour sessions (twice per year) or 4 x 2 hour sessions (one each quarter). The Internal Audit for 2001/2002 was to be carried out immediately in retrospect to enable completion of the Audit Return and Internal Audits then programmed with the Clerk for the current and ongoing financial years.

Item 2 – Code of Conduct

Declaration of Interests – The Clerk confirmed that all Town Council members had submitted their declarations and these were confirmed as received by the monitoring officer at MDC.

Guidance on Standards Committees - Copy of “Guidance on Standards Committees” and video entitled “The Code to protect you” received from The Standards Board of England were now available from the Clerks office.

Members Agreement to Observe the Code - Forms sent to all members for Agreement to observe the Code were to be returned to the Clerk for batching to MDC. Ten were still outstanding.

Indemnities for Members – The Clerk reported information from SALC, which confirmed that it was unlawful for any Council to pay for an insurance against legal cost incurred under actions with reference to the Code of Conduct. Members were advised that cover may well be available under their personal Household Policy or they should make enquiries through their own personal insurers.

Resolved that the four matters raised under Item 2a – Code of Conduct are all noted.

Annual Town Meeting – The Clerk had received early request to book the Salvation Army’s Rooms for next years Annual Town Meeting programmed for 7pm Tuesday 22 April 2003.

Resolved that the Salvation Army’s Rooms are pre-booked for next years Annual Town Meeting programmed for 7pm Tuesday 22 April 2003.

Item 3 Museum Collection / John Phyllis – The Clerk confirmed the procedure for finalisation of transfer of the artefacts. The comprehensive lists as requested would be available shortly from Dennis Parsons which would include:

- 1 Complete list of the original inventory
- 2 List of what was missing from the original inventory
- 3 Confirmation of what has been kept and being displayed (four locations & transfers already signed)
- 4 Proposed list for disposal

The proposed disposal list, once agreed by SMTC would then go to a consultation panel of experts to which SMTC would be invite and then and only then would the items of the list be agreed for disposal. At the same time the type of disposal would be also agreed (ie return to SMTC – sale - gift – destroy etc).

Resolved that the matter be noted.

Item 5 Town Council Vacancies – The Clerk in consultation with the Electoral Registration Officer (ERO) at MDC confirmed the procedure due to the two present vacancies for Town Councillors. Notice had been posted today that required 14 working days to transpire. If within that time 10 or more electors had given written notice to the ERO that they required an election, then this would be carried out. Both wards were involved and likely costs were in the region of £2000. Failing this criteria the Council could then take up the Co-Option method to fill the vacancies.

Resolved that the matter be noted.

Item 6 Distribution of Agenda, Minutes and Portfolio Reports – The Clerk explained the revised draft issue and distribution of the above documents as follows:

Full Council Minutes – Draft asap following the meeting to members only (these will not be reprinted/reissued)
Draft will also go out to external bodies with the next agenda

Planning Committee Minutes – As above and to all Members.

Portfolio Reports – Draft asap following the meeting to Portfolio members and the Chairman / Vice Chairman of the Council only – these are working documents and further copies will be supplied to all Council members and exterior bodies with the next Full Council Agenda. (Please note to keep these reports as they will not be reissued with the next draft minutes of the Full Council.

Distribution Listing – The Clerk is presently reviewing the existing list to external bodies. Some have indicated they do not want full sets and there may be valid organisations that are being missed totally at the moment, especially as far as the Portfolio's are concerned.

Resolved that the matter be noted and the Clerk to provide files for each Member to file copies of all Minutes and Reports.

12. Finance

a. Accounts for Payment by Cheque

Resolved that payments made by Cheque as per Appendix "A" attached to these Minutes be approved.

b. Accounts previously paid by Direct Debit

Resolved that payments made by Direct Debit as per Appendix "A" attached to these Minutes be approved.

c. Confidential Salaries for Payment by Cheque

Resolved that the Confidential Salary Payments as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

13. Financial Statements and Final Accounts for Year Ending 31 March 2002 (Previously provided with the agenda)

The Clerk thanked Councillor Shearn & Treby for their assistance in the finalisation of the Accounts.

Resolved that the Financial Statements relating to Income & Expenditure, Balance Sheet and Final Accounts for Year Ending 31 March 2002 be approved and signed by the Chairman.

14. Agenda Matters for the Next Meeting

No Matters were raised.

Business being completed the Chairman closed the meeting at 2030hrs.

Councillor R.R. Champion

Chairman

Signature _____

____ / ____ / 2002

A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1466	Cleanaway	6020	C/Park Waste Disposal	£ 8.81
1467	SALC	5300	Audit Regime Training - Clerk	£ 10.00
1468	Quadron Services Ltd	6000-05	C/Park Ground Care Contract - April	£ 2,254.57
1469	Race Brother	Cont'-6250	C/Park Shelter Roof + Shambles Tiles	£ 697.95
1470	D.L.C. Property Maintenance	6030	C/Park Toilet & Exterior Lights	£ 246.22
1471	Selstar Fireworks	5600	Jubilee Firework Display - Deposit	£ 176.25
1472	Wicksteed Leisure	6090	C/Park Playequipment Safety Inspection	£ 64.63
1473	Jacksons Fencing	6070	C/Park Fencing Stakes	£ 88.83
1474	The Consortium	5300	Office Stationery	£ 146.96
1475	SSAFA Forces Help	6650	General Grants	£ 100.00
1476	Victim Support	6650	General Grants	£ 100.00
1477	Friends of the Samaritans	6650	General Grants	£ 200.00
1478	Mendip Community Transport	6680	Grant	£ 500.00
1479	Mid Somerset CAB	6670	Grant	£ 3,000.00
1480	Shepton Mallet TIC + Heritage Centre	6660	Grant	£ 1,100.00
1481	Mendip Care + Repair	6650	General Grants	£ 200.00
1482	Shepton Mallet Youth Work Team	6650	General Grants	£ 75.00
1483	Selstar Fireworks	5600	Jubilee Firework Display - Balance	£ 1,586.25
1486	Cash	5320	Petty Cash - Reimbursement (May)	£ 65.68
1487	Mr R R Champion	5550	Chairmans Allowance - 50%	£ 480.00
1488	Mr G H Brown	5080	Repayment - Replacement Vacuum Argos	£ 49.00
1489	Mr Paul Wright	6200	Footpath Clearance	£ 49.00
1490	Microchipz	5300	Printer - Toner Drum & Toner Cartridge	£ 139.31
1491	Cleanaway	6020	Collett Park - Waste Disposal	£ 17.62

£ 11,356.08

Payments by Direct Debit

01-May	Mendip District Council	5100	Office - General Rates	£ 162.00
02-May	Wessex Water	5120	Office - Sewerage Rates	£ 22.52
07-May	CGU Bonus	5200/6090	Insurance Premium	£ 328.41
20-May	SWEB	5140	Office Electricity Supply	£ 30.00
21-May	British Gas	5140	Office Gas Supply	£ 25.00
22-May	C.P.R.E.	5400	Annual Subscription - Reduced Rate	£ 17.50

Sub Total £ 585.43

Total = £ 11,941.51

CONFIDENTIAL PAYMENTS

1484	Graham H Brown	5000	Town Clerk June Salary - 2002	£ 1,052.96
1485	Ken Manship	5080	Cleaner - June Salary - 2002	£ 100.49

Total £ 1,153.45

Grand Total £ 13,094.96

**Councillor R.R. Champion
Chairman**

Signature_____

Date_____

**Councillor J.D. Bartlett
Vice Chairman**

Signature_____

Date_____



Minutes of the Meeting of the Shepton Mallet Town Council held on 2 July 2002, in Mendip District Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Councillor Mr R.R Champion - Chairman

Councillors, Mrs J.D. Bartlett, Mr M.M. Cann (late), Mr J.E. Gilham, Mr C.C. Inchley, Mr E.F. Inchley (late), Mr C.F. Lockety, Mr M. Lovell, Mrs L.A. Manvill, Mr T.S. O'Connor, Mr N.F. Shearn and Mr, P.G. Treby.
Approximately 19 members of the public and press.

15. Apologies for absence

Councillors: Mrs J.M. Marsh

16. Emergency Procedures

The Chairman confirmed safety procedures to be adopted in event of an emergency including exit points and assembly areas.

17. Hillmead & Meadow Rise Playarea

With the agreement of Members the Chairman brought this item forward from the agenda due to residents of the area concerned being in attendance with young families.

Councillor Lovell, Portfolio Holder presented the matter. Councillor Shearn and Bartlett had previous resolve from Council to work with Kevin Daws to agree the requirement and provide costings to Council. Members agreed the budget allocation of £4650, that much improvement had already been attained in the hall area, that the project should be fully supported by Council and that the Residents Association are to be congratulated on their achievements to date. A newsletter handout outlining this progress and current activities was provided to all members by the Residents association. Match funding by MDC had been within the original proposals but this revenue was no longer available due to the sale of the housing stock, however other improvements such as the decoration of the hall and carpet, which had already received financial support from MDC.

A member proposed that Standing Orders be suspended to enable members of the Resident association to speak on the matter. This was agreed by all members. **Resolved:** That Standing Orders be suspended.

One member of the Residents Associated confirmed the need for the playarea and the enhancement and facility that it would bring to the community. The Chairman thanked the speaker and confirmed that Standing Orders was now reinstated.

Councillor Shearn confirmed a quotation for Wetpour Safety Surfacing at £1463.03 plus VAT, that he had a list of required play equipment at approximately £1100 but that further work was required to the play area which included repairs to fencing and safety matting to protect users against an adjacent stone wall. Several members proposed that the budget sum already allocated be confirmed and that the known expenditure be authorised.

Resolve: by a unanimous vote that the budget sum of £4650 is allocated to this project and that known costs applicable to the project be authorised up to but not to exceed the budget sum allocated.

18. Enhancement of Wildlife Value at Shepton Mallet Cemetery - Presentation and suggestions from Lucy Corner, Wildlife Officer MDC.

Lucy Corner provided a 20 minute presentation which included overhead images and handouts / map relating to a consultation exercise and suggestions to provide feedback for proposals to be agreed for the long term management of all areas of the Cemetery. Certain areas of the grassland had not been mown for several months as a trial to identify the existing Wildlife Value of these areas. The presentation included the existing Wildlife Value, which was species rich with flowering grass, suggestions for enhancement of that value and provision of information and community involvement. A site meeting had taken place with all interested parties earlier in the day on site. Lucy Corner confirmed that she had received positive as well as negative feedback to date and welcomed further suggestions.

Open Forum on the Matter – The Chairman invited speakers from members of the public and Friends of the Cemetery. Mary Reeves reported on their recent AGM, which had a large portion of the meeting set aside to consider this matter. No members were in favour of the proposals, which was confirmed later at the meeting by a unanimous vote that no one liked or wanted the proposals.

The Friends were not happy with the proposals and if such proposals were put forward for Collett Park there would be an uproar from the community. Mrs B Halsey stated that the proposals were no credit to people who were trying to put Shepton as an example to others.

Members enquired "Why the Cemetery", other areas could be used such as Goldhill, The Meadows and Barren Down fields, which had much the same wildlife values and were unlikely to be intensively farm. Members were not happy with the proposals and stated that it made the Cemetery look untidy. If at all designated areas should be clearly demarked and more formal. Concern was raised as to Health & Safety issues such as trip hazards where obstacles such as edges and steps were hidden by the long grassland. Perhaps a way forward could be found as a compromise with a pilot scheme in certain areas.

Councillor E.F. Inchley declared an interest and did not speak or vote thereon. Councillor C.C. Inchley confirmed that following consultation with MDC Monitoring Officer that he was advised that there was no requirement for him to declare an interest.

The Chairman thanked members of the public for their comments, which were noted. Members then debated the matter. One member stated that the Friends do a very good job within the Cemetery and we should listen to them carefully. Entrances around the Chapels and the main driveway's should be kept mown at all times. Perhaps some areas against the Southern wall and maybe the North/eastern end of the Cemetery could be used but the remainder should be maintained to a very high standard. Lucy Corner was requested, and confirmed that the area did not contain any protected species therefore there was no lawful reason for not continuing to mow the grassland. One member suggested that consultation should go on and the Town Council should not close the door on the matter.

Resolved: by a vote of 9 for and 1 against that two areas may well be suitable, Area 5 on the map but made smaller, Area 4 on the map, but at the top end of this area only. The remainder of the Cemetery should be maintained to a very high standard. MDC should consult and liaise further with the Friends of the Cemetery with whom agreement must be a key factor.

The Chairman thanked Lucy Corner for her presentation on the matter.

19. Open Forum

Maintainance of Footpath & Undergrowth to Station Road

Mr Stride stated that it appeared the matter had run into a dead end. One of the residents had now cut back some of the brambles and long grass to allow pedestrians to walk on the footpath. What the Council should be doing was to locate the owners, ask them first to action and if not failing same that the Council should do the work and send the owners the bill.

The Chairman thanked and noted Mr Stride for his comments

20. Minutes

The Minutes of the Meeting of the Town Council held on the 11 June 2002 were considered for accuracy and content.

Indoor Swimming Pool Project – One member raised concern that an illegal decision may well have been made on this matter. All Council's had the six-month rule and proposed that the Council re-affirm its previous decision.

Resolve: that the matter be discussed under matters arising.

Resolved that the Minutes of the Town Council Meeting held on 11 June 2002 were approved as a true record and signed by the Chairman.

21. Matters arising

The Chairman requested any additional matters arising, which were not already included within the agenda and attached Portfolio Reports.

Indoor Swimming Pool Project – Councillor Lovell as Portfolio Holder explained that situation at the previous meeting and that in his opinion the procedure was correct although his position was well known that he was in favour of the project to go ahead. At the end of the day the consideration was why should Shepton Mallet have to pay towards the upkeep of their own pool when no one else in the District had to. At the previous meeting the Council was being asked quite specifically for £350, 000 Capital sum and ongoing Revenue of up to a maximum of £25,000 which was indexed by the RPI. Councillor Cann stated that the figures were in front of Council over the last 3 or 4 years both in the Capital Requirement and the ongoing Revenue Funding.

Councillor Gilham proposed that the Council re-affirm its previous decision made the month before last, in the knowledge that the correct facts and figures were known. If the lottery bid fails then it would not be at the Town Councils making. As considerable time and money had gone into the project it would be reckless to make any other decision. The Town Council actions had meant that the Lottery Bid could not be submitted.

Councillor Lockey raised concern that the project was not delivering its promise for the people of Shepton being a State of the Art, Top of the Range facility. They were promised a 6 lane pool with viewing area and learner pool, this had now been reduced to a 4 lane both with no viewing area or learner pool. Councillor Cann stated that the pool would be up to standard but that the cost had to be taken into account and that we had to be realistic. Members were still concerned as to why Shepton Mallet should contribute more for its leisure facilities than any other Mendip Town. Further concern was raised as to the validity of the figures in any event.

Councillor O'Connor felt very saddened and stated that the Council should conduct its business in a proper way and why did the Council reconsider the matter. The Chairman requested that the matter be adjourned until the September meeting when further advice could be obtained. The Clerk was requested to clarify the situation and did so, in that he was at a disadvantage with no current mandate for the 6-month ruling and no full copy of the Model Standing Orders. The advice from Peter Lacey of SALC was that the 6-month rule was not a statute part of the Model Standing Orders. The Clerk having checked the minutes in 1991, when it was adopted by the Council, could locate no written reference to the 6-month rule. Council was aware that the re-write of Standing Orders incorporating the Code of Conduct was due imminently from NALC.

Councillor Gilham proposed and Councillor C. Inchley seconded that the Council re-affirm its previous decision to support of the submission of the Shepton Mallet Swimming Pool Lottery Bid with a Capital Sum of £350,000 and also an annual revenue support sum up to a maximum of £25,000 (RPI). At the same time the Council to twin track its investigation into feasibility and costings for covering / refurbishment of the existing outdoor pool. A recorded vote was requested.

Resolve: by a recorded vote of 8 For and 4 Against that the Council support the submission of the Shepton Mallet Swimming Pool Lottery Bid with a financial commitment to a Capital Sum of £350,000 and also an annual Revenue Support sum of up to a maximum of £25,000 (RPI). At the same time the Council to twin track its investigation into feasibility and costings for covering / refurbishment of the existing outdoor pool.

Vote For Cann, Gilham, C. Inchley, F. Inchley, Lovell, O'Connor, Shearn and Treby.
Vote Against Bartlett, Champion, Lockey and Manvill.

22. Area Board MDC – Parish Slot

The Chairman requested any matters, which required putting to the next meeting of the Area Board at MDC.

Resolve: that there were no matters.

23. Minutes of the Planning Committee

Resolved that the Minutes of the Planning Recommendations Committee held on the 18 June 2002 were noted.

24. Community & Leisure Portfolio Report – Dated 27 June 2002 (Copy attached to these minutes)

The report were presented by Councillor Lovell and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Community & Leisure Portfolio Report – Dated 6 June 2002 as attached to these Minutes are noted.

Item 3 - General Grants of Support – Criteria, Application Form and Procedure - Members were informed that MDC had reviewed their grants procedure and a copy of the details and service level agreement was received from Stuart Cave for further reference and consideration. Councillor C. Inchley had provided draft Grants Criteria and Application Form for further consideration by the Portfolio Holder. Councillor Lovell was quite happy for this to come straight to Council and he was also happy with both the Criteria and Application Form. One member had seen a copy of the proposals and thought it too in depth for the sums of money being considered. Councillor Lovell was still happy to recommend immediate acceptance and to see if it worked and any amendments could be made at a later date.

Resolve: that the Grants Criteria and Application forms as attached as Appendix “B” to these Minutes be approved and instigated with immediate effect.

Item 4a – Meeting with Police – The Chairman confirmed a meeting with the Police, which occurred during the build up to Pilton Pop Festival when new resources would be available in the Town. With 3 new constables from

training school, the beat in Shepton Mallet was now up to strength. He again confirmed that these were open meetings and that all members were invited to attend. The Clerk updated members with the latest arrest figures for the Town for the month of May 2002. These were 5 x Theft – 6 x Criminal Damage – 3 x Assaults – 3 x Drink / Drive – 7 x Public Disorder and 5 x Others.

Resolve: that the matter be noted with the next meeting programmed for 17 July 2002 at 3pm.

Item 5 - Review of Tendered Bus Services in Mendip Area – This matter was still under review and should go back to the Portfolio for further discussion.

Resolve: that the matter be noted.

Item 7 – Sale of Section to Permit Car Park Area – Great Ostry – MDC

Site meeting had now taken place with Phil Grant MDC, the prospective purchaser and SMTC. Members who attended the meeting were concerned as to the loss of 2 parking spaces and a further area. Although they were informed to the contrary it would appear that little or no consultation had been forthcoming to residents and businesses in the locality. A planning application may also follow shortly for a garage to be built on the area concerned. Members considered that no area of the car parks should be sold off, especially so close to the Town Centre. Councillor Lockey raised concern as to 4 abandoned vehicles within this permit area.

Resolve: by a vote of 8 For, 0 Against with Councillor O'Connor Abstaining that the Council Object to the proposals and the matter of selling off car park land within the Town be further considered by the Portfolio with a view to provision of recommendations and policy to Council.

Item 11 – Twinning Association – Provision of Town Flag for Twinning Partner (Misburg)

Although this matter had not been considered at Portfolio level, there was some urgency to the matter following a request from our Misburg partners who wished to fly our flag during International Week. Councillor Treby had obtained a price of £325 plus VAT from Zephyr Flags.

Resolve: by a vote of 8 For and 0 Against that a Shepton Mallet Town Flag is supplied to the Twinning Association for presentation on behalf of the Town Council on a reciprocal basis to the Town of Misburg at a cost of £325 plus VAT with the monies being expended from the Civic Duties and Activities Budget. The reciprocal supply of a Misburg Town Flag to enable the flying of their flag during their visits or International Week is requested.

25. Regeneration Portfolio Report – Dated 27 June 2002 (Copy attached to these minutes)

The report were presented by Councillor Chris Inchley and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Regeneration Portfolio Report – Dated 6 June 2002 as attached to these Minutes are noted.

Item 3 - Heritage Economic Regeneration Scheme (HERS) – Round 5 – Shepton Mallet Preliminary Bid –

Derek Seward had provided a good clear presentation on the proposals to which a written report had been distributed to all members previously. Recommendation from the Portfolio was that Mr Seward would keep SMTC informed and in the interim SMTC should consider if it wishes to be involved, what its aspiration of the scheme were, what it wanted from participation in the scheme and the level of funding that it was prepared to put forward as part of the match funding requirement. Councillor C. Inchley & Lockey were already on the District working group. SMTC would be required to provide these details during September and consideration could then be taken as to any such requirement from next years Precept.

Resolve: that the matter be noted and that the Town Council support MDC in the HERS Preliminary Bid for Shepton Mallet.

Item 7 - Town Market – Review of Stall Charges – The Portfolio Leader is still investigating the matter with MDC following review of the document. The document talks about charges per square feet which is the major change, however he was concerned as to monitoring of the numbers of stalls and how MDC were to achieve their goal of increasing the numbers of stalls by some 25%. The Market is now under the monitoring of Terry Leach of MDC who is aware of the complaints regarding electric cables and is dealing with.

Resolve: that the matter be noted and the Portfolio to report when further information is available.

Item 9 – Norah Fry Hospital Site – A member requested update on the matter, which was still alive although very little had been heard from those representing the proposed purchasers. There appeared to be a rodent problem in the area at present. No other information was available at present but that the Portfolio Holder at MDC is Stephen Harrison.

Resolve: that the matter be noted.

Item 12 - Town / Parish Plan – Draft information had been collated which included a description of the Town, and statistical information which had been submitted to David Smith of the Community Council for his comments prior to submission of the bid for grant funding under the Vital Villages Scheme. When David Smith has responded, details would be distributed to all members for final comments prior to submission of the bid.

Resolve: that the matter be noted.

Item 13 - Housing Strategy 2002 – 2005/6 - The Draft Consultation document received from Kay Topazio, Housing Strategy Officer MDC, had been reviewed and returned by Councillor Chris Inchley. Overall the document was satisfactory but that additional comments had been made especially with the current rise in house prices within the Town and the growing need for social and affordable housing to get first time buyers onto the housing ladder. There was also a need to review the housing allocation procedure to ensure that tenants had greater input.

Resolve: that the matter be noted.

Item 14 - Mendip District Local Plan – Proposed Modifications – Councillor Chris Inchley had reviewed the document and recommended a response was not required. Most of the SMTC provision had been agreed with which included Lamberts Hill. Town Lane however had gone against SMTC decision.

Resolve: that the matter be noted.

Item 15 – CCTV - Update received from Jenny Davis, MDC. Work progressing at Wells to enable Shepton Mallet's system to be operational by October and there should be no further reason for delay. Representatives from each location would be required shortly to form policy and agreements for financial charge as soon as the system was in place.

Resolve: that the matter be noted and further updated requested to confirm that hardware had been upgraded which included lengthening some wall brackets to gain additional coverage and also to ascertain the progress to the new locations where additional camera fitment had already been agreed.

26. Properties Portfolio Report – Dated 27 June 2002 (Copy attached to these minutes)

The report were presented by Councillor Treby and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Properties Portfolio Report – Dated 11 June 2002 as attached to these Minutes are noted.

Item 7b - Great Ostry Offices – Councillor Treby confirmed that the Portfolio had discussed the current use and users of the building and the Statute Law relating to Health & Safety & DDA Compliance. The current condition of the housing market was also taken into account, and that a strong recommendation is submitted to full Council to put the property on the open market with one local agent with immediate effect.

Resolve: by a vote of 10 For and 2 Against that the property, Town Council Offices, 8 Great Ostry, is put on the open market for freehold sale with one local agent with immediate effect.

27. Collett Park Portfolio Report – Dated 27 June 2002 (Copy attached to these minutes)

The report were presented by Councillor Shearn and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Collett Park Portfolio Report – Dated 11 June 2002 as attached to these Minutes are noted.

Item 4 – Play Equipment - Councillor Shearn reported further damage to the existing safety surface and several holes were now being repaired. Councillor Chris Inchley asked for progress report to the safety inspection reports from Wicksteeds and that the Portfolio should look at this as their top priority. Much of the existing equipment was nearing the end of its life and outdated. External funding sources should be utilised including MDC to fund replacement and upgrading.

Resolve: that the matter be noted.

Councillor E.F. Inchley then left the meeting.

28. Footpaths Portfolio Report – Dated 27 June 2002 (Copy attached to these minutes)

The report were presented by Councillor Manvill and members noted the contents which has been previously supplied with the agenda.

Resolve: that the Footpaths Portfolio Report – Dated 11 June 2002 as attached to these Minutes are noted.

29. Administration Portfolio Report – Dated 27 June 2002 (Copy attached to these minutes)

The report were presented by Councillor Treby and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Administration Portfolio Report – Dated 11 June 2002 as attached to these Minutes are noted.

Item 4 - Terms of Reference - Councillor Treby would liaise with the Clerk to provide a draft basis for this portfolio and that the Chairman of the Council should consider that a working party meeting, consisting of each Portfolio Holder and Deputy be arranged to start drafting details.

Resolve: that Councillor Treby work with the Clerk to draft Terms of Reference for the Administration Portfolio and that the Chairman of the Council with the Clerk, are to arrange a working party meeting, consisting of each Portfolio Holder and Deputy to start drafting further details for all Portfolio's. Meeting confirmed as Tuesday 23 July 2002 at 7pm.

Item 6b - Local investigation and determination of misconduct allegations. This document was still with Councillor Bartlett for review.

Resolve: that the matter be noted.

Item 7 - Casual Vacancies for Town Councillors. The Clerk confirmed the first phase procedure was completed and that the Co-option method was now open to Council. The Co-option method was discussed applicable to both vacancies.

Resolve: that the Clerk provide copies of the Co-option procedure to all members. Candidates should be proposed prior to the September meeting of the Council where the matter would be considered and hopefully resolved. The Clerk confirmed that any newly elected / co-opted Councillor would need to sign declarations and agreements prior to taking their seat on Council.

Item 8 - Annual Town Meeting 7pm Wednesday 23 April 2003. Recommended that Sonia Pike of the Citizens Advice Bureau is requested to provide a presentation on the CAB at the next Annual Town Meeting programmed for the Wednesday 23 April 2003.

Resolve: that the Council was in agreement and that matter be confirmed.

Item 10 - Museum Collection / John Phyllis – Following a response from Somerset County Museums Service the Clerk and his assistant had reviewed the documentation. No original inventory was available but considerable work had been done previously by the late Mrs Hilda Haggie and Mrs Maureen Shearn and an inventory had now been collated. Two recommendations were provided to Council from the Portfolio.

1 - That any further items considered for transfer, held by the Town Council and thought to be of value such as the painting "Single Stick" should be valued prior to further consideration by Council.

Resolve: that this recommendation be agreed and that the Clerk identify items of value and arrange for the appropriate valuation and report back to the Portfolio.

2 - The Portfolio recommended that the List for Disposal, numbering 1,247 items be agreed subject to Town Council representation on the Disposal Panel along with other experts to agree the disposal arrangements. Any monies raised from disposal by way of sale should earmark the proceeds from any sale to be awarded to SC Museum Service to go towards the maintenance and upkeep of the transferred Museum/John Phyllis Collection.

Resolve: that this recommendation be agreed and that Mrs Maureen Shearn is requested to assist and work with the Chairman of the Council to oversee the List and Procedure of Disposal items as per the policy of SC Museums Service and to report back to Council.

Item 11 - Town Council Assets - Valuation and condition report on Assets especially Paintings – Now that the Assets Register had been compiled the Portfolio provided strong recommendation that a valuation and condition report on identified assets of value such as the Oil Paintings be established to enable further consideration in either their display, storage or disposal.

Resolve: that the Clerk identify items from the Asset Register for valuation and that the Portfolio agree and arrange for the appropriate valuation and associated costs to be instigated and on completion to report back to Council for further consideration.

Item 14 - Shepton Mallet United Charities – Members considered nomination for replacement Trustee for the late Councillor Doreen Gilham. Councillor Manvill was proposed by Councillor Champion and seconded by Councillor Lockey.

Resolve: that Councillor Manvill is nominated as replacement Trustee to the Shepton Mallet United Charities.

Item 16 - Council Recess – Emergency Empowerment Procedures – Members considered Empowerment of The Chairman in consultation with the Vice-Chairman and the Clerk to deal with all matters of an urgent nature which require administration or financial action during Council's recess (month of August) for this current year, for each ongoing year period and to report all such actions at the next available meeting of the Council following the action taking place.

Resolve : that the Chairman in consultation with the Vice-Chairman, appropriate Portfolio Holder and the Clerk be Empowered to deal with all matters of an urgent nature which require administration or financial action during Council's recess (month of August) for this current year, for each ongoing year period and to report all such actions at the next available meeting of the Council following the action taking place.

30. Finance

a. Accounts for Payment by Cheque

Resolved that payments made by Cheque as per Appendix "A" attached to these Minutes be approved.

b. Accounts previously paid by Direct Debit

Resolved that payments made by Direct Debit as per Appendix "A" attached to these Minutes be approved.

c. Confidential Salaries for Payment by Cheque

Resolved that the Confidential Salary Payments as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

The next agenda matter was held in Closed Session – The chairman requested the press and public to leave the room, which they duly did.

31. Administration Support – Members debated the current provision of administration held under the New Deal partnership and the future requirement of additional administrative support to the Clerk in his duties, which were ever increasing.

Resolve: that the Chairman, Vice-Chairman of the Council, Councillor Treby and the Clerk review the requirement, provide a Job Description and report back with the requirement to Council for further consideration.

32. Agenda Matters for the Next Meeting

No Matters were raised.

Councillor R.R. Champion

Chairman

Signature _____

____ / ____ / 2002

A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1492	The Bell Hotel	5600	Fred Davis Function	£ 60.00
1493	Inland Revenue	5020	1st Quarter Tax / NI payment	£ 1,620.98
1494	Peter Lewis Photography	5300	Town Council Photo / Frame 2001-2002	£ 98.70
1495	The Consortium	5300	Stationery - Councillors Individual Files +	£ 33.96
1496	H W Signs	6070	Collett Park Festival Signs (July)	£ 28.20
1501	Cash	5320-5300	Petty Cash Reinbursement - June	£ 68.65
1502	Capita Business Services	6070	Collett Park Festival Posters	£ 10.67
1503	Western Newspapers Ltd	5040	Collett Park Festival Advertisement	£ 84.79
				£ 2,005.95

Payments by Direct Debit

05-Jun	Mendip District Council	5100	Office - General Rates	£ 162.00
06-Jun	CGU Bonus	5200/6090	Insurance Premium	£ 328.41
17-Jun	SCC LG Pensions	5010	Local Government Pension Scheme	£ 248.20
20-Jun	SWEB	5140	Office Electricity Supply	£ 30.00
21-Jun	British Gas	5140	Office Gas Supply	£ 25.00

Sub Total £ 793.61

Total = £ 2,799.56

CONFIDENTIAL PAYMENTS

1497	Graham H Brown	5000	Town Clerk July Salary - 2002	£ 1,052.98
1498	Graham H Brown	5000	Town Clerk August Salary - 2002	£ 1,053.71
1499	Ken Manship	5080	Cleaner - July Salary - 2002	£ 100.49
1500	Ken Manship	5080	Cleaner - August Salary - 2002	£ 100.49
				Total £ 2,307.67
				Grand Total £ 5,107.23

**Councillor R.R. Champion
Chairman**

Signature _____

Date _____

**Councillor J.D. Bartlett
Vice Chairman**

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 3 September 2002, in Mendip District Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Councillor Mr R.R. Champion - Chairman

Councillors, Mrs J.D. Bartlett, Mr M.M. Cann (7.09pm), Mr J.E. Gilham, Mr C.C. Inchley, Mr E.F. Inchley, , Mr M. Lovell (7.06pm), Mrs L.A. Manvill, Mrs J.M. Marsh, Mr N.F. Shearn and Mr, P.G. Treby.
Approximately 10 members of the public and press.

33. Apologies for absence

Councillors: Mr C.F. Lockey and Mr T.S. O'Connor

34. Public Forum

Relocation of Town Council Offices

Mr Selway understood that the existing property had been sold and requested the Council to consider relocation of the Clerks office to the Fire Station. He understood that there was sufficient space available and an extension to the offices may well be acceptable to SCC.

Collett Park – Income Revenue Facilities

The Council should consider tendering a drinks / ice cream or fast food facility which may well produce an income of £1000 per annum thus offsetting the expenditure and reducing the rates. Income may also be obtained from football teams using the pitch facilities within the park for which the Council was not presently charging.

New Indoor Swimming Pool

The concept was unpracticable and totally unacceptable for the Council to commit some £25,000 per annum revenue support to the running cost. The matter of refurbishment to the existing outdoor pool should be progressed as a cost effect feasible project. The concept should be to reduce the level of rates right down.

The Chairman thanked Mr Selway for his comments, which were noted.

Collett Park – Mr Selways Income Revenue Facilities

Mr Stride raised concern that if these facilities were put in place the children would pester their parents to spend money and this may well have an adverse effect on use of the park. At present the facilities provided entertainment without many financial pressures.

Non-maintained areas of grass / amenity land

Mr Stride requested progress report on the identification of owners and or intent to maintain these areas, which were brought to the Councils attention at the last meeting.

Crime & Disorder – Community & Leisure Portfolio

The crime arrest figures shown were very impressive but if you asked members of the public for there consideration of the service you would see a totally different story. He highlighted recent petty crime within the town, especially to the bus shelter and property on the Ridgeway Estate, which appeared to go unchecked or with no response from the Police. Direct communications with the Police was very difficult and they had little or no presence in the town especially on the Friday and Saturday evenings.

Mendip Housing – Decoration costs by new elderly tenants

He was aware of what appeared double standards and found the matter very distressing. In one case a new occupier, of some 83 years of age, to one of Mendip Housing property was expected to pay out for decorative works to the property, yet other people on benefits could have all the same type of work done free of charge.

The Chairman thanked Mr Stride for his comments, which were noted.

35. Minutes

The Minutes of the Meeting of the Town Council held on the 2 July 2002 were considered for accuracy and content.

Resolve; that the Minutes of the Town Council Meeting held on 2 July 2002 were approved as a true record and signed by the Chairman.

36. Matters arising

The Chairman requested any additional matters arising, which were not already included within the agenda and attached Portfolio Reports. One member requested update on external funding for play equipment, which did not appear within the Collett Park Portfolio Report. The Clerk confirmed that little progress had been made and the matter would be included within the Portfolio Report for their next meeting later this month. The Portfolio Leader reported that several external fund organisations had been contacted and this council was outside of their criteria. One member considered that all external funding opportunities should be reviewed and followed up if appropriate.

Resolve; that the matter be applied to the next Collett Park Portfolio Report.

37. Co-option of 3 members to the Council following Casual Vacancies

Three written nominations had been received, Mr Roy Gurd (Liberal Democrat), Mr Kenneth Hurrell (Labour), Mr Neville Jeremiah (Independent) and proposed that this be carried out onblock with one proposer and one seconder for the three nominations. This was agreed and the nominations were the proposed by Councillor Gilham and seconded by Councillor C. Inchley.

Resolve; that Mr Roy Gurd (Liberal Democrat), Mr Kenneth Hurrell (Labour), Mr Neville Jeremiah (Independent) are all confirmed as Councillors to Shepton Mallet Town Council with immediate effect. Mr Roy Gurd and Mr Neville Jeremiah both accepted their office and joined the meeting. Mr Hurrell was absent due to annual holiday.

The Clerk confirmed that all relevant documentation relation to declarations, code of conduct and all other municipal requirements had been fully completed by all three co-opted members. The Chairman welcomed them to the Council and the meeting.

38. Area Board MDC – Parish Slot

The Chairman requested any matters, which required putting to the next meeting of the Area Board at MDC. One member confirmed at a recent MDC brain storm type meeting that he had emphasised that MDC should be taking the lead in matters with the Town Council in a supporting role. Other members were concern that MDC did not appear to inform SMTC of the dates of all their meetings. The Clerk confirmed he was provided with dates of Area Board meetings only.

Resolve: that the above matters be noted and that the Clerk request a comprehensive list of programmed meetings from MDC and circulate copies to all members on receipt.

39. Minutes of the Planning Committee

Resolve; that the Minutes of the Planning Recommendations Committee held on the 9 and 30 July 2002 and on the 20 August 2002 (during recess period) were noted.

40. Community & Leisure Portfolio Report – Dated 29 August 2002 (Copy attached to these minutes)

The report was presented by Councillor Lovell and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Community & Leisure Portfolio Report – Dated 29 August 2002 as attached to these Minutes are noted.

Item 3b Remembrance Sunday Band (Royal British Legion) Support by way of Grant

Members considered that the Council on an ongoing basis should financially support this provision. Further request was received to sponsor the Golden Jubilee Poppy Appeal Concert at a cost of £50.

Resolve: that £150 is provided this current year to the Royal British Legion from the Civic Duties and Functions budget and that the matter be considered by the Precept Working Party for inclusion within Annual Grants provided as a matter of course to save any further applications / requests.

Resolve; that a grant of £50 is provided to the Royal British Legion from the General Grants budget to sponsor the Golden Jubilee Poppy Appeal Concert to be held on the 11 October 2002 as a one off project.

Item 4a / b Meetings with the Police

The Chairman confirmed that a recent meeting had been cancelled due to the current problems at the Police Station. Members raised concern that the Police Station was not reopened and that the temporary mobile office facility had now been removed. The Chief Constable should be requested that the Police are to re-establish their presence and Station within the Town. Other members requested that the comments made in Public Forum and the latest problems of speeding and reckless traffic within the town should be conveyed to the Police who should attend Council meetings and face members and the community directly. The Town presently had the highest crime rates within the area and this should be emphasised to the Police. The Chairman confirmed that the Police had already agreed to attend future Portfolio meetings subject to operational commitments and that he had just been informed that the Police Station should reopen tomorrow Wednesday 4 September 2002.

Resolve: that a formal overall letter of concern is sent to the Chief Constable regarding the requirement to re-establish the presence of the Police Station within the Town, the presence of beat officers to combat the high and expanding levels of crime within the Town when compared with other areas in the district. Statistics and evidence of this is well known to all parties.

Resolve; that Inspector Smith is requested to provide information as to what sentences are afforded following the arrest / crime figures which they provide on a monthly basis. Basic information as to what happens following the arrests, what is the outcome?

Resolve; Crime figures / Police arrests for June / July as shown in item 4b of the Portfolio Report were noted.

Item 4d Criminal Damage (Arson) Collett Park on 29/4/02

Following discussions at the latest meeting with the Police it would appear this level of incident was under a three strike system whereby action would build up, with verbal, written and finally court action being taken.

Resolve: that the matter be noted.

Item 6 Hillmead & Meadow Rise Toddler Equipment

The Clerk provide update from Mendip housing where expenditure from the budget of £4650 to date included £1463.03 on Safety Wetpour, £1261.43p on Play Equipment and £299.99 on a storage shed for the equipment. This left a balance of £1625.55 which Kevin Daws had indicated that he may well identify some further funding such as to extend the toddler playground. Members were requested to consider the future use of the budget balance. Several members raised the view that this project had now been completed while others confirmed that the monies had been well spent and were making a direct difference to the community.

Resolve: that the matter be returned to the Portfolio for further consideration.

Item 7 Policy of Disposal / Sale of Car Park areas within the Town

Recommendation from the Portfolio to Council that the existing areas should remain unchanged until at least the implications and results of the Town Centre restrictions were known.

Resolve: that the recommendation is accepted and that the Clerk write to MDC and request that all existing areas of car park facilities within the Town should remain unchanged until at least the implications and results of the Town Centre restrictions were known. No sale should be considered in the interim period.

Item 8 Whitstone & St Paul's - 20 mph Safe Route to Schools Initiative

The Portfolio Holder explained the proposals to members following a site visit with SCC Highways and the Clerk confirmed that amendments had been made to include Great Ostry, Market Place and High Street within the 20 mph zone, which would ease the signage requirement. The public consultation requirement would commence with an advert in the local media scheduled for 5 September 2002. Members raised concern as to when the scheme for Bowlsh School would be implemented and would it geographically abut this scheme? Concern was also raised as to the Policing of the area to ensure that speed restrictions were complied with.

Resolve: that the Council fully support the initiative and schemes should be implemented including Bowlsh School as soon as possible. Jeff Bunting at SCC Highways is to be request to ensure that the Bowlsh Scheme abuts the St Paul's and Whitstone School scheme thereby making one complete 20mph zone.

Item 9 Community Speed Watch

Three volunteer names had been received and the media was requested to assist with a request for further volunteers to come forward. Members raised concern as to insurance cover for volunteers and the Clerk confirmed details of the initiative and that the Police would provide full training. The camera would be available for approximately three days in any one calendar month for use within the Town.

Resolve: that the media is requested to assist with calling for more volunteers to come forward and that the Clerk checks the situation regarding insurance cover for the volunteers. The Clerk is to submit the names of the volunteers to the Police by the deadline of 16 September 2002.

Item 10 Unauthorised Advertisements in Mendip – MDC

Recommendation from the Portfolio were that Item 1 – Agreement. Item 2 – The Town Council would wish to be consulted / involved and that the Chamber of Commerce should also be included in the consultation process. Item 3 – The Town Council would wish to be consulted and all members are requested to compile a list of signs considered intrusive for submission to MDC.

Resolve; that the recommendations from the Portfolio relating to consultation, enforcement procedures and draft action programme by MDC is accepted.

Item 12 Donation of Town Flag to Misburg

Councillor Treby confirmed that the supplied flag had been presented and had been flown in Misburg on International Day where only one other flag from Sweden was alongside.

Resolve; that the matter be noted and that the Council look forward to an exchange flag from Misburg being provided in the near future.

Item 15 SCC Corporate Plan

Resolve; that the receipt of the consultation draft document covering values, mission and policy priorities from SCC from 2002 to 2005 is noted.

Closure of A361 between Edgarley and The Rural Life Museum in Glastonbury

The Clerk confirmed notification of the above road closure for two weeks from the 16 September 2002, which would increase the traffic using the A371 and routing through the Town.

Resolve; that the matter be noted.

41. Regeneration Portfolio Report – Dated 29 August 2002 (Copy attached to these minutes)

The report was presented by Councillor Chris Inchley and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Regeneration Portfolio Report – Dated 29 August 2002 as attached to these Minutes are noted.

Item 3c Shop Mobility Scheme – The Chairman provided an update as Mr Keith Bush of MDC was presently on holiday. A response had been received from Frome, Wells and Glastonbury Councils all of whom appeared to have involvement including assistance with administration but none at present were providing funding. Any current cost being incurred are reimbursed by MDC. Long term funding was an issue, but Keith Bush had promised to arrange.

Resolve: that the matter be noted and further consideration is provided by the Portfolio with recommendations to Council on policy and future involvement.

Item 7 Norah Fry Hospital Site – MDC had agreed the sale. Members were very concerned that the property had not gone on the open market and there was no consultation or information afforded to this Council. The majority agreed that the matter had been handled badly but welcomed that at least progress was being made and that any concerns could be addressed through the district auditor. The community were still concerned as to the future development and planned use of the site.

Resolve: that the Clerk write to MDC informing them of the concerns and that this Council does wish to be consulted and informed prior to decisions being made when ever possible and provision of any information as and when available without delay. Consultation just at the planning application stage was far too late.

Item 8 – Indoor Swimming Pool Lottery Bid – Bid now submitted, response expected in January 2003. The Clerk has a copy of the bid. Further investigative work was still being undertaken on the refurbishment of the existing outdoor pool with one company providing brochures and outline that the pool could be covered over for around the £100,000 and this would then leave some £250,000 from existing funds to refurbish the infrastructure.

Resolve: that members warmly welcomed the submission of the Lottery Bid and Ruth Sindell is to be congratulated on the project work to date. The matter of enclosing the existing outdoor pool is noted.

Item 9 Skateboard Park Project – The Planning Application issues had now been completed with MDC. Costings were now being sought for the infrastructure and the equipment. Plans were to remain with the original concept of concrete structures due to the low maintenance requirement. Once the costings were known then proposed funding could be confirmed with the various parties including this Council. One member raised concern of the awareness from certain residents living in close proximity to the proposed area that they had not received any consultation and may well be providing an object. Councillor Treby guaranteed that all householders in the adjoining areas to the site had been consulted.

Resolve: that the matter be noted.

Councillor Gilham then left the meeting at 20.00 hours.

Item 10 Town Plan – Little progress had been made due to the recess period. Dates of the 1 to 3, 7 or 10 October 2002 at 5pm were now available from Mendip Housing to provide a presentation to the Portfolio on their aspirations, organisation and method statements to undertake compilation of the Plan on behalf of the Council.

Resolve: that the Clerk consults with members and Mendip Housing to arrange the most convenient date.

Item 11a CCTV – Nominations were required to the Users Group to be set up by mid-September with meetings programmed at fortnightly intervals. The Clerk had consulted with the Chamber of Commerce and their Chairman Mr Rob Gilderthorpe was nominated. Further two nominations were required from the Town Council.

Resolve: that the Regeneration and Administration Portfolio Holders, Councillor C. Inchley and Terby are nominated with Councillor Shearn held as a deputy reserve.

Item 12 Pedestrian Safety, Town Enhancement and Traffic Relief Proposals – Copies of the report provided to members prior to the recess had not received full circulation and the Clerk was still awaiting feedback as to the way forward. Members were concerned that the document dated February 02 was not received by Council after chasing up SCC until July and that the Glastonbury Area Office of SCC Highways appeared totally unaware of the document.

Resolve: that members provide feedback and return the various documents to the Clerk and provide full support for the Clerk to chase the project with SCC and request information as to events and timescales to take the project through to practical completion.

42. Properties Portfolio Report – Dated 29 August 2002 (Copy attached to these minutes)

The report was presented by Councillor Treby and members noted the contents which had been previously supplied with the agenda.

Councillor Marsh declared an interest to item 10 Town Clock within the report although it was not discussed.

Resolve: that the Properties Portfolio Report – Dated 29 August 2002 as attached to these Minutes are noted.

Item 2a iv Allotments Unsatisfactory Cultivation – Six plots which had two tenants at the Whitstone Road site were now back in the Council possession. Quotation received from Shepton Mallet Landscapes for the clearance and cultivation of these plots had been received for £150 plus VAT. The Clerk had received various complaints from existing tenants affected by the contamination and also the waiting list for allotments had now risen to eleven applicants.

Resolve: that the quotation from Shepton Mallet Landscapes for the clearance and re-instatement of six allotments plots at a cost of £150 plus VAT is accepted and the works put in hand at the earliest. The Clerk is to relet the plots on completion to qualified applicants from the current waiting list.

Item 2a v Allotment Maintenance – Whitstone Road – A written quotation had been received from the existing tenants representative Mr Adrian Crozier with the offer to maintain the main drive / grass track and boundaries for the set price of £25 per annum.

Resolve: that the quotation from Mr Adrian Crozier to maintain the main drive / grass track and boundaries on the Whitstone Road site for the set price of £25 per annum is accepted.

Item 7a Sale of Great Ostry Offices – The Clerk provided update as to the “agreed sale subject to contract” following an executive decision being made during the recess period and provided feedback from the purchasers surveyors report which indicated problems with rising damp due to the courtyard surface height to the rear of the building, woodworm in several roofing beams which required renewal and asbestos sheeting to several doors and under the stairs which required removal. Costs for the work were estimated at £8000 and the purchaser was still willing to proceed at the asking price of £92,000. Members considered that the sale was very good news and that the building was unsuitable for the future requirements of the Council and would at least be converted back into a family home. Members congratulated those involved with the matter. Several other members were very concerned at the agreed sale given that the Council presently had no concrete plans or financial details as to where it would relocate. A lot of decisions would need to be made in a very short period, which not only related to property but where the Council should be in relation to the community we serve. A signed letter from Councillor Shearn, Marsh, Bartlett and Manvill had been received by the Clerk raising these concerns, which was read out to members by Councillor Marsh who further added that we should not sale until we know where we were going and how much it would cost. Rented accommodation could well mean the taxpayer having to pay more for the offices of the Council. The portfolio holder confirmed the agreed sale and that the issue of sale and relocation were separate. He was confident that the Council could relocate on a temporary basis if needed with very little disruption or costs and this would now focus minds on a situation that had been running for some considerable time. The opportunity should not be missed, the money banked and readily available for the Council to react immediately when a suitable and agreed relocation premise was found.

Resolve: that the matter be noted, the agreed sale to proceed as per the executive decision for the sum of £92,000 and that all members focus on suitable premises to relocate on a permanent or temporary basis.

Item 7b Relocation to Highfield House – No financial details yet available from MDC although the Clerk did update on verbal information received that the preferred area of rooms may not be available to the Council. Crispin & West on behalf of MDC would provide financial details for all areas viewed and identified within Highfield House on completion of their valuation. The commercial cost of office space within the town may well range from £5 to £8 per square foot. Members briefly discussed the requirements of the Council in respect of accommodation and likely annual costs.

Resolve: that the matter be noted and further considered on receipt of the financial details.

43. Collett Park Portfolio Report – Dated 29 August 2002 (Copy attached to these minutes)

The report was presented by Councillor Shearn and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Collett Park Portfolio Report – Dated 29 August 2002 as attached to these Minutes are noted.

Item 7 Repair of Safety Surfaces – Jerry Cole (Quadron) was presently on holiday, repair had been completed and the area repaired was evidently larger than that estimated. The invoice received was held in dispute pending explanation from Quadron as to the reason for the additional area size of the repair.

Resolve: that the matter be noted.

Item 8a Time clock Control of Toilet Lighting – Quotation received for £66 from DLC Maintenance for the supply and installation of a time clock to control the lighting, which at present were on continuous during the hours of darkness even when the toilets were locked. The portfolio holder explained that at present the Council did not pay for the electricity consumed but that there was an environmental issue to considered.

Resolve: that the quotation for £66.00 plus VAT is accepted and the works put in hand at the earliest. The Portfolio is to agree times for the toilets to be locked and the time clock set appropriately.

Item 12 Park Contractors Report – Copy of the first report dated July 2002 had been previously provided to all members. Interviews were taking place tomorrow Wednesday 4 September by Quadron for the replacement Park Keeper. Members raised concern at the proposed provision of signs around the lake and requested that the legal implications be checked first.

Resolve: that the matters be noted and that the legal implications regarding warning signs for the lake be investigated.

Item 16 Maintenance of Donated Furniture, Trees and Plants – The portfolio provided recommendations to Council as to the future policy although the portfolio holder had slightly different wording to the recommendations within the portfolio report.

Resolve: that the Policy of the Council is to contribute up to a maximum of £50 for the repair of donated furniture. Any higher figure will be at the discretion of the Council. The replacement of trees, plants and shrubs donated to Collett Park will only occur in exceptional circumstance.

Councillor C. Inchley and E. Inchley both then left the meeting at 20.32 hours.

44. Footpaths Portfolio Report – Dated 29 August 2002 (Copy attached to these minutes)

The report was presented by the Chairman as there was no action points for Council. Members noted the contents which has been previously supplied with the agenda.

Resolve: that the Footpaths Portfolio Report – Dated 29 August 2002 as attached to these Minutes are noted. No further current matters required resolve by Council

45. Administration Portfolio Report – Dated 29 August 2002 (Copy attached to these minutes)

The report was presented by Councillor Treby and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Administration Portfolio Report – Dated 29 August 2002 as attached to these Minutes are noted.

Item 2a Financial Budgets – The Clerk had previously provide a spreadsheet report as to the actual spend at 31 August 2002 and estimated spend as of 31 March 2003 for each budget heading. No members had any questions regarding the Financial Budget report.

Resolve: that report be noted.

Item 2c External Audit – The portfolio holder confirmed that all submissions and documentation had been submitted to Moore Stephens in Bath and that the outstanding Annual Report would be considered by Council later in this meeting.

Resolve: that the matter be noted.

Item 4a Representative – Shepton Mallet United Charities – Further nomination was requested following the resignation of David Gardiner. Councillor Marsh volunteered her services.

Resolve: that Councillor Marsh be nominated as a further representative from the Town Council to Shepton Mallet United Charities.

Item 6 Town Council Assets – Oil Paintings – Conflicting advice had been received regarding probable condition and value of the paintings. Several recommended valuation companies had been contacted with some wanting to charge as much as 1% to value them which at the present insured valuations may well be in the region of £900. Valuation charges would not be incurred if these companies were to be contracted to sale the paintings. Two companies however had been invited at no charge, to attend the offices to review the oil paintings both for condition and to provide an appraisal of probable value at auction. The Council would need to decide its policy of continued storage or disposal of the asset especially given the pending relocation of the Council Offices.

Resolve: that further consideration is provided to the matter when information relating to the current condition and market value had been received.

Item 10 Special Expenses Rate (SER) – Relief Collett Park – The Clerk brought to the attention of members that the Town Council may well be entitled to compensation / relief under the SER for provision of maintenance to Collett Park, the Play Equipment and Public Toilets. As present the community is being double taxed on this issue. Consideration should be that relief is provided say to the same value as expenditure by MDC in much the same facilities as in Wells.

Resolve: that the Clerk write formally to MDC to request consideration under the Special Expenses Rate for relief against the Town Councils provision of maintenance to Collett Park, the Play Equipment and Public Toilets. As present the community is being taxed some £40,000 for this facility by the Town Council and again

by MDC. Consideration should be that relief is provided say to the same value as expenditure by MDC in much the same facilities as in Recreation Parks in Wells and other areas of the district.

Item 12 Council Group Photograph – Members considered the requirement, frequency, provision and costs of the Group Photograph, frame and copies to members

Resolve: that alternatives should be investigated especially relating to a standard frame with future dates and frequency for group photographs to be further considered by the portfolio.

Item 15 Community Council AGM – Tuesday 17 September 2002

Resolve: that no member was available to attend and apologise to be provided on behalf of the Town Council.

Item 16 Local Democracy Seminar MDC – Wednesday 16 October 2002 (9am for 10am)

Resolve : that the matter be noted.

Somerset Association of Local Councils (SALC) – AGM – Saturday 28 September 2002 at 11am in North Cadbury Village Hall. New Constitution and Rules had been proposed.

Resolve : that the matter be noted and that the Chairman would attend the event.

46. Annual Return (External Auditor) for the Year Ending 31 March 2002. The Portfolio Holder and Clerk both confirmed completion of Section 1 and a copy of Section 2 “Statement of Assurance” had been previously provided to all members of the Council. Section 4 had already been completed and signed by the Internal Auditor and members considered the completion to Section 2.

Resolve: that the Annual Return for the Year Ending 31 March 2002 was approved, signed by the Chairman and to be submitted to the External Auditor Moore Stephens.

47. Finance

a. Accounts for Payment by Cheque

Resolved that payments made by Cheque as per Appendix “A” attached to these Minutes be approved.

b. Accounts previously paid by Direct Debit

Resolved that payments made by Direct Debit as per Appendix “A” attached to these Minutes be approved.

c. Confidential Salaries for Payment by Cheque

Resolved that the Confidential Salary Payments as per Appendix “A” (Confidential Section) attached to these Minutes be approved.

48. Agenda Matters for the Next Meeting

No Matters were raised.

The Chairman closed the meeting at 20.45 hours.

Councillor R.R. Champion

Chairman

Signature _____

____ / ____ / 2002

A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1504	Cleanaway Ltd	6020	Collett Park Waste Disposal	£ 35.24
1505	Western Newspapers	6070	Collett Park Event Publicity	£ 84.46
1506	Forget Me Not	6450	Cenotaph	£ 25.73
1507	Sparkford Marquees	6070	Collett Festival Marquee	£ 295.00
1508	Capita Business Services	6070	Collett Festival Posters	£ 6.35
1509	Paul Wright	6160/6200	Allotment & Footpath Maintenance	£ 40.75
1510	Brian White	5040	Internal Audit Fees - Year 2001/02	£ 100.70
1511	Peter Lewis Photography	5300	Members Photographs	£ 58.75
1512	Georgian Hire	6070	Collett Festival Portable Toilet Hire	£ 105.76
1513	The Toner Factory	5300	Inkjets for office laser printer	£ 158.59
1514	Mr Paul Treby	5600	Repayment Zephyr Flags - Twinning	£ 393.63
1515	Forget Me Not	6450	Cenotaph Flowers	£ 6.98
1518	V-P Sales & Services	6950	Hillmead Play Safety Surfaces/Equipment	£ 1,719.06
1519	Protectahome Ltd	6050	Collett Park Rodent Control	£ 152.75
1520	Quadron Services Ltd	6040	Collett Park Safety Surfaces (Vandalism)	£ 56.07
1521	Cheque Cancelled			
1522	Shepton Mallet Landscapes	6160	Allotment Improvements - Whitstone Site	£ 2,932.80
1523	Paul Wright	6160	Allotment Footpath Maintenance-Hitchen Lane	£ 20.00
1524	Cash	5320	Petty Cash - Reimbursement (July/Aug)	£ 76.65
1525	Mendip Housing Ltd	N/Applic	Hillmead Play Safety Surfaces/Equipment	£ 1,561.42
				£ 7,830.69

Payments by Direct Debit

01-Jul	Quadron Services Ltd	6000/6050	Collett Park Contract - May 2002	£ 2,254.57
01-Jul	Mendip District Council	5100	Office - General Rates	£ 162.00
01-Jul	Bristol Wessex BSL	6140	Allotments Water Rates - Troughs	£ 35.00
01-Jul	Bristol Wessex BSL	6140	Allotments Water Rates - Troughs	£ 35.00
04-Jul	CGU Bonus	5200/6090	Insurance Premium	£ 328.41
09-Jul	Wessex Water	5120	Office -Sewerage Rates	£ 9.83
15-Jul	Bristol Water	5120	Office- Water Rates	£ 6.14
18-Jul	SWEB	5140	Office Electricity Supply	£ 30.00
22-Jul	British Gas	5140	Office Gas Supply	£ 25.00
25-Jul	British Telecom	5160	Office Tel / Fax / Data Lines + Calls	£ 236.89
30-Jul	Quadron Services Ltd	6000/6050	Collett Park Contract - June 2002	£ 2,254.57
1-Aug	Mendip District Council	5100	Office - General Rates	£ 162.00
6-Aug	CGU Bonus	5200/6090	Insurance Premium	£ 328.41
16-Aug	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 248.20
20-Aug	SWEB	5140	Office Electricity Supply	£ 30.00
21-Aug	British Gas	5140	Office Gas Supply	£ 25.00

Sub Total £ 6,171.02

Total = £ 14,001.71

CONFIDENTIAL PAYMENTS

1516	Graham H Brown	5000	Town Clerk Sept Salary - 2002	£ 1,052.98
1517	Ken Manship	5080	Cleaner - Sept Salary - 2002	£ 100.49
				Total £ 1,153.47

Grand Total £ 15,155.18

**Councillor R.R. Champion
Chairman**

Signature _____

Date _____

**Councillor J.D. Bartlett
Vice Chairman**

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 1 October 2002, in the Mendip District Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Councillor Mr R.R Champion - Chairman

Councillors, Mrs J.D. Bartlett, Mr M.M. Cann, Mr J.E. Gilham, Mr R Gurd, Mr K.J. Hurrell, Mr E.F. Inchley, Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor, Mr N.F. Shearn and Mr, P.G. Treby.

Police Chief Inspector Nick Walker (Operations Manager) and Inspector Ian Smith (Sector Inspector), Avon & Somerset Constabulary. Approximately 30 members of the public and press.

The Chairman opened the meeting, welcoming both the Police Inspectors and members of the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures.

49. Apologies for absence

Councillors: Mr C.C. Inchley and Mr N. Jeremiah.

50. Public Forum

Police Presence & Performance within the Town

Mr Callaghan raised concern as to recent damage to his vehicles, lawlessness and mayhem within the Town Centre and requested an improved police presence especially between 8pm to 10pm each evening. He was thoroughly depressed with the existing situation and something has got to be done to correct matters. He considered that members should go down the Town on a Friday and Saturday night to see first hand what was going on. Mr Stride endorsed his comments, which he considered were the views and concerns of the majority of the community adding further problems in that reckless young drivers were riding about the Town and the latest whim appeared to be driving the wrong way down Boards Cross, which was one way traffic. He felt this may end up in a tragic fatal accident, again something has got to be done. Juliet Watchman highlighted the Town's social problems, that the Town presently had three times the recorded crime when compared to Wells and requested the police to explain their resources, procedures and operations within the Town. Had Shepton Mallet been designated as the area to place all social deprived and low income families into? In her opinion Licensee's wanted to work in partnership with the Police and enquired the resources available to the local police and their operating methods. Crime appeared to be going on unpunished! Where had our community beat office PC Clegg gone? An enquiry was also made as to the progress of the CCTV system. Mary Reeves supported previous speakers in the matter and enquired how often do the police visit Collett Park? Mr Butt raised concern as to the inappropriate use of Commercial Road toilets, right next to the police station, which should be sorted out. On the green area on the Ridgeway estate youths could be viewed most nights drinking until 2 or 3 in the morning totally unchecked. Sandra Lord raised comment as to the lack of support by the Town Council to the recent application by the Bell Inn for an extension to their Licence. Why was the Council against entertainment in the Town and stated some differentials with the Amulet Licence. It would appear that public houses were an easy and incorrect target for blame when some of the real problems were either street wise youths of 12 to 14 year olds causing mayhem in the town or the return of the Oscars bus at 2.30am to the town centre with many youths under the influence of alcohol and substances, some which appeared to be under the age limit and going completely unchecked by the police. This appeared to be when the damage was taking place especially smashed windows.

Collett Park Contract

Mr Stride raised concern as to the expenditure on the maintenance contract with Quadron and was unsure if the Council was receiving value for money. At the onset a permanent Park Keeper was promised by Quadron and at present and for some time now, no permanent Park Keeper had been employed and Danny was left unsupported. In his opinion no improvements had been obtained since Fred Davis had left.

Bus Services

Mr Stride requested to know the reason why the cost of using a First Bus service was that much higher than other providers such as Wakes. Services were being withdrawn due to lack of use but this could be contributed to the high cost of fares, which prohibited use of the service by many of the community. Problems were still being encountered with no direct services to Bath or Bristol.

Oil Paintings

Mr Chris Challis thought it criminal and that it was disgraceful that the Council should consider disposal by way of sale to the oil paintings, which were gifted to the Town. There was no specific or purposeful reason for selling, no immediate requirement for the funds, which would only sit in the bank and get frittered away. The paintings should not be sold.

Balancing Ponds & Millennium Way Areas

Mrs Mary Reeves brought to the Council attention the overgrown and disgraceful condition of the Balancing Pond area. Seeds from weeds were now blowing over adjoining gardens and warning signs were completely hidden from view. Photographs were provided as support to the matter. Mrs Reeves was also very ashamed at the neglected state of the Millennium Cycleway, which was also in a mess. Nettles some as high as 5 feet were bordering and overhanging the actual pathway.

Town Centre Trading & Market

Mr Terry Andrews had recently opened up a new business in the Market Place and was concerned at the unacceptable positioning and lack of practical management to the stalls on Market Day. Other retail units had managed to get stalls moved from their immediate shop frontage but some 8 weeks had gone by with very little success from the front of his retail unit. A road closure should be placed on the Friday allowing expansion of the market and correct positioning and free space between the stalls and retail shops. An agreed area should be set out for all parties to comply with as the area was currently totally mis-managed and overcrowded.

The Chairman thanked the speakers for their comments, which were noted.

51. Police Presence and Performance in the Town

The Chairman invited both Chief Inspector Nick Walker (Operations Manager) and Inspector Ian Smith (Sector Inspector), Avon & Somerset Constabulary to provide their presentation and respond to previous correspondence sent by the Council and also matters raised this evening by members of the community.

Mr Walker provided information relating to the Police Station following the arson attack by a local Hillmead man on the 22 August 2002. Initial, unqualified thoughts of personnel were that the Station could open in a few days, which were incorrect. The final decision which was led by professionals and insurers was not taken lightly but that the Station would have to close for complete refurbishment work which had to go to tender. Hopefully works would start in November with completion estimated in the New Year. They had attempted to find temporary premises but had huge difficulties with security. MDC had kindly let them use their foyer temporarily and now a portocabin was in situ outside of the existing Station for the front desk, with service delivery by operational officers presently still based from Wells but the same resources were being provided to Shepton Mallet. It was envisaged that by next month that service delivery operations would relocate temporarily to the first floor of the Registry Office building in Commercial Road. He once again confirmed that they had previously reviewed their operational locations and that there were no plans to close the Police Station in the Town.

Members then raised questions direct to Mr Walker and Mr Smith.

Police always seemed to be in cars? – Limited resources and the geographical area covered required officers to be mobile at all times, today's criminals do not go about without transport. Resources were being drained at all times, rise in incidents and the problems encountered by mobile phone users were a contributing factor. He would dearly love to have the capacity to provide full community beat officers walking the Towns and Villages.

Crime highest in Mendip some of which appeared to be down to social problems caused by Mendips Housing Policies. How are the Police involved in Housing Policies in Shepton Mallet? – They work with Mendip Housing but have no direct involvement or say in vetting procedures or any part of the process. Their only involvement is normally at the eviction stage.

The lack of Police presence appears a direct result in the current rise of vandalism, especially window smashing which was driving traders from the Town. – The same resources as previous were committed to the Town, officers had some downtime at the beginning and end of each shift due to their base being in Wells but officers were in the Shepton area for the vast majority of their shifts.

The service was not satisfactory before the fire! More resources are required. The community is very desperate even to the extent of considering why they live in a lawless Town? We know the problems and are passing the information on to the authority which should deal with the matter? – There is a Crime and Disorder Strategy, which is a multi agency matter. It was not just the responsibility of the Police. Juvenile and bad behaviour are social matters and very difficult for the Police to deal with. The Police could not work without the partnership of the community and the provision of information and evidence. There are high demands on the service and priorities had to be made. Our sector area was still the safest place to live in Somerset.

Many problems were caused by a minority of social and unruly youth and Shepton seemed to suffer more than other Mendip areas. If private funding for an additional resource officer were available, would that officer stay in the Shepton Mallet area or get moved into Bristol ?

Sponsorship of Community Officers is available presently costing some £18,000 per annum. Resources are shared and the Chief Constable reserves the right to assign even sponsored officers to other areas should an

operational requirement arise. Resources from Bristol have and will continue to be utilised within Shepton and vice versa.

People were asking for immediate resources at this present time in an attempt to reclaim the streets. A undertaking was requested that the Station would remain in the Town, that the same (as a minimum) resources would be available and that exactly the same service would be provided again as a minimum.

This was confirmed, presently 15 officers assigned to Shepton Mallet with the best case scenario 2 or a maximum of 3 officers available in each shift although some shifts overlapped at peak times which would effectively double the resource for that period. At present 40% of the sector crime occurred in Shepton and the surrounding locality, a further 40% in Glastonbury and Street combined and the remainder 20% in Wells.

Overall resources were stretched, very few beat officers were available. Sheptons beat officer had been reassigned on specific duties but would now be returning. Pub Watch was a very good initiative, CCTV should be up and running by Christmas, 19 additional special constables were currently undergoing training and would soon be out across the area. Regarding the incidents of smashed retail unit windows, some 22 offences had been reported since January 2002, which was comparable with any other retail centre and could certainly not be called a crisis. Yes it was unacceptable and there was sympathy with the traders. Over the last 4 month period some 111 arrests had been made, 64% of which had been charged, reported or cautioned, 20% were presently on bail with the remaining 14% refused charge for various reasons.

Inspector Smith was very proud of his officers who worked hard in difficult circumstances. There was also concern at the negative coverage given by the media and press who were always looking for a story to sell papers. This provided a negative perception and spiralled the downside rather than highlighting many of the success stories.

The Chairman thanked both Inspectors for there attendance on behalf of the Town, the Council and the Community.

52. Chairman's Announcements

Station Road – Following previous concerns investigations were still underway. The areas concerned were under different ownership and limited maintenance was being undertaken by some while others appeared to be passing the buck.

Balancing Ponds – Investigations had been made and the area concerned was still in the ownership of the developer Bloor Homes. MDC Development Control department was requested to chase Bloor Homes to maintain this area and indeed plant the area as per the specification within the planning permission in readiness for handover at some stage to MDC.

53. Minutes

The Minutes of the Meeting of the Town Council held on the 3 September 2002 were considered for accuracy and content.

Resolve; that the Minutes of the Town Council Meeting held on 3 September 2002 were approved as a true record and signed by the Chairman.

54. Matters arising from the Minutes

The Chairman requested any additional matters arising, which were not already included within the agenda and attached Portfolio Reports.

No matters were raised.

55. Area Board MDC – Parish Slot

The Chairman requested any matters, which required putting to the next meeting of the Area Board at MDC.

No matters were raised.

56. Minutes of the Planning Committee

Resolve; that the Minutes of the Planning Recommendations Committee held on the 10 September 2002 were noted.

57. Community & Leisure Portfolio Report – Dated 26 September 2002 (Copy attached to these minutes)

The report was presented by Councillor Lovell and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Community & Leisure Portfolio Report – Dated 26 September 2002 as attached to these Minutes are noted.

Item 16 – School Governor – Shepton Mallet Community School – Matter withdrawn for legal reasons.

Resolve: that the matter is noted and returned to Portfolio for further consideration.

Item 17 - Aggregates Levy Sustainability Fund – Invitation to a workshop on Thursday 3 October at Mells Barn, Mells.

Resolve: that the matter is noted.

Item 18 - Golden Jubilee Poppy Appeal Concert – Invitation to attend Whitstone School Friday 11 October 2002 at 8pm.

Resolve: that the matter is noted.

Item 19 - Kidds Lane – Road Closure – 21 October 2002 for 10 weeks for rebuilding of retaining wall.

Resolve: that the matter is noted.

58. Regeneration Portfolio Report – Dated 26 September 2002 (Copy attached to these minutes)

The report was presented by the Chairman and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Regeneration Portfolio Report – Dated 26 September 2002 as attached to these Minutes are noted.

Item 5 - Town Market – The Chairman, Clerk and Terry Leach of MDC had undertaken a site review last Friday and hopefully a exercise would take place shortly to review the market layout and allow possible expansion.

Resolve: that the matter is noted.

Item 6 Norah Fry Hospital Site – Now well documented and a number of people are not happy with the situation and procedures todate.

Resolve: that the matter is noted.

Item 9 - Town / Parish Plan – Presentation arranged with Mendip Housing Limited for Monday 7 October at 5pm at the Council Offices.

Resolve: that the matter is noted.

Item 11 - Pedestrian Safety, Town Enhancement and Traffic Relief Proposals – Mr Paul Chant of SCC was now the lead in the matter. Reasons for the delay in issue of the Feasibility Study were explained and it was unlikely that funds would be available this financial year and therefore most unlikely that works would start in the New Year. The Study Schemes were not the final product and when funds were available substantial changes may well take place to the design and materials. The Study would however facilitate priority for funding for the forthcoming financial year and this process would take place later this year. We have to bear in mind that the Great Ostry Scheme was very costly and opposed by MDC. The Ridge Lane Scheme was outside the scope of this study and is being considered by the Roads Review. Members were concerned as to the lack of progress however full consultation procedures would take place on all schemes. Councillor Shearn reported that a meeting had also taken place with Jeff Bunting SCC who confirmed that the Waterloo Road School Scheme would also be included in the current 20mph schemes for other schools in the Town.

Members raised concern as to the unsatisfactory condition of the cleanliness to the surfaces within the Market Place to which the Chairman confirmed that he was informed that MDC were now pricing up a deep type cleaning procedure, which would be considered shortly when prices were known. Members enquired as to the progress of the Traffic Regulation Order (TRO) for the Town Centre, which the Clerk provided details. The proposed Order was at the consultation stage and subject to no objection could be complete within 2 months

and there after practical changes to road signs and enforcement by the Police and Traffic Wardens had been promised.

Resolve: that the matters are noted.

Item 13 Christmas Lights – The Clerk confirmed the current situation to the funding, the ordering of the electrical infrastructure works were in hand as were the attempts by the Chamber of Commerce to seek sponsorship for the illumination set pieces. Councillor Shearn reported that the Chamber representatives remained positive regarding sponsorship.

Resolve: that the matters are noted.

59. Properties Portfolio Report – Dated 26 September 2002 (Copy attached to these minutes)

The report was presented by Councillor Treby and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Properties Portfolio Report – Dated 26 September 2002 as attached to these Minutes are noted.

Item 2a v Allotment Maintenance – Whitstone Road – Recommendations from the Portfolio that Council make the one off payment to Mr Adrian Crozier of £25 in October each year (mid term when the majority of the work had already been completed).

Resolve: unanimous agreement to make the one off payment of £25 to Mr Adrian Crozier in October each year.

Item 2b iii Hitchen Lane Site - Bonfires – Smoke Nuisance – The Clerk confirmed his meeting with Julie Wolstenholme, Environmental Department MDC and subsequent letter from MDC informing that at this stage they would not take formal action but were requesting the Town Council to provide written intentions of how it intends to address this issue. Members considered several courses of action, which included informing tenants of the complaints and law regarding causing a nuisance from such bonfires, to highlight the existing clause within existing agreement, which specifically deals with annoyance or nuisance to any part of the Allotments, the other tenants and the occupiers of adjoining properties. The Council should consider encouraging tenants to set aside further areas of their plots for composting and the final option was to ban bonfires completely from all Town Council Allotment Sites. What may have been good practices some 20 years ago was now totally unacceptable especially relating to environmental issues. Numerous complaints had been received over an extended period of time and MDC had visited the site and confirmed that evidence of bonfires were prevalent, which was further supported by photographs supplied to MDC by a third party. Members agreed that this was an ongoing situation that comes about on an annual basis. While it was still lawful to have a bonfire (subject to material being burnt) it was unlawful to cause a nuisance with the smoke from any such bonfire. Members considered that there was no half way house in this matter and that the Council had to take positive action.

Resolve: by a vote of 8 for and 2 against that the Council adopt, as from the 1 April 2003, the Policy that no bonfires are allowed to take place on any Town Council allotment sites. The existing tenants should be provided with notice of this amended policy along with full information and explanation of the Law in these matters, the reasons for the decision and recommendations / availability of advice for increasing the size of their existing compost areas within their plots.

Item 8a Relocation to Highfield House – this matter would be considered at the latter part of the meeting under “ Confidential Matters”.

Item 8b New Build Locations - this matter would be considered at the latter part of the meeting under “ Confidential Matters”.

Resolve: agreement with both the above.

60. Collett Park Portfolio Report – Dated 26 September 2002 (Copy attached to these minutes)

The report was presented by Councillor Shearn and members noted the contents which had been previously supplied with the agenda. Members were invited to take a walk around the park and his view of the improvements achieved with Quadron was somewhat different to that voiced earlier in the meeting. A full time assistant was available and working with Danny on a daily basis. In his opinion improvements were self evident for anyone to see and he was quite happy with the performance to date of Quadron.

Resolve: that the Collett Park Portfolio Report – Dated 26 September 2002 as attached to these Minutes are noted.

Item 1 Cemeteries – This Town Council had not progressed the matter with MDC. Other parish and towns in the area were considerably further down the line in negotiations and fact finding discussions with MDC.

Resolve: that the Council / Portfolio should proceed to communicate with fact finding discussions and negotiations regarding Cemeteries, Churchyards and any proposals for a Crematorium in the Town.

Item 3 Shelter Roof – A previous quotation for some £3500 had been reviewed for a metallic tile look alike material to replace the existing roof tiles, which had been removed earlier in the year. The Portfolio Leader had obtained a sample of similar material from the Brother Drinks development and considered its strength, durability and appearance to be suitable for the purpose. He understood that it may be cost effective to remove the dormer type roof angle in the centre front elevation to provide one flat roof pitch area. Options and prices still had to be firmed up but that he wished priority to the work prior to the winter period and proposed that the cost be made from contingencies budget in the current financial year. Several members were concerned as to the length of time taken to try to complete this project, which had come about through Health & Safety implications of the existing loose and broken tiles. The Leader confirmed that he would obtain the best options and prices and requested a sum of £4000 be provided for the project.

Resolve; that the project is to proceed at the earliest and the sum of £3,500 is made available from the contingencies budget to fund the reroofing project to the Shelter. Final decision and acceptance of prices and materials is delegated to the Portfolio Leader, the Chairman and Vice Chairman of the Council. If any monies were required in excess to the budget sum then the matter would receive further consideration by Council.

Item 4 – Bandstand – Recommendation from the Portfolio received consideration for the removal of existing panelling and renewal with open type metal balustrade is priced and put forward as proposals for Precept considerations for year 03/04. The work was deemed low priority but youths congregated in the building hiding below the panelling. Wells had removed there panelling for many years and had not refitted any replacement.

Resolve: that different options, prices and quotations are investigated for the removal / renewal of the existing wood panelling with open type metalwork or similar. Proposals to be presented for Precept considerations for next year's budgets.

Item 5 – Play Equipment and Safety Surfacing – Considerable work was now required to the junior play area which had been identified following inspections of the existing equipment and safety tiles. The Leader considered that a rolling programme was required due to the high costs involved, however the first priority was to replace the tractor unit and surrounding safety surfaces with estimated costs of some £17,000. It was not imminently dangerous but should be treated as a high priority. Members considered the availability of funds from existing budgets within Collett Park which totalled some £14,000 and what investigations had been carried out into availability of external funding or sponsorship such as the Better Towns Trust or Michael Eavis. Options and fixed prices from at least 3 suppliers would be required for this quantity and estimated cost of works.

Resolve; that fixed price quotations are provided for the works from 3 different suppliers. The existing and remaining budget of £14,000 is made available and opportunities for assistance by way of external funding or sponsorship is investigated.

61. Footpaths Portfolio Report – Dated 26 September 2002 (Copy attached to these minutes)

The report was presented by the Chairman and members noted the contents which has been previously supplied with the agenda.

Resolve: that the Footpaths Portfolio Report – Dated 26 September 2002 as attached to these Minutes are noted.

Item 1a / 1c / 1e / 1f / 1g Footpath Complaints – Now all completed and thanks was afforded to the Portfolio Leader and Sheila Petherbridge of MDC for their efforts and moving things forward in the last few months.

Resolve; that the matters are noted and deleted from the current report.

Item 2a Footpath Maintenance - this matter would be considered at the latter part of the meeting under "Confidential Matters".

Item 2b Bowling Green Lane - Works to hedges now completed by others and remedial works to the potholes in the path surface was also complete.

Resolve; that the matter is noted and deleted from the current report.

Item 3b Right of Way Survey Report for SCC - It was considered advantageous to undertake our own survey and database and just to monitor progress with the SCC Survey.

Resolve; that the matter is noted and deleted from the current report.

Item 4a Public Path Diversion (SM21/31 Field Farm) Objections required by the 10 October 2002 to Sheila Petherbridge, Rights of Way MDC. Recommendation from Portfolio “No Objection”.

Resolve; No Objection and that the matter is deleted from the current report.

Item 4b Countryside and Rights of Way Act 2000

Resolve; that the matter is noted and deleted from the current report.

Item 6 Travellers in Mill Lane off the Ridge Road – Recommendation from Portfolio that a letter is sent to Jeff Bunting, SCC Highways to confirm this Councils support for the removal of the Travellers and that a Traffic Regulation Order (TRO) and subsequent fitting of a gate may well solve the problem permanently. It was considered appropriate to support Pilton Parish with a copy letter to SCC Highways. Harriet Ray from Mendip Bridleway Association had also undertaken considerable work on the matter

Resolve; that correspondence is provided to Pilton Parish Council to confirm this Councils support for the removal of the Travellers and that a Traffic Regulation Order (TRO) and subsequent fitting of a gate may well solve the problem permanently. Copy of correspondence is to be sent to Jeff Bunting, SCC Highways.

Conduct of Co-Opted Members – Several members raised concern as to the conduct and inappropriate attitude of several co-opted members at the last meeting of the Portfolio. They were at the meeting under invitation and a request was made for the Portfolio Leader to speak directly with the co-opted members concerned.

Resolve; that the matter is noted.

62. Administration Portfolio Report – Dated 26 September 2002 (Copy attached to these minutes)

The report was presented by Councillor Treby and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Administration Portfolio Report – Dated 26 September 2002 as attached to these Minutes are noted.

Item 1a Standing Orders – Draft of a copy of Frome Town Councils current Standing Orders amended by the Clerk to include the Shepton Mallet Town Council current structure and name which had been previously distributed to all members. Recommendation from the Portfolio was to approve the draft at the rate of 3 pages per Council meeting with final adoption on completion. Other members were of the opinion that the draft should be adopted now, on block, as the latest update had just become available from SALC. This action would then allow a holding point, which could then be updated subject to the Clerks workload and submitted for consideration, approval and adoption by Council prior to April 2003. It was proposed and seconded that the current Shepton Mallet Town Council Standing Orders is revoked with immediate effect and at the same time to approve the amended Standing Orders (14 page document) dated the 1 October 2002. The Clerk confirmed that this document would be a good holding point and considerable improvement on the existing with many safeguards such as policy for Procurement of Works. The new rewrite of the Model Standing Orders incorporating the Code of Conduct awaiting receipt from SALC could be included at a later stage, drafts provided for consideration and finally approval and adoption by this Council no later than say April 2003.

Resolve; that the current Shepton Mallet Town Council Standing Orders is revoked with immediate effect and at the same time to approve the amended Standing Orders (14 page document) dated the 1 October 2002. The Chairman and Vice Chairman duly signed the new adopted document. The new rewrite of the Model Standing Orders incorporating the Code of Conduct presently awaiting receipt from SALC is to be included at a later stage, drafts provided for consideration and approval and adoption by this Council no later than April 2003.

Item 1b Publications / IT Copy of Model Standing Orders and Financial Regulations – Recommendation from Portfolio for agreement to purchase in retrospect. Cheque already sent for £18.75p for hard and electronic copies.

Resolve; Retrospective agreement with purchase and action of the Portfolio.

Item 1c Publication “Local Council Administration” by Charles Arnold-Baker. Recommendation from Portfolio to purchase at discounted price of £37.60.

Resolve; to purchase one hard copy at £37.50p.

Item 3 Museum Collection / John Phyllis – Oil Painting “Single Stick” – Valued between £1200 to £1800 (retail) £2500 (insurance) and a recommendation from Portfolio that this item remains and is retained in the possession of the Town Council.

Resolve; that the oil painting “Single Stick” remains and is retained in the possession of the Town Council.

Item 4 – Oil Paintings

1- Christchurch Minster (Frank Richards - 1899)	£30,000 to £50,000 market value	
2- Near Harrogate (Joseph Barker 1808)	£1,500 to £2,500 market value	
3- Malvern (Joseph Barker 1808)	£2,000 to £3,000 market value	
4- Near Neath (John J. Barker 1866)	£1,800 to £2,500	£4,000 insurance value
5- Near Llantrisant (John J. Barker 1866)	£1,800 to £2,500	£4,000 insurance value

Recommendation from Portfolio was to dispose by way of sale at auction to items 1, 2 & 3 and for the Town Council to retain ownership of items 4 & 5 and for them to be put on display in the Council Offices subject to relocation. There were many different and strong opinions amongst members on this matter, which included that a gift should not be sold, there was no current need or identified project for the funds, MDC would not support the Council in other matters if they were aware of the funds realised and held by Council. One members requested a recorded vote should the Council propose to sell. The opposing argument was the cost of any restoration, ongoing insurance costs and the requirement for storage or display in a controlled environment. Further consideration was to loan out the painting for appropriate display elsewhere such as an art gallery in the locality or Bristol where they could be appreciated, viewed and kept in controlled environment. The Chairman concluded the situation that the Town Council has had these paintings for some 30 years, some of the paintings had been kept locked away, some members had not even been in the storage room let alone viewed the paintings. The townsfolk would certainly not of seen them or indeed may not be aware of their existence and that the subject matters were not applicable to the Town, surrounding area or indeed the County and that the asset should be realised.

Resolve; by a vote of 10 For and 1 Against that the paintings Christchurch Minster, Near Harrogate and Malvern are offered for display on loan to appropriate Museums and Galleries. That progress to this matter is reviewed and further considered at the next meeting of the Council.

Resolved; by a unanimous vote that paintings Near Neath and Near Llantrisant are retained in the possession of the Town Council.

Item 6d Recreation Ground Trust (Collett Park) Charity No 1040673 – The Portfolio Leader provided options available to Council following information from the Clerk, Charity Commission, SALC and the External Auditor that accounts should be separated from the Town Councils. Reclaim of VAT was an issue and the latest advice to the Portfolio was to provision of a Licence for the Town Council to occupy and maintain Collett Park and this would then alleviate the requirement to separate the accounts but still afford ownership of the Collett Park to the Recreation Ground Trust. The Clerk wished it recorded that he was unable to continue to sign off future accounts to be submitted to the Charity Commission relating to the Trust until this matter was concluded.

Resolve; to action the provision of a Licence for the Town Council to occupy and maintain Collett Park on behalf of the Recreation Ground Trust - Charity No 1040673.

63. Finance

a. Accounts for Payment by Cheque

Councillor Marsh declared a Prejudicial Interest and did not speak or vote thereon

Resolved that payments made by Cheque as per Appendix “A” attached to these Minutes be approved.

b. Accounts previously paid by Direct Debit

Resolved that payments made by Direct Debit as per Appendix “A” attached to these Minutes be approved.

c. Confidential Salaries for Payment by Cheque

Resolved that the Confidential Salary Payments as per Appendix “A” (Confidential Section) attached to these Minutes be approved.

64. Confidential Matters The Chairman proposed that in view of the nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded and they are instructed to withdraw. Members of the public and press then withdrew from the meeting.

Resolve; that the motion be carried and in the public interest that the press and public be excluded and withdraw.

Members of the Public and Press then left the meeting.

a. Town Council Offices – Relocation

Resolve; that the Chairman, Vice Chairman and the Properties Portfolio Leader and Deputy are provided with delegated authority to negotiate with MDC for a temporary move to part of Highfield House subject to outline agreement to location of a suitable site for a permanent new build within the Town. Members are to be kept fully informed as negotiations progress and reported back to full Council.

b. Footpath Maintenance – Contractor

Resolve; that Mr Fred Davis is contracted at an all-inclusive hourly rate of £10 per hour to carry out maintenance works to the outstanding 7 footpaths at an approximate average of 2 hours per footpath (total £140).

65. Agenda Matters for the Next Meeting

No Matters were raised.

The Chairman closed the meeting at 22.03 hours.

Councillor R.R. Champion

Chairman

Signature _____

____ / ____ / 2002

A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1526	Duchy of Cornwall	6120	Hitchen Lane Land Rent - Mar to Sept 02	£ 44.06
1527	Cleanaway	6020	Collet Park - Waste Disposal	£ 26.43
1528	Royal British Legion	5600/6650	Remembrance Band/Poppy Concert Grant	£ 200.00
1529	S/Mallet Community Infants	6900	Section 137 Payment - 50% School Crossing Patrol	£ 300.00
1530	Richard R. Champion	5550	50% Chairmans Allowance	£ 480.00
1531	SALC Publications	5300	New Standing / Financial Orders	£ 18.75
1532	Mendip Housing Ltd	N/applic	Hillmead Hall Play Equipment - VAT content	£ 273.25
1533	Inland Revenue	5020	Tax / NI - 2nd Quarter 02/02 July-Sept	£ 1,597.40
1534	Mrs Pam Thomas	5090	Caretaker - May - September (in arrears)	£ 120.63
1535	Mr Terry Marsh	6300	Town Clock Maint' May - Sept (in arrears)	£ 140.69
				£ 3,201.21

Payments by Direct Debit

30-Aug	Quadron Services Ltd	6000/6050	Collett Park Contract - June 2002	£ 2,254.57
02-Sep	Mendip District Council	5100	Office - General Rates	£ 162.00
04-Sep	CGU Bonus	5200/6090	Insurance Premium / inc Jubilee Premium	£ 433.41
16-Sep	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 248.20
19-Sep	SWEB	5140	Office Electricity Supply	£ 30.00

Sub Total £ 873.61

Total = £ 4,074.82

CONFIDENTIAL PAYMENTS

1536	Graham H Brown	5000	Town Clerk Oct Salary - 2002	£ 1,051.71
1537	Ken Manship	5080	Cleaner - Oct Salary - 2002	£ 101.19
Total				£ 1,152.90

Grand Total £ 5,227.72

**Councillor R.R. Champion
Chairman**

Signature _____

Date _____

**Councillor J.D. Bartlett
Vice Chairman**

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 5 November 2002, in the Mendip District Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Councillor Mr R.R Champion - Chairman

Councillors, Mrs J.D. Bartlett, Mr J.E. Gilham, Mr R Gurd, Mr K.J. Hurrell, Mr C.C. Inchley, Mr E.F. Inchley, Mr N. Jeremiah, Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor and Mr N.F. Shearn. Approximately 15 members of the public and press.

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

66. Apologies for absence

Councillors: Mr M.M. Cann and Mr P.G. Treby.

67. Public Forum

Role of the Town Council – Mr Selway confirmed agreement with Councillor Treby in a recent article in the Journal 31/10/02 that the Council should be more proactive but wished Councillor C. Inchley to clarify his statement made in the same article regarding “while Other Towns move on we are stuck in a rut”.

Cleanliness of the Market Place – Mr Selway raised concern as the Pidgeon droppings and general shabbiness of Town Street and the Market Place. Ashton House was a haven for pigeons and requested that MDC be chased up to get the owner to clear up the mess at no cost to the Councils. Mrs Reeves endorsed his comments and also highlighted recent documentation, which noted the shabbiness at the lower end of the Town and the filthy state of the Market Place. Mrs Reeves considered the pidgeon droppings were never cleared and represented a health hazard especially with Market Stalls using the area to sell fresh food products. Immediate action was required by MDC.

Paving Slabs – Town Street – Mr Selway reported that slabs were broken, cracked and filthy and that he was aware that this was the duty of SCC Highways and they should be chased up to correct matters.

Collett Park Expenditure – Mr Selway was concerned that the expenditure may well be out of control within the Park and that little income appeared to be generated to offset any such costs. He once again proposed the idea of a franchise type vehicle providing low cost refreshments for users of the Park.

Community Grants – Mr Selway had noticed the recent adverts by the Town Council to invite applications for Community Grants. In his opinion the Grants were coming from the ratepayer and that the budget should be cut.

Consuming Alcohol in the Streets – Landlord of the King William PH following setting up of Pub Watch and in liaison with the Police requested that a ByeLaw be instigated to stop members of the public consuming alcohol in the streets. It had appeared to work in Glastonbury and Wells providing a reduction in vandalism in their High Streets.

Parked Cars outside the King William PH – Landlord of the King William wished to purchase a strip of land at Norah Fry on the junction of Coombe Lane to facilitate parking of vehicles off the highway.

Redevelopment of Norah Fry – Landlord of the King William informed that many residents were unhappy with the sale of the Norah Fry property and a lot of people wanted to know the type and content of any development plans.

Proposed Traffic Regulation Order TRO - Market Place / High Street – Juliet Watchman from the Bell Hotel raised objections to the proposed closure to traffic including delivery vehicles. Her business and many others in the High Street were opposed even though the Chamber of Commerce had confirmed an agreement with the Town Council. Town Street was already pedestrianised and if members wished proof that pedestrianisation would kill off retail trade then they should look at all the empty shops in this derelict area of the Town. It was a ludicrous proposal and a petition from business within the area concerned was handed to the Clerk

Lack of Bus Services direct to Bristol & Bath – Mr Stride referred to the previous minutes and was still chasing the matter attempting to get bus services into the Town that could provide direct routing to Bristol and Bath.

Maintenance of Station Road Area – Mr Stride again referred to previous minutes, although some improvements had taken place both by Highways and other parties. Therefore someone was taking responsibilities, he was still unaware and questioned “What was going on in Station Road”. He still considered that SCC Highways were responsible for the grass embankment.

Conduct of Co-Opted Members – Mr Stride again referred to the previous minutes and raised concern and umbrage as to the request for the Portfolio Leader to converse with each co-opted member. Meeting times were promulgated and should be adhered to. The co-opted members were kept waiting and this was unacceptable and if it was not for the co-opted members on the footpaths portfolio then the portfolio would not be running.

Town Centre blocked drains – Mr Stride referred to Connect Street Lighting and their performance contract with MDC and SCC where if certain percentage of street lights were faulty they received a performance penalty and requested that the same approach be used against SCC Highways with their very poor performance. He highlighted the debris and fallen leaves on the highway and blocked drains with almost no work being undertaken by SCC Highways to rectify the problem.

Loan of Oil Paintings – Sandra Lord thought it absolutely absurd that the Council should consider free loan of the paintings and suggested that the paintings should be sold and facilities for the youth should be provided from the proceeds.

68. Chairman’s Announcements

Mendip NHS Primary Care Trust – The Chairman confirmed a Public Meeting Thursday 7 November 2002 at 7pm in MDC Chamber. Some members were concerned that the date appeared to clash with meetings at the same venue on the same date and times. The Chairman informed that public posters delivered to the Council by post had been erected with these details shown and urged members of the public to attend and raise questions if needed.

Remembrance Service – The Chairman confirmed that a Service would take place at the Cenotaph mustering at 10.30 Sunday 10 November 2002 and a further Ceremony on Monday 11 November 2002 at 11am outside the Bell Hotel and invited members to attend.

Resolve; that the above matters are noted.

69. Minutes

The Minutes of the Meeting of the Town Council held on the 1 October 2002 were considered for accuracy and content.

Resolve; that the Minutes of the Town Council Meeting held on 1 October 2002 were approved as a true record and signed by the Chairman.

70. Matters arising from the Minutes

The Chairman requested any additional matters arising, which were not already included within the agenda and attached Portfolio Reports.

MIN 62 1a Administration Portfolio – Standing Orders – The Chairman and Clerk explained the requirement to revoke or amend existing Standing Orders and informed members that the previous resolve was an illegal procedure and that the resolve is therefore Null and Void and Standing Orders adopted in 1992 remain in force. The matter is to be considered later in this meeting.

Resolve; that the matter is noted.

71. Minutes of the Planning Committee

One member noted that the address was shown incorrectly to Application No 109985/001. Should be 30 Kingsland Road and not 3.

Resolve; that the Minutes of the Planning Recommendations Committee held on the 10 September 2002 is noted and that the Clerk correct the address to application No 109985/001.

72. Community & Leisure Portfolio Report – Dated 31 October 2002 (Copy attached to these minutes)

Councillor Lovell presented the report and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Community & Leisure Portfolio Report – Dated 31 October 2002 as attached to these Minutes are noted.

Item 1 – Community Grants – The Clerk updated on advertisement arrangements and associated costs. Advert had been placed in the Scan at a cost of £16.50 but that the cost to advertise in the Mid Somerset Series had been prohibitive although the news section had provided an article free of charge which appeared to have worked and several new groups had been in to enquire and pick up application forms. Members discussed the cost of advertisements and how the grants should be focused or used in the future.

Resolve; that the matter be further considered by the Portfolio which included the applications received to date itemised as 1b & 1c within the report.

Item 2a – Police Matters – The Chairman reported that the Police were now delayed in moving into the first floor of the Registry Office building until late November or early December. Item 2a xi should be amended to read “Resources increased from 12 to 15”. Members also considered that the matter raised in Public Forum regarding Byelaw and consumption of alcohol in public should be considered by the Portfolio

Resolve; that the matter be noted, the above amendment take place and the matter is then deleted from the current report. The Portfolio is to consider the requirement for a Byelaw to stop the consumption of alcohol in public as raised under the Public Forum section of this meeting.

Item 2b – Crime Figures – Resolve; that the matter be noted and deleted from the current report.

Item 4 - Car Parks - Policy of Disposal / Sale of Car Park areas within the Town - No further consultation from MDC.

Resolve; that the matter be noted and deleted from the current report.

Item 5a - Local Safety Scheme – A371 Croscombe to Bowlish - Resolve; that the matter be noted and the portfolio to consider further if needed.

Item 6 - Community Speed Watch - Resolve; that the matter be noted and deleted from the current report.

Item 7 - Weight Restrictions Abuse - Members considered that it was just not businesses within the Town but continental drivers and also other local drivers appeared to be driving straight through the restrictions. Two quarry lorries belonging to an Evercreech company were recently seen to be driving straight through. The media should be encouraged to highlight the problems and registration numbers would be taken and reported to the police for further action. A letter of response from Mr Maurice Cox, Site Manager from Matthew Clark was appraised by the Clerk to members. Assurance was provided that their own vehicles did not break the law and they took the matter seriously. He requested improved road signage around the Town, assistance in location of a HGV route map around the Town that he could copy and hand to drivers. Also that communication channels be kept open should any further issues arise. The Clerk also confirmed that a meeting had been arranged with SCC Highways for next Tuesday 12 November 2002 at 9.30am where this matter was on the agenda for further review and discussion.

Resolve; that the matter be noted and the Clerk attempt to obtain a plan of the HGV Route around the Town from SCC Highways at the meeting to be held on Tuesday 12 November 2002.

Item 9 - London – South West & South Wales Multi-Modal Transport Study (SWARMMS) - Resolve; that the matter be noted and deleted from the current report.

Item 10 - Local Transport Plan – 2nd Annual Progress Report - Resolve; that the matter be noted and deleted from the current report.

Item 11 - Twinning Association –Exchange flag from Misburg - Resolve; that the matter be noted and deleted from the current report.

Item 15 - Shepton Mallet In Bloom - Councillor Manvill confirmed that she would pass information onto the committee due to meet next Friday 8 November 2002. **Resolve;** that the matter be noted and to remain on the current report.

Item 17 - Remembrance Day Parade – Sunday 10 November 2002 – Road Closure Order - Resolve; that the matter be noted and deleted from the current report.

Item 18 - Somerset Waste Local Plan – First Deposit Draft – Consultation. Resolve; that the matter be noted, the document was available from the Clerks Office on request and that the matter be deleted from the current report.

Item 19 - Wall Bordering Pavement – A361 – between Thatched Restaurant & Charlton House Hotel. Resolve; that the matter be noted and deleted from the current report.

Item 20 - Memorial Seat – Late Doreen Gilham - The Clerk confirmed progress with the Jubilee Committee agreed on the type of seat and would pay for the seat and plaque. MDC had confirmed that they would arrange for a suitable plinth to be constructed and the seat to be fixed. The Clerk considered that the Town Council may wish to increase the size of the seat and provide suitable fixings at an additional cost of approximately £60.

Resolve; unanimously that the longer 5ft type seat c/w fixing brackets is ordered, the Jubilee Committee reimburse the Council for the cost of the original seat and to provide the plaque. The Town Council pay the additional sum required and MDC to arrange construction of the plinth taking into account design to ward off possible use by Skateboarders and also to include fixing of the plaque and seat.

Item 22 - Cowl Street – Road Closure - Resolve; that the matter be noted and deleted from the current report.

Item 24 - Bike stand/rack outside the Amulet – The Chairman provided an appraisal of the site meeting, which took place and the proposed siting locations. The most suitable site to provide dual-purpose use appeared to be outside of Boots the retailers and adjacent to a low wall at the entrance to the Amulet which was covered by CCTV. The matter was now in the hands of Stuart Finney of MDC.

Resolve; that the matter be noted and to remain on the current report.

73. Regeneration Portfolio Report – Dated 31 October 2002 (Copy attached to these minutes)

Councillor Chris Inchley presented the report and members noted the contents which had been previously supplied with the agenda.

Resolve: that the Regeneration Portfolio Report – Dated 31 October 2002 as attached to these Minutes are noted.

Item 2a - Restriction Orders – Market Place & High Street North – One Member raised concern as to the existing chaos for delivery drivers due to inconsiderate parking by others especially during the mornings. Some vehicles were parked in this area overnight, all day and even all week and considered the only option was to have no parking at any time with deliveries vehicles only outside of the proposed restriction times. The member further proposed that contact should be made with SCC and the Police to amend the requested TRO to include this amendment. A recent e-mail from Jeff Bunting SCC Highways, was read by the Clerk advising current progress with the new TROs. Discussions then took place regarding the strength of trading in the Town and the view that people were parking and not shopping. Members took the view that if sufficient objections were raised by retailers then SCC may not wish to proceed with the TROs. The Chairman again reconfirmed Council resolve from June 2002, which had been carried by a unanimous vote. It was again stressed that pedestrians and traffic do not mix. Several proposals and amendments were put forward.

Resolve; by a vote of 11 For and 0 Against to the setting up of a forum by the Portfolio Leader to include shop keepers, hoteliers and residents within the Town Centre as soon as possible to consider the matter further prior to the proposed TROs being progressed.

Item 2c - Shop Mobility Facility – Voluntary Action Mendip (VAM) located in the old London House building were not now able to locate the equipment. Keith Bush indicated that the Shepton scheme may be the smallest in the area, demand is expected to be low and he was investigating other suitable locations for the equipment.

Resolve; that the matter be noted.

Item 3 - Bollards – High Street (North) – Both the Portfolio Leader and Clerk had not managed to ascertain any progress from Chris Arscott of MDC.

Resolve; that District members are to request MDC to talk to the Clerk and advise the current situation.

Item 4 - Town Market - The MDC Officer concerned had been on holiday, however a meeting would hopefully be arranged to discuss the Market and the cleanliness of the area following the Market. MDC were however contemplating a deep clean of the whole area in the spring of 2003. **Resolve;** that the matter be noted.

Item 5 - Norah Fry Hospital Site – Members who attended the latest meeting confirmed that it was indeed a private meeting arranged by Stephen Harrison to discuss working relationship between the two Councils and not just the Norah Fry matter. One member was surprised following attendance at a meeting in MDC, which raised concern that without consultation with the Town Council, MDC seemed well underway with negotiations regarding a crematorium in the Town. Members then discussed the positives and negatives of a possible Crematorium and the Clerk confirmed that Councils resolve at the last meeting regarding Churchyards, Cemeteries and a possible Crematorium was to meet with MDC and discuss the matter further. A meeting would be finalised shortly with Councillor Cawood (Portfolio Holder) and Debra Mosely. It was confirmed this matter was held under the Collett Park Portfolio.

Resolve; that the matter be noted and deleted from the current Regeneration Portfolio report.

Item 7 - Skateboard Park Project – A proposal was put forward that the existing £10,000 budget held under Community Projects is labelled for this project. Members requested confirmation from District members to clarify rumours and the reasons why MDC apparently have the matter on hold and also requested further support at Area Board level. District members informed that MDC did not have a current budget especially relating to ongoing revenue costs and wished also to standardise adhoc financial agreements being made over the whole district. Total support from both District and Town members was again confirmed for the Project although concern was raised as to the priority of the matter and that the youth users were now getting disillusioned with the apparent lack of progress.

Resolve; by a vote of 13 For and 0 Against and 1 Abstention that the existing budget of £10,000 in Community Project heading is earmarked absolutely for the Skateboard Park Project.

Item 8 - Town / Parish Plan – The Leader asked the question “Does the Town Council wish to proceed with a Town Plan?” If so monies were required in the precept to fund same. Members discussed the MCTI bid and that both schemes should run together. **Resolve;** by a vote of 13 For that the matter be placed on hold pending the MCTI bid and that if successful both schemes should be matched up.

Item 9 – CCTV – MDC had been chased on progress to the two new camera locations held under partnership funding which included the Town Council. Members who went to the latest Users Group meeting provided an appraisal of the meeting, proposals for hours of monitoring and also fair ways or apportioning costs between the different Towns. MDC had been requested to increase their level of funding as many of the facilities covered by CCTV such as Car Parks were owned and managed by MDC. The next meeting of the Users Group was set for the 11 November 2002 (now amended 2 December) and members who were to attend were presently working on and collating statistical figures as a proposal for a fair means of charging the separate cost centre Towns.

Resolve; that the matter be noted.

Item 11 - Hillmead & Meadow Rise Toddler Equipment – **Resolve;** agreement with the recommendation of the Portfolio that the sum of £554.67p plus vat is approved from the existing budget to extend the existing play area.

Item 13 – Christmas Lights – the Clerk updated on the current situation with unfortunately news that the Chamber of Commerce had not yet received any sponsorship funds to fulfil their side of the partnership requirement and that time was now of the essence. Three clear options were to have no lights, temporary lights to provide a minimum effect or to decide now to proceed and fund the required scheme estimated at £8,000. Members considered that no lights was not an option and that the scheme should proceed initially using monies to underwrite the project from unused budgets such as CCTV and if needed from reserves. Then to continue to achieve sponsorship funding via the Chamber of Commerce and to request monies from the Tesco 106 fund administered by MDC. It was felt that the Chamber may wish to walk away from the project and that if monies were made available now future levels of support should be reduced.

Resolve; by a unanimous vote that the complete scheme proceeds in this current year with the purchase of the required set lighting pieces up to a maximum budget of £8000 being underwritten by the Town Council, £6000 of which should be transferred from the current unused CCTV budget. The Clerk is to strive and split payment for these goods over the current and following financial year periods. MDC is to be requested to provide additional support of £2000 from the existing Tesco 106 monies and that the Chamber of Commerce is requested to continue to provide their partnership funding of £4,000 to the project.

74. Properties Portfolio Report – Dated 31 October 2002 (Copy attached to these minutes)

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

Resolve: that the Properties Portfolio Report – Dated 31 October 2002 as attached to these Minutes are noted.

Item 1b - Erection of Sheds, Greenhouses and PolyTunnels on Allotments

Resolve; by a unanimous vote that the recommendations of the Portfolio are adopted with immediate effect.

75. Signing & Exchange of Contracts for the sale of 8 Great Ostry for the sum of £92,000 – Resolve; that the contracts are duly signed by the Chairman and Vice-Chairman following which exchange via the Councils solicitors is to take place. Councillor Bartlett and Marsh requested their vote against the sale and signing of the contract to be recorded within the minutes.

76. Collett Park Portfolio Report – Dated 31 October 2002 (Copy attached to these minutes)

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

Resolve: that the Collett Park Portfolio Report – Dated 31 October 2002 as attached to these Minutes are noted.

Item 1 - Cemeteries and Churchyards – Resolve; that the Clerk arranges a meeting with Derek Hooper of MDC to investigate progress in the matter including possibly a Crematorium for the District.

Item 2 - Recreation Ground Trust (Collett Park) – Members debated the requirements of the Charities Commission and the financial and administrative advantages of taking out the proposed License however one member still required the Clerks time and costs utilised on Collett Park to be apportioned to the cost centre.

Resolve; that the recommendation of the Portfolio is approved at an approximate cost of £100 for legal advice and the cost of the License.

Item 5 - Play Equipment – Junior Play Area – The Leader confirmed progress to reviewing play equipment available from several manufacturers and hopefully a decision could be made shortly with work being undertaken in the New Year. Other members were concerned at the delay and pointed out that current budgets were available and they could see no reason why matters could not be finalised and put before Council at the next meeting. The Leader expressed his preference to attend site visits to look at installed equipment rather than relying on pictures in a catalogue. **Resolve;** that the matter is noted.

Item 6a Toilet Lights – The Clerk reported that during the works, which were now complete, a faulty light sensor unit was located and replaced at an additional cost of £33.91p and the invoice now received for the full scope of works was £117.39p inc VAT and was submitted with this months payment schedule under Cheque No 1544. **Resolve;** retrospective approval of the additional work and payment of the invoice.

Item 6b – Vandalism to Toilet Window Glass

Resolve; that the matter be noted and deleted from the current portfolio report.

Item 7a – Tree Emergency Works – Two separate incidents required works to be completed under emergency Health & Safety delegated powers. Firstly work by Mark Parsons to three separate felling of parts of trees within the Park and then by Quadron and their tree subcontractor to a further felling of branches to a tree overhanging the play area. This incident required the play area to be made secure and rendered out of use.

Resolve; retrospective approval of the emergency work undertaken and the invoice submitted for payment.

Item 8 - Park Contractors Report – Contractors written report dated 30 October 2002 was distributed to members by the Clerk. Members considered the advantages and dis-advantages of amending the date for the clearance of the Lake to February or March when leaf fall and winter debris would be complete. Concern was raised as to none reappointment of a full time Park Keeper and that no action to reduce contract costs or financial penalties had been instigated. The Portfolio Leader informed members that he was completely satisfied with the contractor's performance, the Council was receiving value for money and that he was amazed at the quantity of resources that the contractor was providing on a daily basis within the Park. Other members were passing on comments made by the public, which raised concern as we are being told that vast improvements are being obtained but the question being asked was "where are all these improvements". Other members fully supported and reconfirmed their confidence in the Portfolio Leader and considered that the Park was being maintained to a very good standard. The Leader reported that relationships with the contractor were very good and he encouraged members to visit the Park and look for themselves.

Resolve; that the matter of a full time nominated Park Keeper is followed up and honoured by the Portfolio. The Chairman would liase with the Clerk to review the contract requirements and report back to Council.

Item 9b - Construction of Bellmouth / Walls – Works now complete including some additional work following vandalism shortly after practical completion with costs of an additional £30 included in the current payment schedule under Cheque No 1539. **Resolve;** that the matter is noted and payment approved.

Item 17 - Huntsman Polyurethanes – Heron Skull Sculpture – The leader proposed that it made sense to position it on the island on a plinth and at the same time aim to have a really good tidy up of the islands including removal of some self seeded trees.

Resolve; that the kind offer to donate the sculpture and make a donation of £2000 towards the installation in Collett Park from Mr Paul Lambert of Huntsman Polyurethanes is accepted.

77. Footpaths Portfolio Report – Dated 31 October 2002 (Copy attached to these minutes)

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

Resolve: that the Footpaths Portfolio Report – Dated 31 October 2002 as attached to these Minutes are noted.

Item 1b - Barren Down Lane - Resolve; that the matter is noted.

Item 2a - Footpath Maintenance – Site inspections had been carried out following completion of the works and the Leader said all designated footpaths had been cleared very nicely and thanked the contractor who had stepped in at the last minute following withdraw from the previous contractor.

Resolve; that the matter is noted.

Item 4 - Travellers in Mill Lane off the Ridge Road – The Leader reported that the Travellers had now gone but was unsure as to progress regarding the TRO and fitting of a gate, but would report back when known.

Resolve; that the matter is noted.

78. Administration Portfolio Report – Dated 31 October 2002 (Copy attached to these minutes)

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

Resolve: that the Administration Portfolio Report – Dated 31 October 2002 as attached to these Minutes are noted.

Item 2 - Oil Paintings – A response and a keen expression of interest was read to members by the Clerk from Mr Mike Allen the manager of Highfield Castle operated by Christchurch Council to proposals for free loan of the Frank Richards Painting “Christchurch Minster”. They would wish to view the painting first and then negotiate the matter of maintenance and insurance during the period of loan. Some members were still concerned that the painting would be lost from the Town and should be sold raising funds for specific projects in the Town, which would improve facilities for the community. Other members remained of the consideration that they should be kept and a free loan for the interim would be the most sensible option. One member considered that in the short term due to the Council relocating it would be best if the option of free loan of all five paintings was offered to Christchurch Council who in the long term may hopefully wish to purchase the Frank Richards painting. This short-term option would save the problem of storage during the relocation phase of the Council and we would hopefully see a reduction in our insurance premium at the same time. The Clerk advised members that legal services should be contracted to advise on the matter and draw up a legal document. One member considered the free loan should be for an interim period of 2 years and that Christchurch Council should supply the legal document and pay for any legal services required by the Town Council.

Resolve; by a vote of 10 For and 2 Against (Councillor Inchley C. & Lockey) that the offer of free loan of the Frank Richards painting (No 1) to Christchurch Council for display in Highfield Castle is accepted subject to negotiated agreement by the Chairman, Vice Chairman and the Clerk on the transportation, no copying rights, maintenance, insurance, and legal and any other costs being covered by Christchurch Council and at the same time to offer the same free loan facility to the remaining four oil paintings by the “Barkers of Bath” (No 2-3-4-5).

Item 4a - Precept Working Party – Further meeting arranged for 26 November 2002 and recommendations to be put to Council at the December meeting. **Resolve;** that the matter is noted.

Item 4c - Recreation Ground Trust (Collett Park) Charity No 1040673 – Resolve already approved previously in the meeting (Min 76 Item 2 refers). **Resolve;** that the matter is noted and should be concluded under the Administration Portfolio.

Item 11 - Freedom of Information Act 2002 – Publication Schemes – A mandatory questionnaire return had to be completed and returned by the 31 December 2002. **Resolve;** that the Portfolio Leader (in his absence) is requested to review and complete.

Somerset Association of Local Councils (SALC) – Late notification of the next East Area meeting to be held on the 2 December 2002 at 7.30pm in Glastonbury Town Hall and an awareness training seminar in Recent Local Council Legislation is to be held on Tuesday 19 November 2002 at Westlands Sports and Social Club

Yeovil on Tuesday 19 November 2002 at a cost of £30 per delegate. **Resolve;** that the above matters are noted and the Clerk is to attend the Seminar at a cost of £30. District members are to obtain a summary of the Recent Legislation to assist the Clerk, which is available from the District Council

79. Standing Orders / Financial Regulations / Chairmanship and Code of Conduct – The Chairman confirmed the procedure for amendment / revoke of existing Standing Orders and the requirement for any new proposal to be suspended without discussion following proposal and seconded, until the next ordinary meeting of the Council. The rewrite of the Model Standing Orders had now been received and the Clerk had now provided three draft documents, a copy of which had been provided to each member previously. A proposal was tabled and seconded to revoke existing Standing Orders adopted in 1992 and adoption of the draft rewrite of Standing Orders & Financial Regulations, Chairmanship and the amended layout of the Code of Conduct (previously adopted on 1 May 2002) as from the next meeting of the Council programmed for the 10 December 2002.

- a. **Standing Orders Incorporating Financial Regulations – Resolve;** Proposed and Seconded and to remain in suspension without discussion until the next ordinary meeting of Council programmed for the 10 December 2002 when the intention is resolve adoption as of 10 December 2002.
- b. **Chairmanship - Resolve;** Proposed and Seconded and to remain in suspension without discussion until the next ordinary meeting of Council programmed for the 10 December 2002 when the intention is resolve adoption as of 10 December 2002.
- c. **Code of Conduct - Resolve;** Proposed and Seconded and to remain in suspension without discussion until the next ordinary meeting of Council programmed for the 10 December 2002 when the intention is resolve adoption as of 10 December 2002.
- d. **Councillors Handbook** - Quotation received for printing of the three documents (a,b & c) within one binder to be named as “Councillors Handbook” from Capita at a cost of £65.37p for 20 copies.
Resolve; that the quotation is accepted and the new “Councillors Handbooks” are issued to all members following the May 2003 elections. Existing members are to utilise the draft copies as already provided by the Clerk, subject to no amendments. Any new members joining the Council are to be issued with a new copy following receipt of their Acceptance of Office.

80. Finance

- a. **Accounts for Payment by Cheque** – The Clerk requested to include one late payment, cheque number 1551 payable to the Royal British Legion at £15 for the Remembrance Wreath.

Resolved that payments made by Cheque as per Appendix “A” attached to these Minutes be approved.

- b. **Accounts previously paid by Direct Debit**

Resolved that payments made by Direct Debit as per Appendix “A” attached to these Minutes be approved.

- c. **Confidential Salaries for Payment by Cheque**

Resolved that the Confidential Salary Payments as per Appendix “A” (Confidential Section) attached to these Minutes be approved.

81. Confidential Matters The Chairman proposed that in view of the nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded and they are instructed to withdraw. Members of the public and press then withdrew from the meeting.

Resolve; that the motion be carried and in the public interest that the press and public be excluded and withdraw. Members of the Public and Press then left the meeting.

82. New Signs – Whitstone Road Allotments - Resolve; that a further free of charge quotation is provided from another supplier to the same specification and executive powers are afforded to the Chairman and the Clerk to accept the lowest price and the works ordered asap.

83. Refurbishment of the Town Centre Notice Board – Resolve; that the quotation from HW Signs valued at £320 for the total refurbishment of the Notice Board is accepted and the Clerk is to place the works order.

84. Renew of Shelter Roof in Collett Park - Resolve; that the quotation from Attleys Roofing Ltd valued at £3,483 plus VAT for the complete reroofing with Ultratile (metalised 0.9mm-coloured Terracotta) to the Shelter within Collett Park is accepted and the Clerk is to place the order for the works to be carried out in December 2002.

85. Compensation Claim from a Councillor following damage to clothing during a site inspection on Councils business.

Councillor Bartlett declared a Personal and Prejudicial Interest, did not speak or vote thereon and left the room

Resolve; - that a one off "without prejudice" "goodwill payment" of £30 is provided to Councillor Bartlett for clothing allegedly damaged when undertaking business on behalf of the Council.

Councillor Bartlett then rejoined the meeting.

86. Annual Review of Salaries – Councillor Marsh declared a Personal and Prejudicial Interest, did not speak or vote thereon and left the room with the Clerk - NALC National Agreements for April 2002 with an additional agreement from 1 October 2002 and a further agreement as from 1 April 2003 had been received and reviewed by the Chairman and Administration Portfolio Leader following an appraisal meeting on the 25 October 2002 with the Town Clerk. Recommendations were provided to members.

Resolve; agreed Salaries and Payments for Years 2002/03 and 2003/04 as follows;

Town Clerk / Responsible Financial Officer	1 April 2002	(+3%)	LC2 25 + Staff	=£19,305.00 per annum
	1 October 2002	(+1%)	LC2 25 + Staff	=£19,491.00 per annum
	1 April 2003	(+3.5%)	LC2 27 + Staff	=£21,414.00 per annum
Office Cleaner	1 April 2002	(+3%)		=£1530.00 per annum
	1 April 2003	(+3.5%)		=£1584.00 per annum
Caretaker	1 April 2002	(+3%)		=£248.49 per annum
	1 April 2003	(+3.5%)		=£257.19 per annum
Clock Keeper	1 April 2002	(+3%)		=£289.81 per annum
	1 April 2003	(+3.5%)		=£299.95per annum

Councillor Marsh and the Clerk both rejoined the meeting.

87. Future Role and Aspirations of the Town Council – Resolve; that due to the lateness of time and that the Confidential Closed Session may be the incorrect forum for this matter, the subject is to be placed on the agenda for the next meeting.

88. Relocation of Town Council Offices – Highfield House – All District Members (Councillors Gilham, Inchley C. Lockey and O'Connor) declared a Personal and Prejudicial Interest, did not speak or vote thereon and left the meeting. The Clerk confirmed to those present details of advice received verbally following consultations with Mr Peter Lacey (SALC) regarding members possible personal interests in this matter and provide updated on progress to the current negotiations with MDC regarding proposed use of Highfield House, other meeting rooms within MDC offices and the long-term outline proposals for the new build of Town Council Offices at either Commercial Road or Park Road depot site.

Resolve; that a further viewing appointment is arranged asap for members who had not yet viewed Highfield House and a further meeting is arranged as soon as practical with senior MDC Officers and the Town Council Chairman, Vice Chairman, Properties Portfolio Leader and the Planning Committee Chairman along with the Clerk to finalise negotiations and report back to Council with an extraordinary meeting being called if so required.

89. Agenda Matters for the Next Meeting

Future Role and Aspirations of the Town Council.

The Chairman closed the meeting at 22.15 hours.

Councillor R.R. Champion

Chairman

Signature_____

____ / ____ / 2002

A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1538	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 17.62
1539	Fred Davis	6080	Collett Park -Improvements	£ 400.00
1540	Mr Adrian Crozier	6160	Allotment Maintenance - Whitstone Road Site	£ 25.00
1541	Shepton Mallet Landscapes	6160	Allotment Maintenance - Whitstone Road Site	£ 199.75
1542	The Toner Factory	5300	Printer Laser Toner and Inkjets	£ 140.58
1543	Fred Davis	6200	Footpath Maintenance	£ 130.00
1544	DLC Property Maintenance	6080	Collett Park Toilet / Eterior Lights	£ 117.39
1545	Roger Gerrish	6100	Council Offices - Renew Gas Service	£ 148.63
1548	Mark Parsons	6065	Collett Park - Emergency Tree Surgery	£ 400.00
1549	Cash	5300	Petty Cash Reinbursement Sept/Oct 2002	£ 75.00
1550	Forget Me Not Florist	6450	Cenotaph - Flowers	£ 13.48
				£ 1,667.45

Payments by Direct Debit

23-Sep	British Gas	5140	Office Gas Supply	£ 25.00
30-Sep	Quadron Services Ltd	6000/6005	Collett Park - Ground Care Contract	£ 2,254.57
1-Oct	Bristol & Wessex	6140	Allotment Water Troughs	£ 70.00
01-Oct	Mendip District Council	5100	Office - General Rates	£ 162.00
04-Oct	CGU Bonus	5200/6090	Insurance Premium	£ 328.41
18-Oct	SWEB	5140	Office Electricity Supply	£ 30.00
21-Oct	British Gas	5140	Office Gas Supply	£ 25.00

Sub Total £ 545.41

Total = £ 2,212.86

CONFIDENTIAL PAYMENTS

1546	Graham H Brown	5000	Town Clerk Nov Salary - 2002	£ 1,338.32
1547	Ken Manship	5080	Cleaner - Nov Salary - 2002	£ 93.01
Total				£ 1,431.33
Grand Total				£ 3,644.19

**Councillor R.R. Champion
Chairman**

Signature _____

Date _____

**Councillor J.D. Bartlett
Vice Chairman**

Signature _____

Date _____



Minutes of the Meeting of the Shepton Mallet Town Council held on 10 December 2002, in the Mendip District Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Councillor Mr R.R Champion - Chairman

Councillors, Mrs J.D. Bartlett, Mr M.M. Cann, Mr J.E. Gilham, Mr R Gurd, Mr K.J. Hurrell, Mr C.C. Inchley, Mr E.F. Inchley, Mr N. Jeremiah, Mr C.F. Lockey, Mr M. Lovell, Mrs L.A. Manvill, Mrs J.M. Marsh, Mr T.S. O'Connor and Mr N.F. Shearn. Mr Guy Braga, Area Regeneration Officer MDC. Mr David Oaten, Wicksteed Leisure and approximately 10 members of the public and press.

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

90. Apologies for absence

Councillors: Mr P.G. Treby.

91. Public Forum

Mr Guy Braga, Area Regeneration Officer introduced himself confirming that he wanted and indeed looking forward to working with the Town Council but was presently involved in a steep learning curve having taken the post up on the 2 December 2002.

Cleanliness of the Market Place- Mr Selway referred to the previous minutes and once again raised his concern at the disgraceful condition of the area over the last three years and nothing appeared to be happening. He demanded definite action from the district members and he would return again next month for a progress update. Action should also be taken by SCC regarding the broken, cracked and loose paving slabs. Mr Stride informed of the successful method adopted on the post office building to deter pigeons. Mrs Reeves afforded support to Mr Selways concerns and emphasised the health risks and related problems with the pigeon droppings and food produce being displayed and sold on the market. This matter required immediate attention and subsequent cleaning several times a week.

Collett Park Expenditure- Mr Selway again referred to the previous minutes and suggested that sponsorship should be sought to fund at least part of the proposed upgrade to the play equipment. Money was being thrown at the problem, increasing rates above that paid in Wells and the Town was not getting what Wells get.

School Crossing Patrol- Mr Selway was concerned as to the expenditure of some £600 to part fund a crossing patrol at one of the schools. Why were the ratepayers paying just for one school and requested that this either be deleted next year or shared out around the other schools. Mr Stride commented that money had been spent at other school crossing areas, which included traffic signals in lieu of a manned crossing facility.

Street Lighting- Mr Stride referred to ongoing problems with delayed reinstatement of street lighting to Commercial Road roundabout and understood that a supply cable fault was the problem. Poor performance by Western Power had been established as to the reason for the unacceptable delays and he requested that penalties should be levied against them for much the same as existed with SEC Lighting Contractors. Mr Stride also raised concern reference a broken lighting column following a road traffic accident in Westway Lane in September. He had chased the matter through the Clerk trying to resolve the outstanding problem but without success. It appeared a very lengthy and complicated process to get the job completed.

Town Drainage Systems- Mr Stride was pleased to note progress at last following chasing the matter for at least 12 months. Someone must have got the message and he thanked the council for support in the matter.

Oil Paintings- Mrs Reeves noted that many had not been displayed for many years and considered that at least one of the paintings should be sold and the monies used for improvement of Collett Park and the children's play area.

Bus Services- Mr Clive Pearson referred to item 3 within the Community & Leisure Portfolio. For the past 2 years he had been attempting to obtain improvements to services between the Community Hospital and Street. Two site meetings had taken place with Atmos of Taunton and a representative of First Bus to finalise matters. The signposting of Bus Stops was taking place and notification to the public by way of printed pamphlets to the

community (total catchment number was in the region of 20,000) may well be the next step. It was very important that the community and patients were made aware of the facility and he hoped that the Town Council and the community would support the service. Mr Dilkes noted the comments regarding service 161-162 within the portfolio report, which he was not in agreement with. 24 buses a day were running to and from Wells and even on a Sunday some 8 buses were available. In his opinion some members of the public complain about the services but do not support them by using public transport. Atmos were very interested in provision of a service to the Ridgeway Estate but had concerns regarding parking arrangements, however Mr Dilkes would raise this matter and report back following his next meeting with them.

Resolve; that the above matters are noted. Councillor C.Inchley confirmed that the district council had a spring clean of the marketplace in hand and was aware that this should be carried out sooner rather than later.

- 92. Collett Park – Play Equipment and Safety Surfaces** – Mr David Oaten from Wicksteed Leisure provided a short presentation as to the reasons for improvement works to the Junior Play Area of the park. He reconfirmed a safety inspection and risk assessment carried out by his company in May 2002 results of which indicated high risks associated with the Tractor and Slide through corrosion, the roundabout with worn bearings and incorrect ground clearance and the existing safety tiles which represented a trip hazard. A balance had to be drawn between the cost of renewal to the safety surfaces and the limited life expectancy of the existing play equipment. In his opinion the existing equipment may well only have a further 2 to 3 years service life where as new safety surfaces may well last more then 10 years. Other defects with a lower risk assessment had been recorded to other equipment within the area.

Members raised specific points and questions, which were debated and answered by Mr Oaten. Members considered the delay in the matter and that work to rectify the situation should be undertaken without delay. Some of the safety tiles were probably 15 years old and possibly second hand when supplied and the life expectancy of such products were between 5 and 8 years. It was recommended that wet pour continuous safety surface was the best option for safety surfacing.

The Chairman thanked Mr Oaten for his attendance and presentation. Mr Oaten then left the meeting.

93. Chairman's Announcements

The Chairman confirmed attendance at the Remembrance Day Ceremony, the Carnival which was very wet, the Norah Fry Enquiry and a very pleasant afternoon at the Wells and Shepton Mallet Swimming Club event held in the 50metre pool at Millfield they were in contest with seven other teams and although not doing their selves full justice but did not come last, a further interesting evening was spent at Whitstone School prize giving.

Christmas Lights were now up in the Town thanks to the Clerk, John Quantock, John Mason, Stan Blinman and Fred Davis,

Resolve; that the above matters are noted and members wished their appreciation and thanks to be recorded and confirmed by way of a letter to all those involved in this years Christmas Lighting display.

94. Minutes

The Minutes of the Meeting of the Town Council held on the 5 November 2002 were considered for accuracy and content.

Resolve; that the Minutes of the Town Council Meeting held on 5 November 2002 were approved as a true record and signed by the Chairman.

95. Matters arising from the Minutes

The Chairman requested any additional matters arising, which were not already included within the agenda and attached Portfolio Reports.

Standing Orders and Financial Regulations MIN 79a - following suspension from the meeting held on the 5 November 2002 members further considered the revoke of existing Standing Orders and adoption of the revised Standing Orders and Financial Regulations dated the 10 December 2002 (draft previously provided to members).

Resolve; by a unanimous vote the revoke of existing Standing Orders and approval and adoption of the revised Standing Orders and Financial Regulations dated the 10 December 2002, which were duly signed by the Chairman and Vice Chairman. (copy attached to these minutes)

Chairmanship MIN 79b - following suspension from the meeting held on the 5 November 2002 members further considered the revoke of existing Chairmanship and adoption of the revised Chairmanship dated the 10 December 2002 (draft previously provided to members).

Resolve; by a unanimous vote the revoke of existing Chairmanship and approval and adoption of the revised Chairmanship dated the 10 December 2002, which were duly signed by the Chairman and Vice Chairman.

Code of Conduct MIN 79c - following suspension from the meeting held on the 5 November 2002 members further considered the revised Code of Conduct dated the 10 December 2002 adopted by Council as of 1 May 2002 (draft previously provided to members).

Resolve; by a unanimous vote the approval and adoption of the revised Code of Conduct dated the 10 December 2002 adopted by Council as of 1 May 2002, which were duly signed by the Chairman and Vice Chairman.

96. Minutes of the Planning Committee

Min 93 – The Clerk updated that the Conservation Forum was now cancelled and would be held in the New Year. Mr Bob Ladd (MDC) afforded his apologies for the lateness of the cancellation.

Resolve; that the Minutes of the Planning Recommendations Committee held on the 12 November and 3 December 2002 are noted.

97. Precept 2003

Councillor Marsh declared a Personal / Prejudicial Interest as her husband is the Town Clock keeper for the Council and did not speak or vote thereon. Councillor C. Inchley (relating to the CAB), Councillor Jeremiah and Manvill (relating to the TIC), Councillor Champion and Shearn (relating to VAM and Waterloo Road School) all declared a Personal / Non Prejudicial Interest remaining and taking part in the meeting.

The Chairman submitted the recommendations of the Precept Working Party to the precept for 2003 in spreadsheet format (copy provided with the agenda to all members) following several meetings of the working party. Councillor Chris Inchley was pleased that a budget heading had made provisions for training, which he deemed very important, however he also proposed amendments to several budget headings which included - £2000 from code 5000, -£200 from code 6000, -£1600 from code 6650, -£100 from code 6670 and a further - £2000 from contingencies and to allocated additional sums from these savings to the Skateboard Park Project and a further £4000 towards a specified Grants fund which should fit the corporate objectives of this Council. This objective should be to support pensioners to ensure they were claiming the correct and full benefits available to them. This in total would have the effect of increasing the Band D rate value to £43.96p. Councillor Gilham seconded the matter. Members then afforded a lively debate to the Precept and proposed amendments. Councillor Marsh requested a Recorded Vote. The amendment was then voted as follows:

For the amendment; 6 x Councillors, Cann, Gilham, Hurrell, C.Inchely, E.Inchley and O'Connor.

Against the amendment; 9 x Councillors, Bartlett, Champion, Gurd, Jeremiah, Lockey, Lovell, Manvill, Marsh and Shearn. The amendment was therefore not carried and the original Precept proposed by the Chairman was then voted as follows;

Resolve; by a recorded vote of 10 For, 2 Against and 3 Abstentions that the Precept requirement for 2003 totalling £125,101.00 set out on the spreadsheet attached to these minutes are approved and the appropriate request is to be submitted to the District Council.

For - Councillors, Bartlett, Champion, Gurd, Jeremiah, Lockey, Lovell, Manvill, Marsh, O'Connor and Shearn.

Against – Councillors, Gilham and Hurrell.

Abstentions – Councillor, Cann, C.Inchley and E.Inchley.

Councillor Gilham then left the meeting.

98. Community & Leisure Portfolio Report – Dated 5 December 2002 (Copy attached to these minutes)

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

Resolve: that the Community & Leisure Portfolio Report – Dated 5 December 2002 as attached to these Minutes are noted.

Item 1a – SMARTY – Young Art in Shepton Mallet - To be held 30/11-1/12 - Executive decision by Chairman due to timescale = £50.

Resolve; agreement in retrospect to Executive decision to support by way of a Community Grant of £50.

Item 1b - Wells & District Gingerbread – Application for Community Grant received 22/10/02.

Resolve: by a unanimous vote, approval to support by way of a Community Grant of £75.

Item 1c - Twilights Majorettes – Application for Community Grant received 31/10/02.

Resolve: by a unanimous vote, approval to support by way of a Community Grant of £200.

Item 1d - Shepton Mallet Twirlers – Application for Community Grant received 3/11/02.

Resolve: by a unanimous vote, approval to support by way of a Community Grant of £200.

Item 1e - Shepton Mallet History Group– Application for Community Grant received 7/11/02.

Resolve: by a unanimous vote, approval to support by way of a Community Grant of £250

Item 1f – Field House Amenities Fund – Application for Community Grant received 3/12/02.

Resolve: by a unanimous vote, approval to support by way of a Community Grant of £100.

Item 1g - Mirage Majorettes of Shepton Mallet – Application for Community Grant received 9/11/02.

Resolve: by a unanimous vote, approval to support by way of a Community Grant of £200.

Item 2a – Crime Figures - One member raised concern that statistics relating to Conviction Rates were not being provided. Members required the information relating to punishments being awarded following arrests.

Resolve; that the matter is noted and the Clerk is to chase up the Police to provide the required information.

Item 3 Bus Services – Matter raised in Public Forum was noted as was the response correspondence received from Mr Brian Norton, First Buses Ltd.

Resolve; that the matter is noted.

Item 4 - 20 mph Safe Route to Schools Initiative – The Clerk confirmed that the scheme received was identical as previously advised.

Resolve; that the matter is noted and that no response is required.

Item 5 - Weight Restrictions Abuse & Highway Matters – The Clerk updated progress on general highway matters following a meeting with SCC Highways on 12 November 2002, with completion being achieved in respect of blocked drains in High Street / Town Street, reinstatement of bollard to Church Lane and refixing of road signs. Some progress had been made to flooding in Old Market/ Commercial Road, provision of pedestrian barrier to Charlton Road, improved and additional signage to the HGV restrictions and the Town Centre Traffic Regulation Order. Other matters with no progress to report included new bollards to High Street (north), reinstatement following “Stopping Up” of the “Batch”, Town and Twinning road signs and expansion of the Market.

Resolve; that the matters are noted.

Item 6 - Unauthorised Advertisements in Mendip – Members were informed that Simon Gale was now Team Leader at MDC in lieu of Chris Stokes.

Resolve; that the matter is noted and deleted from the current report.

Item 10 - Street Cleaning and Green Area Maintenance – three nominations were required from the Town Council to attend site meetings.

Resolve; that Councillor Lockey, Lovell and Shearn are all nominated as representatives of the Town Council and the Clerk is to inform Martyn Errington MDC.

Item 12 - Memorial Seat – Late Doreen Gilham – The Clerk requested members to consider if an unveiling ceremony is to be undertaken. No date was yet available.

Resolve; that the Town Council is to be fully involved and await advice of the proposed date.

Item 15 - Sale of land at Great Ostry Car Park – MDC confirms they see no reason to object to the proposed sale.

Resolve; that the matter is noted.

Item 16 - Deaf Plus South – Utilising the Market Place on Friday 12 December 2002 from 1.30pm to 3.30pm to Provide free advice and demonstrations relating to hearing loss matters. Their poster was however incorrect as Friday was the 13 December 2002.

Resolve; that the matter is noted.

Item 17 - Institution and Induction of The Reverend Elizabeth Jane Smith – All members were invited to the ceremony on Saturday 4 January 2003 at 2.30pm in the Parish Church followed by refreshments in The Amulet.
Resolve; that the matter is noted and members attending are to provide their names to the Clerk.

Item 18 - Cowl Street – Road Closure dates now amended – 8 weeks from 13 January 2003.
Resolve; that the matter is noted.

99. Regeneration Portfolio Report – Dated 5 December 2002 (Copy attached to these minutes)

Councillor Chris Inchley presented the report and members noted the contents, which had been previously supplied with the agenda.

Resolve: that the Regeneration Portfolio Report – Dated 5 December 2002 as attached to these Minutes are noted.

Item 1 - Market and Coastal Towns Initiative (MCTI) - Require nomination of one member to reformed task Force via a core group asap plus to consider Clerks attendance. Councillor Champion was proposed by Councillor Bartlett and seconded by Councillor Marsh. The Clerk informed that the first meeting of this core group had been set for 19 December 2002 at 4.30pm.

Resolve; by a unanimous vote that Councillor Champion is nominated as the Town Councils representative to the Shepton Mallet Task Force.

Item 2a – Traffic Restriction Orders (TRO) – Market Place & High Street North – The Leader and Councillor Shearn had attended the forum meeting for Town Centre retailers / business groups held in the Bell Hotel on 27 November 2002 and reported on a host of issues discussed. He estimated at least 15 objections were likely to be submitted against the proposed TROs. Councillor Lockey strongly objected to any non-delivery traffic using this area. In his opinion deliveries were being held up and unable to gain close proximity access for delivery due to the area being chock a block with parked cars. Even the Bell Hotel had to set out beer barrels on the highway to ensure space was available for their delivery vehicles. The leader concluded that the consultation process had now to take its course and we should await the outcome.

Resolve; that the matter is noted.

Item 2b - Additional Disabled car parking bays, additional one hour free parking in Great Ostry / Regal Road car parks. – The Leader had raised the matter at the Area Board Meeting and had been requested to submit a report through the portfolio holder at MDC as to any proposals.

Resolve; that the matter is noted.

Item 2d - Shop Mobility Facility – The Leader was continuing to consult on the matter with Keith Bush of MDC.

Resolve; that the matter is noted.

Item 3 - Bollards – High Street (North) – The newly appointed Area Regeneration Officer (Mr Guy Braga) was present and noted details within the report. One member raised concern as to the delay of some 9 months from the initial agreement to fit bollards. He was aware of the priority to the matter and would review at his earliest. He once again confirmed his commitment to work in close partnership with SMTC.

Resolve; that the matter is noted.

Item 4 - Town Market – The Clerk provided update with the changes in MIL local management and that Terry Leach had still not received a response from Brian Newman, Area Manager for MIL as to a meeting to discuss the current issues which would include MDC, SMTC, Chamber of Commerce, Stallholders Representatives and MIL. Terry Leach had therefore requested dates from SMTC as to proposed meeting dates.

Resolve; that the matter is noted and that the Clerk liaise with Terry Leach as to dates and then to inform SMTC members.

Item 5 - Indoor Swimming Pool Lottery Bid Update - Correspondence received 8/11 from Lynsey Melhuish regarding the existing outdoor pool informed that a report would be submitted to the Executive Board at MDC on the 16/12 regarding SMTCs previous considerations and that a formal; response would be provided following this meeting. One member highlighted that there would be a significant rise in the rates if the indoor project went ahead and queried if members were still willing to support the addition of £25,000 to our existing rates and also highlighted that perhaps members of the public were unaware of this issue. On top of this there was a view that substantial increases in the SCC rates were most likely. Reroofing / refurbishment of our existing pool could

be achieved within our existing funds. Members considered that at this stage the Council should continue with the twin tracking of the both the indoor and outdoor facilities.

Resolve; that the matter is noted.

Item 6 - Skateboard Park Project – Further progress had not been achieved by the previous group for various reasons and it was decided to formally set up a working group, which required nomination of 2 members of SMTC. The Leader would already attend as Portfolio Holder along with Councillor Lockett attending as County member and Councillor Treby representing the business sector.

Resolve; that Councillor Bartlett and Shearn are duly nominated as SMTC representatives to the Skateboard Working Group. Substitute if required should be from a further member of SMTC.

Item 12 - Christmas Lights – Congratulations was afforded to the working group and it clearly indicated what positive outcome parties working in partnership could achieve. Funds had been forthcoming from the Town Council, the District Council (by way of Tesco 106 monies) and several companies. Councillor C.Inchley was thanked for assistance in obtaining the MDC/Tesco and the Clerk was thanked for his efforts.

Resolve; that the matter is noted and a thank you from the Council is recorded to all those involved in this years display.

Item 15 - Norah Fry Development – The report had been received from the MDC Scrutiny Board Working Group following a meeting held on 25 November 2002. One member requested that District members keep the Town Council fully informed to further progress, which may be required on a monthly basis. A meeting would take place this coming week to which the District Auditors report in the matter would be considered and Councillor Champion confirmed that he had been invited as Chairman of the Town Council to attend.

Late Item – Somerset Rural Youth Project – The Clerk informed a questionnaire had been received with a return date of the end of January 2003. The questionnaire was set around encouragement of rural regeneration using youth work methods.

Resolve; that the Portfolio Leader reviews the questionnaire and returns if appropriate.

Councillor O'Connor then left the meeting.

100. Properties Portfolio Report – Dated 5 December 2002 (Copy attached to these minutes)

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

Resolve: that the Properties Portfolio Report – Dated 5 December 2002 as attached to these Minutes are noted.

Item c.ii – Signs - Following approval by Council and further quotations received, consultations took place between the Chairman and Clerk and an order placed with HW Signs. Total cost £210 plus VAT.

Resolve; that the matter is noted.

Councillor Marsh declared a Personal and Prejudicial Interest as her husband undertook the maintenance of the Town Clock on behalf of the Council and therefore did not speak or vote thereon.

Item 4 – Town Clock - Work now completed at cost of £55 by Mr T Marsh (refer to approved payments).

Resolve; that the matter is noted and payment approved.

Item 6 – Sale of Existing Council Offices - Great Ostry - Contracts exchanged and completion date set as 31 January 2003 subject to planning permission and several other set conditions.

Resolve; that the matter is noted.

101. Collett Park Portfolio Report – Dated 5 December 2002 (Copy attached to these minutes)

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

Resolve: that the Collett Park Portfolio Report – Dated 5 December 2002 as attached to these Minutes are noted.

Item 1 - Cemeteries and Churchyards - Correspondence received from Debra Moseley MDC welcoming the Town Council's interest and providing update. Further contact will be made by MDC when further details are available.

Resolve; that the matter is noted.

Item 3 - Shelter Roof - Order placed with Attleys Roofing Limited to reroof shelter using metalised ultratile in terracotta colour for the sum of £3,483.00 with the work now reprogrammed for starting on Monday 16 December 2002 with completion hopefully before Christmas. The Allotments behind the Shelter building had requested to provide and fix their own guttering to enable catchments of rainwater for their use.

Resolve; that the matter is noted and that the supply and fixing of guttering to the rear of the shelter for the purposes of catching rainwater by the allotment holders is approved.

Item 5 – Play Equipment – The Leader had brought with him plans and drawings of play equipment but was not yet in a position to finalise matters. He was hoping to meet on Monday with certain suppliers in an attempt to obtain a better deal and may well have to request to utilise £2000 from next years budget to fund the project. Members enquired if MDC had been contacted for a Grant and had sponsorship or other exterior funding opportunities been accessed? Most of the existing equipment had been originally obtained by sponsorship or donations. Members wished the matter to be concluded as soon as possible and one member suggested that the Tesco 106 funds should be used to fund the additional requirement. This matter was for further discussion later under confidential session during this meeting.

Resolve; that the matter is noted.

Item 7 – Park Contractors Report - One member required assurance that the lake clearance previously delayed would be completed in late January early February 2003 as any drainage of the lake after this period would have a detrimental effect on wildlife. Members debated the matter of work to the islands to provide a suitable base for the "Herons Skull" sculpture, which was to be donated sometime in March 2003 and also have a good cleanup of both islands.

Resolve; that the matter is noted.

Councillor E. Inchley then left the meeting.

102. Declaration of Interests - The Chairman, following consultation with the Clerk raised concern at the declarations of interests made previously at this current meeting, many of which had not yet been documented or signed. He urged members to document their previous declarations made verbally.

Resolve; that the matter is noted.

103. Footpaths Portfolio Report – Dated 5 December 2002 (Copy attached to these minutes)

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

Resolve: that the Footpaths Portfolio Report – Dated 5 December 2002 as attached to these Minutes are noted.

Item 2a - Field Inn Footpath – SMTC 1 – Request received from Mr Hugh Dixon, Rights of Way SCC wishing to clarify whether the Town Council is prepared to carry on maintenance of the path as it has in previous years. The Leader reported that this footpath might soon be adopted onto the definitive list. Footpath maintenance was frequently undertaken on an annual basis by the Town Council under agency to MDC. Sheila Petherbridge at MDC had been consulted on the matter who in turn informed that members of the public wished the stile to be removed to allow wheelchair access. The Clerk raised concern that the only maintenance carried out by the Town Council was to cutting back and clearing of overgrown vegetation and that the Council did not do any maintenance to the path surface or structure. The request received from SCC did not clarify this situation although Sheila Petherbridge had advised the Leader that MDC would probably provide and maintain a hard surface to the footpath.

Resolve; that the matter be placed on hold pending MDC to complete the works to bring the footpath up to an acceptable standard prior to responding to SCC Rights of Way.

104. Administration Portfolio Report – Dated 5 December 2002 (Copy attached to these minutes)

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

Resolve: that the Administration Portfolio Report – Dated 5 December 2002 as attached to these Minutes are noted.

Item 2 – Oil Paintings – The Clerk reported a positive response from Christchurch Council (Highcliffe Castle) to the free loan with set conditions to the Frank Richards painting “Christchurch Minster”. They were happy to insure the painting for £75,000 and to arrange and pay for legal costs associated with the initial period of loan being 2 years. They would display the painting at all practical times and would only remove to deep storage when other exhibitions were taking place and when displayed full acknowledgement of the loan would be afforded. They required reproducing the painting for publicity material in guidebooks etc without payment but once again acknowledgement of the loan from SMTC would be acknowledged. The above was subject to their inspection and the painting fitting in the room provided. They kindly refused interest in the other paintings offered. Several members considered that the paintings should still be sold and the proceeds used for the good of the Town. Councillor Lovell proposed and Councillor Shearn seconded that we proceed with the free loan of the Frank Richards (Christchurch Minster – Frank Richards – 1899 £30,000 to £50,000 market value) painting to Highcliffe Castle in line with our original conditions but with agreed amendments as proposed by Christchurch Council and that the other two paintings previously resolved for loan or disposal are sold by way of auction at the best market price obtainable. These painting (Near Harrogate (Joseph Barker 1808) £1,500 to £2,500 market value and Malvern (Joseph Barker 1808) £2,000 to £3,000 market value) were presently in storage within the Council Offices. The two other “Barker” paintings presently on display within the Council Chamber should be retained and displayed by the Town Council.

Resolve; by a vote of 10 for and 1 against that the Council proceed with the free loan of the Frank Richards painting “Christchurch Minster” for an initial period of 2 years subject to the agreed conditions to Christchurch Council to be displayed at Highcliffe Castle.

Resolve; by a vote of 10 for and 1 against those paintings “Near Harrogate” (Joseph Barker 1808) and “Malvern” (Joseph Barker 1808) are sold by way of auction at the best market price obtainable using the services of one of the auction houses previously consulted. The final decision relating to the company and auction price was delegated to the Chairman, Administration Portfolio Leader and the Clerk.

Item 3 - Special Expenses Rate – Relief for Collett Park – The Clerk updated following a meeting with Derek Hooper MDC, that the matter was complex with two of the local councils putting money into their parks where as the other three did not. He would however attempt to provide a formal response to the matter by the end of this current week. One member wished clarification that the play equipment and public used toilets were also included within the relief request, which was duly confirmed by the Clerk. Another member stated that the main difference appeared that the other parks were owned by MDC where as Collett Park was owned by the Town through a Trust set out to the Town Council.

Resolve; that the matter is noted.

Item 4b – Accounts - External Audit - Chase letter sent to Moore Stephens (Bath) by the Clerk on 22 November 2002 and a response letter dated 27 November 2002 was read in full to members which requested further details including Risk Assessments and informing of a possible qualified audit being issued. Return response sent on the 2 December 2002, following consultations with Chairman, Portfolio Leader and the Clerk, which was read in full to members stipulating that in Council opinion sufficient information had been supplied including sample risk assessments and that the Council still requested an unqualified audit, the return of the completed Annual Return in order for the Council to comply with its accounts published date of 31 December 2002. The Clerk explained the requirement under the 1996 Financial Regulations relating to Risk Assessments, Risk Management and Internal Audit, matters to which the Council had been playing catch up to in the current year. The External Auditor was however expecting at the very least detailed Management Risk Assessments to be compiled and documented within the current financial year, which was a considerable additional workload and one that he would need immediate administration assistance to his existing workload if he were to complete the task. Another possibility was that several members suitably qualified and conversant undertake the task with the support of the Clerk. The responsibility for achieving this goal and many others relating to Administrative and Financial Regulations fell to each member of the Council and not just the Clerk.

Resolve; that the matter is noted.

Item 4c – Accounts - Internal Audit – The Clerk confirmed receipt and read out in full Internal Audit reports for the financial year ending 31 March 2002 and the latest report dated the 28 November 2002 relating to the current year. He also confirmed that a proforma tick and report document had been instigated to formalise the Internal Audit and its subsequent report to Council.

Resolve; that the matter is noted.

Item 9 - Freedom of Information Act 2002 – Publication Schemes – The Clerk confirmed that this applies to the Town Council and is mandatory. Approved scheme required to be in place by 28 February 2003. To meet this deadline schemes need to be submitted to the Commissioner by 31 December 2002. Bespoke scheme produced from the model scheme by the Clerk (draft copy previously provided to all members) received consideration for proposed adoption and inclusion within the new Councillor Handbook. Approval of the draft document and submission to the Commissioner for approval was proposed by Councillor Champion and seconded by Councillor Shearn.

Resolve; by a unanimous vote that the document “Freedom of Information Act 2002 – Publication Schemes” dated 10 December 2002 is approved, adopted by Council and submitted to the Information Commissioner’s Office for their approval.

Councillors Champion, Inchley.C, Lockey and Shearn all declared a Personal / Non Prejudicial Interest in VAM and would continue with the meeting.

Item 10 - Voluntary Action Mendip (VAM) – Members considered renewal of membership up until March 2003 at a cost of £10.00p. VAM were presently reviewing charging policy for membership.

Resolve; that membership is renewed up until March 2003 at a cost of £10.00p.

Item 11 - Proposed changes to the Account and Audit Regulations 2003 - A summary and commentary to assist in the consultation, received from SALC was appraised to members by the Clerk. Highlighted matters included the annual review of internal controls such as Internal Audit, improved ownership of the accounts by members by way of the Chairman signing and dating the final accounts following approval by Council. Possible the most important matter as far as the Clerk could see was the bringing forward of approval and publishing of the Councils accounts. Presently the deadline for approval was 30 September and this would be reduced to the 30 June by the year 2006 and the deadline for publication of the audited accounts presently 31 December would be reduced to 30 September by the year 2006. This would significantly increase the workload of the Clerk / RFO at a peak time of the year given the Municipal Year starting on the 1 May. Further proposals included public inspection of the accounts over a 12-month period in lieu of the 15 working days at present. One member considered that outsourcing of professional assistance might be required to achieve these proposals.

Resolve; that the matter is noted and the implications are to be taken onboard.

Item 12 - Insurance Claim – Collett Park – Following storm damage on the 27 October 2002 a claim totalling £1099.70 was submitted and receipt of settlement totalling £544.64p had been received as work to the actual trees were not covered under the existing policy. The Clerk explained that damage to property or injury caused if and when a tree or part of tree fell down was covered. As there were over 100 trees within the park then this would need review at the next insurance review meeting due in March 2003. The Portfolio leader for Collett Park confirmed that with the insurance monies he hoped to proceed with commemorative seating around a tree in respect of the late Councillor’s Alfie Connock and Bob Kerslake.

Resolve; that the matter is noted.

Item 14 - Meeting Schedule – Draft proposals for all meetings throughout 2003/2004 (list attached) were considered and finalisation had to await consultation with MDC in relation to their approved dates for meetings of Area Board.

Resolve; that the matter is noted.

105. Finance

Councillor Marsh declared a Personal and Prejudicial Interest as her husband undertook the maintenance of the Town Clock on behalf of the Council and therefore did not speak or vote thereon.

a. Accounts for Payment by Cheque – The Clerk requested to include two late payments. Cheque number 1566 payable to the Cleanaway Limited £17.62p for waste collection in Collett Park and cheque number 1567 payable to Quadron Services Ltd £1091.54p for improvement / repair works in Collett Park. The Clerk also confirmed receipt of £6000 from MDC in respect of Christmas Lighting.

Resolved that payments made by Cheque as per Appendix “A” attached to these Minutes including the two above late payments are approved.

b. Accounts previously paid by Direct Debit

Resolved that payments made by Direct Debit as per Appendix "A" attached to these Minutes be approved.

c. Confidential Salaries for Payment by Cheque

Resolved that the Confidential Salary Payments as per Appendix "A" (Confidential Section) attached to these Minutes be approved.

106. Confidential Matters The Chairman proposed that in view of the nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded and they are instructed to withdraw. Members of the public and press then withdrew from the meeting.

Resolve; that the motion be carried and in the public interest that the press and public be excluded and withdraw.

Members of the Public and Press then left the meeting, which included Mr Guy Braga MDC who was thanked for his attendance.

107. Collett Park – New Play Equipment and Safety Surfaces

Members considered details and quotations for supply and fixing of new play equipment and safety surfacing to the Junior Play Area within Collett Park. The Clerk reconfirmed Standing Orders 221, 222 and 223 relating to the procurement of services or goods with estimated contract values.

Resolve; that Councils previous resolve to proceed with replacement of a multi unit to replace the Tractor / Slide equipment within the budget price of £14,000 was still in force and should proceed. Any additional work or amendment to the scope of works should be provided with a specification and tendered as required by the newly adopted Standing orders and Financial Regulations dated 10 December 2002.

108. Relocation of Town Council Offices – Highfield House – Councillors Gilham, Inchley C and O'Connor had earlier in the meeting declared a Personal and Prejudicial Interest in the matter as district members and all of them had now left the meeting. Councillor Lockey had received advice from solicitors and declared a Personal Non Prejudicial Interest in the matter and would remain in the meeting as a SCC representative. The Clerk confirmed to those present details of advice received verbally following consultations with Mr Peter Lacey (SALC) regarding member's possible personal interests in this matter. The advice received confirmed that Members may have a Personal / Prejudicial Interest in the matter if they are appointed or nominated as a representative to another relevant authority or body which has an interest in the matter and to one that they hold an executive position in that body. Otherwise if they are only a member of another relevant authority or body then a member may regard him/herself as having a Personal / Non Prejudicial Interest. The Clerk provide updated on progress to the current negotiations with MDC regarding proposed use of Highfield House, other meeting rooms within MDC offices and the long-term outline proposals for the new build of Town Council Offices at either Commercial Road or Park Road depot site.

Resolve; by a vote of all members For with the exception of 1 Abstention, that the outline agreement to lease the Annex at Highfield House on a fully serviced basis is approved subject to formal and written commitment from MDC to the permanent relocation of the Town Council to one of the two proposed sites within the Town. Delegated powers for finalisation of negotiations were afforded to the Chairman, Vice Chairman and Properties Portfolio Leader in consultation with the Clerk.

109. Agenda Matters for the Next Meeting

No matters were raised

The Chairman wished all members a very Merry Christmas and closed the meeting at 22.15 hours.

Councillor R.R. Champion

Chairman

Signature _____

_____/_____/2003

A P P E N D I X " A " P A Y M E N T S

Cheque No	Payee	Code	Goods Supplied	Total Payment
1551	Royal British Legion	5600	Remembrance Wreath (paid Nov account)	£ 15.00
1552	Mrs J Bartlett	5600	Goodwill payment for clothing damaged	£ 30.00
1553	Cleanaway Limited	6020	Collett Park - Waste Disposal	£ 17.62
1554	Trinity Mirror Ltd	5450	The Scan - Grant Adverts	£ 19.39
1555	Glasdon UK Ltd	5600	SMTC part of Memorial Seat	£ 120.51
1556	Butterworths Tolley	5300	Charles Arnold Baker Book - Council Admin	£ 35.00
1557	Esther Thompson - SMARTY	6650	Grant - Exec decision by Chairman 22/11	£ 50.00
1558	Cash	5320/5340	Petty Cash Reimbursement Nov 02	£ 73.13
1559	Mr Terry Marsh	6300	Town Clock - Internal Wood Cabinet Repairs	£ 55.00
1562	Jackson's Fencing	6600	Fixings for Christmas Lighting cables	£ 20.80
1563	Mr B E White	5040	Internal Audit - November 02 visit	£ 50.00
1564	Festive Lighting Company Ltd	6600	Christmas Lights (part re-inbursed)	£ 8,228.39
1565	V-P Sales & Service	n/a	Hillmead Hall Play Area Extension	£ 651.74
1566	Cleanaway Limited	6200	Collett Park - Waste Disposal	£ 17.62
1567	Quadron Services Ltd	6030	Collett Park - Improvements / Repairs	£ 1,091.54
				£ 10,475.74
Payments by Direct Debit				
28-Oct	British Telecom	5160	Office Tel / Fax / Data lines / calls	£ 172.21
30-Oct	Quadron Services Ltd	6000/6005	Collett Park - Ground Care Contract	£ 2,254.57
01-Nov	Mendip District Council	5100	Office - General Rates	£ 162.00
05-Nov	CGU Bonus	5200/6090	Insurance Premium	£ 328.41
18-Nov	Somerset CC Pensions	5010	Pension Scheme - Monthly Contribution	£ 248.20
20-Nov	SWEB	5140	Office Electricity Supply	£ 30.00
21-Nov	British Gas	5140	Office Gas Supply	£ 25.00
				Sub Total £ 3,220.39
				Total = £ 13,696.13

CONFIDENTIAL PAYMENTS

1560	Graham H Brown	5000	Town Clerk Dec Salary - 2002	£ 1,094.52
1561	Ken Manship	5080	Cleaner - Dec Salary - 2002	£ 93.19
				Total £ 1,187.71
				Grand Total £ 14,883.84

Councillor R.R. Champion
Chairman

Signature _____

Date _____

Councillor J.D. Bartlett
Vice Chairman

Signature _____

Date _____