

# Minutes of the Meeting of the Town Council's Service Delivery Committee held on 6 October 2009, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present:** Chairman - Councillor John Parham(JP)

Members - Cllrs Bartlett(JB), Inchley(CI), Marsh J(JM), Marsh T(TM), Robinson(MR) and Shearn(NS). Non Member Cllr Height (later in the meeting) Mr Wayne Frapple (Quadron Services Limited).

Four members of the public and one member of the press were in attendance. The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A request was made for mobile telephones to be switch off or too silent.

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## SD27. 09/10 Public Forum

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

*Notes of the matters raised were recorded for internal use, action and included; Mr Will Dunscombe – Considered that the Conservative Party had **wasted monies by not going the co-option route** to fill the current Casual Vacancy, however the Chairman confirmed that the Conservative Party had not called the election. Mr Taffy Stride enquired if the Properties Portfolio Holder had now reviewed the **Cenotaph Restoration Contract and if so was he happy with the work completed**. He also requested to speak later in the meeting on Administration Portfolio matters. Mr Mike Harris thanked the Clerk for getting **large potholes in Eastfield highway** repaired the holes had been marked within 24hours and repaired within 3 days.*

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

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## SD28. 09/10 Apologies for absence – Cllr Champion

**Resolve;** that the above apologies are accepted.

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## SD29. 09/10 Members Declarations of Interests

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

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

**Cllrs Marsh J and Marsh T** both declared a Personal and Prejudicial Interest in payment to Aviva Insurance Company as they are shareholders.

**Cllr Shearn** declared a Personal and Prejudicial Interest in the Civic Hall / Council Offices to be considered in confidential session.

**Resolve:** that the above Declarations are recorded.

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## SD30. 09/10 Minutes

The Minutes of the Meeting of the Service Delivery Committee held on the 4 August 2009 were considered for accuracy and content.

**Resolve:** Proposed by Cllr MR, Seconded by Cllr CI, by a unanimous vote that the Minutes of the Service Delivery Committee Meeting held on 4 August 2009 be approved as a true record and signed by the Chairman.

**SD31. 09/10 Matters Arising** – None were raised.

**SD32. 09/10 Collett Park Portfolio Matters – Cllr MR**

<b>a)</b>	<b>Contractors Report</b>	Written report (copy attached) distributed to all members. Concern was raised as to weeding within the bedding still being worked on and Quadron confirmed their agreement with matters raised by the Portfolio Holder and Clerk within the monthly performance inspection.
	<b>Resolve;</b>	Some debate took place regarding chemical weed control to path edges and a vote to use chemical sprays was lost. Proposed by Cllr MR, Seconded by Cllr JP, by a unanimous vote that the Park Contractors Report dated October 2009 is accepted. Consideration was provided to clearance of the lake this year and changes to transportation and tipping of the arisings with a quotation being provided by Quadron.
	<b>Resolve;</b>	Proposed by Cllr MR, Seconded by Cllr JM, by a vote of 6 For and 1 Against that Quadrons method statement for this years lake clearance is agreed and their estimate 38MG for additional works at £400 plus VAT is accepted. Cllr Height then joined the meeting.
	<b>Resolve;</b>	Consideration was provided to problems with breach of the boundary of Collett Park and the Millennium Way and cyclist riding through the open areas at some speed directly into and across the public footpath within Collett Park. A quotation to provide some 15 metres of chestnut paling fence to various areas and provide and plant natural hedge row whips of Blackthorn, Hazel and Holly (about 200 number) to create a natural barrier. Proposed by Cllr MR, Seconded by Cllr JP by a vote of 6 For and 1 Abstention that Quadrons quotation 38MG for the above works at a cost of £200 plus VAT is accepted.
	<b>b)</b>	<b>Play Area Fencing</b>
	<b>Resolve;</b>	Works completed with exception of previous signage to be mounted on painted boards and refixed which is now completed. Two spare panels held in stock by the contractor. The Committee considered that a good job had been done which looked very good and with good feedback from members of the public. Proposed by Cllr MR that the matter is noted.
	<b>c)</b>	<b>Play Area Signage</b>
	<b>Resolve;</b>	Consultation and advice requested from surrounding Council's, Wicksteed Leisure, RSS Play, Quadron, ROSPA and the Council's Insurers. The Committee also reviewed content of existing bylaw in respect of behaviour within Collett Park. There was some lengthy debate regarding further signage, content and enforcement issues. Proposed by Cllr CI, Seconded by Cllr JM by unanimous vote, that the Clerk undertake written Risk Assessments around the hazards of ball games and designated play equipment / areas and bring back to this Committee for further consideration.
	<b>d)</b>	<b>Depot / Toilet Sewer Charges</b>
	<b>Resolve;</b>	Bristol Water following a review and forms completed by the Clerk confirm that the non-return to sewer allowance (95% not returned) is not to be adjusted at this time. Proposed by Cllr MR that the matter is noted.

e)	<b>Tree Works</b>	Tree Survey, Work Schedule, Budget, Tree Management Plan received from the Councils Tree Consultant Jack Pine along with invoice for work undertaken in previous period and that future Consultancy Fees were to be considered later in this meeting under Confidential Session due to contractual nature of the matter. Urgent work and also Internal Decay Assessment had been already ordered and completed to which Stephen Clark of Jack Pine had provided in-depth review and recommendations which required works to reduce the crown of a mature English Oak T192 the tree by some 20% and also an adjacent English Oak T193 which was in decline to be felled. This work would require Planning Consent due to the Conservation Area with an estimated cost of £900 to complete the works.
<b>Resolve;</b>		Proposed by Cllr MR, Seconded by Cllr JP by a vote of 4 For and 3 Against that the recommendation of the Tree Consultant is supported and work to reduce the canopy of Oak Tree T192 by 20% and to fell the adjacent English Oak Tree T193 is ordered with All Tree Services subject to Planning Permission being obtained. All other planned tree works is to be put on hold for the current year.
f)	<b>Bowling Green Lane</b>	Following previous review to now consider removal of residual part of old gate and to make surfaces good for the current time. Quotation for the works had been received from Quadron.
<b>Resolve;</b>		Proposed by Cllr TM, Seconded by Cllr JM by unanimous vote that the residual section of the original Kissing Gate on the boundary with Collett Park and Bowling Green Lane is not to be removed.
g)	<b>Millennium Way Culvert</b>	The Clerk had requested consideration to protection of fall height and culvert opening on the boundary of Collett Park and the Millennium Way. Following obtaining quotations and consultations with MDC it has been confirmed that MDC will procure and fund the works to the fencing. They do however consider the culvert and key stone to be satisfactory at this time. The Clerk confirmed that this work had now been completed.
<b>Resolve;</b>		Proposed by Cllr MR that the matter is noted.
h)	<b>Boundary Wall</b>	Adjoining resident confirms repairs to the boundary walling with Collett Park now complete and wishes Council to proceed with repainting of the wall. Andrea White (Shepton Mallet Young People) unable to progress a community mural project due to resources. Defensive planting scheme had been submitted by Quadron Services. Some debate was afforded to the specification proposed by Quadron for supply and planting some 144 plants to make a ready made defensive hedge over a 48 metre run. It was agreed that Cllr CI would provide an alternate specification which was estimated at approximately the same total costs.
<b>Resolve;</b>		Proposed by Cllr MR, Seconded by Cllr JP by a vote of 4 For, 1 Against and 2 Abstentions that the planting of a defensive hedge adjacent to Mr Rob Hunter's boundary wall was agreed in principle and that the work should be undertaken ASAP. Following Cllrs CI specification, Quadron should review and confirm their quotation following which executive powers are afforded to the Chairman, Vice Chairman and Portfolio Holder to approve and order the work within an approximate budget of £1,120.
i)	<b>Barnardo's Play Rangers</b>	Executive approval provided with conditions for them to undertake training session with a group to show them how to build a bonfire/campfire and how to do this safely. Event to take place Tuesday 13 October between 1.30pm and 3pm.

	<b>Resolve;</b>	Proposed by Cllr MR that the matter is noted.
j)	<b>Customer Survey 2009</b>	Remains outstanding, survey sheet updated following previous years, draft provided to all members.
	<b>Resolve;</b>	<p>Possible expansion of the individual fitness equipment in Collett Park was proposed for precept consideration and the proposal could be included within the current customer survey.</p> <p>Proposed by Cllr MR, Seconded by Cllr JP by unanimous vote, that the Customer Survey Form for 2009 (copy attached) is approved subject to addition of consultation regarding proposals to expand the number of individual fitness equipment within Collett Park as provide evidence if to proceed with the project and that Quadron undertake the Customer Survey and report the outcome prior to the next meeting of the Town Council.</p> <p>Mr Wayne Frapple then left the meeting.</p>

### SD33. 09/10Footpath Portfolio Matters – Cllr TM

a)	<b>Footpaths</b>	Update provided and all planned maintenance work for the current year completed and all was fine.
	<b>Resolve;</b>	Proposed by Cllr TM that the matter is noted.

### SD34. 09/10Properties Portfolio Matters – Cllr TM

a)	<b>Allotment Rents</b>	A review report to allotment annual rents previously fixed for 3 years until October 2010 received consideration. Any amendments require 12 months notice to the Tenants and would take effect as of 1 October 2010. Some lengthy debate took place regarding financial costings, overheads, maintenance costs and proposed improvements to services and infrastructure.
	<b>Resolve;</b>	<p>A vote to increase the annual rent and provide additional services such as skips to dispose of non-recycled rubbish was lost.</p> <p>Proposed by Cllr JM, Seconded by Cllr TM by unanimous vote, that Annual Allotment Rents are increased to Small Plot £11, Medium Plot £16 and Large Plot £28 as of 1 October 2010 and these are fixed for a further three years until 30 September 2013.</p>
b)	<b>Allotment Maintenance and Footpaths</b>	The Portfolio Holder requested the Committee to review current maintenance schedules with a view to increased work to infrastructure. There were problems both with cutting of edges to grass paths to various allotment plots and also concern regarding path erosion and reduced width which caused problems for mowing and also represented a possible trip hazard to users.
	<b>Resolve;</b>	Proposed by Cllr CI, Seconded by Cllr TM by unanimous vote, that site meetings are arranged with allotment holders to consider pathways and maintenance matters including waste disposal verses additional costs and possible further pressure on future rent reviews.
c)	<b>Allotment Rubbish Removal</b>	The Committee considered proposals to provision of skips on set period of each year to assist with the removal of rubbish from the sites.
		A vote to provide one skip at Hitchen Lane site and one skip at Whitstone Road site each year to enable allotment holders to dispose of non-

	<b>Resolve;</b>	recycled waste was lost. A further vote to write to each tenant seeking majority views to the proposal that the Town Council provide a skip each year and in turn increase the rent by £2.50 was also lost. Proposed by Cllr TM, Seconded by Cllr JB by a vote of 4 For and 3 Abstentions that one skip is provided on a one off bases, over one set weekend to both the Hitchen Lane and Whitstone Road sites o enable allotment holders to dispose of non-recycled waste funded from the current Properties budget.
d)	<b>Bloor Homes Allotments</b>	Verbal request for the allocated allotment site to be handed over to the Town Council for a pepper corn sum for the purposes of use as Allotments had been received from Bloor Homes. They were current working up legal proposals / documents and the Committee was requested to confirm consideration in principle.
	<b>Resolve;</b>	Proposed by Cllr JM, Seconded by Cllr CI by unanimous vote, that the Committee consider the matter in principle an excellent and positive proposal which was most welcomed. Full details were to be made available for the matter to be brought to a future meeting of this Committee.
e)	<b>Radon on the TC Offices</b>	The Clerk provided update from MDC which confirmed that the matter required a Planning Application and the work would be delayed until early in 2010, meanwhile they were considering how to lessen any disrupt to the Town Council during the works. Measurement readings of Radon were still being taken and MDC confrimed they were in consultation and acting with the approval of the HSE.
	<b>Resolve;</b>	Proposed by Cllr JP that the matter is noted.

#### SD35. 09/10Administration Portfolio Matters – Cllr JP

a)	<b>Clerks Annual Leave</b>	The Clerk submitted a report previously advised to the Chairman which requires consideration for office cover and adminsitration due to Annual Leave of the Clerk. There was a requirement for the Planning Meetings on the 24 November and 22 December as well as Council and Planning Meetings during early January 2010.
	<b>Resolve;</b>	Proposed by Cllr JM, Seconded by Cllr JP by unanimous vote that Cllr Lovell is requested to Clerk and Minute the Planning meeting scheduled for 24 November 2009 and to Clerk, Minute and action resolves from the Planning meeting scheduled for 22 December 2009. The meeting of Council scheduled for the 5 January is to be rescheduled for 19 January 2010. The Clerk will provide the agenda for the Planning Meeting scheduled for the 12 January 2010 on his return Friday 8 January and hand deliver the agendas on the same day.
b)	<b>Investec Bank Mandate</b>	The Clerk confirmed the requirement to update the bank mandate – Removal of Cllrs Bartlett and Lockey, adding of Cllrs J Marsh and Shearn. The Cllrs concerned had already been advised and proof of identity was required.
	<b>Resolve;</b>	Proposed by Cllr JP, Seconded by Cllr MR by unanimous vote, that the Investec Bank Mandate is updated as above and new mandate holders provide the required evidence for the Clerk to send.
c)	<b>Town / Council Website</b>	Update to progress with changeover and outstanding matters received consideration. Currently Michael Perry was working on delivering the Town Councils requested upgrades and expected to finish today.

	<b>Resolve;</b>	Proposed by Cllr CI that the matter is noted and reviewed for completion prior to the next meeting of the Town Council.
d)	<b>External Auditors</b>	Min SD23 09/10 Item b – Response received from the External Auditor with amended audit report and apologise for error in their initial audit report. They do however (separate to the accounts) question that the Town Council chooses to write off the value of the assets in the year of purchase although it is up to the Council how they value their assets, but that zero would not seem appropriate for a Town Council. Advice received from SALC received consideration. The Clerk also confirmed that an asset register was kept of each single item owned by the Town Council, many with supporting images and with the Clerks estimated valuation of each item which totalled some £100,418. The first half year Internal Audit of the current year would also take place this Friday 9 October 2009.
	<b>Resolve;</b>	Proposed by Cllr JP, Seconded by Cllr CI by a vote of 3 For and 4 Abstentions that SALC is requested to provide guidance as to a lower limit in financial value when Asset Items should not be recorded within the Financial Accounts and Annual Return. The Whitstone Road land currently used as allotments should be professionally valued.
e)	<b>RBS Accounting Software</b>	Notice of increase to annual charges for support & maintenance – 2009(£79) – 2010(£89). Provision to be made in next Precept.
	<b>Resolve;</b>	Proposed by Cllr JP that the matter is noted.
f)	<b>Precept 2010</b>	The Committee was requested to consider collation of draft Precept requirements in respect of Service Delivery matters to enable the draft Precept to be considered by Council at 3 November meeting. Cllr CI considered that £1000 should be provide to bedding improvements within Collett Park along with funds to replace some of the Litter Bins. Members considered that the time of evening was late and a further meeting should be called just to review this matter.
	<b>Resolve;</b>	Mr Taffy Stride raised concern on behalf of the Friends of the Cenotaph that the Council should allow provision within the Precept for future maintenance of the structure. He wished an earmarked fund to be allocated and provision added each year. Proposed by Cllr JP, Seconded by Cllr MR by unanimous vote, that all Portfolio Holders provide their own individual portfolio requirement to the Clerk by next Monday 12 October and that a further meeting of the Service Delivery takes place in the Council Offices at 6pm on Thursday 15 October to consider Service Delivery Precept requirements.
g)	<b>Twinning Visit</b>	Late information received from the Twinning Association that our French Partners were to visit during November and requested provision of a Civic Reception on Sunday 15 November 2009 for approximately 12 persons in total.
	<b>Resolve;</b>	Proposed by Cllr CI, Seconded by Cllr JP by unanimous vote, the services of a suitable public house is utilised due to the low numbers and limited time scale within a budget of £200. Cllrs Bartlett and J Marsh both volunteered to organise the Civic Reception.  Cllr MR then left the meeting not to return.

## SD36. 09/10 Finance

Consideration was afforded to Approve **October 2009 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to this agenda.

Allocation of a grant to Shepton Mallet Carnival Club was queried by Cllr CI and Cllr JM and JB both confirmed the executive consideration and resolve due to the restricted time scale.

**Resolve;** Proposed by Cllr JP, Seconded by Cllr MR by unanimous vote, that the **October 2009 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes are approved and signed by the banking mandate holders.

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**SD37. 09/10 Confidential Session** – Resolved in view of the nature of the matter of the business to be transacted, it is advisable in the public interest that the press and public are excluded and that they be instructed to withdraw which was complied with.

**a. Tree Consultancy Works**

**Resolve;** Proposed by Cllr JP, Seconded by Cllr CI by unanimous vote, that Stephen Clark of Jack Pine is requested to provide an inclusive base contract fixed price for all the Town Councils Tree Consultancy Work for a fiscal year period to enable further consideration and future precept allocation.

**b. Civic Hall / Offices update & advice received from SALC.**

**Cllr Shearn** declared and Personal and Prejudicial Interest in the matter for possible contractual reasons.

**Resolve;** Proposed by Cllr JM, Seconded by Cllr JP by unanimous vote, that any further information or proposals received are to be considered by the full Town Council, in Confidential Session if needed.

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**SD38. 09/10 Agenda for the next meeting** – Tuesday 1 December 2009 - No matters were raised.

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

**Cllr J. W. Parham**  
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**Chairman**

**Signature;**

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# A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2530	Shepton 21	4084	Grant - SM Older People Project	£ 1,000.00
2531	Friends of the Samaritans	4068	Community Grant	£ 100.00
2532	Shepton Mallet AFC	4084	Grant - Improvements Project	£ 1,000.00
2533	Jack Pine Tree Consultancy	4214	Collett Park - Arboriculture Works - Year	£ 489.23
2534	Quadron Services Limited	4216	Collett Festival - Pro rata other works	£ 684.25
2536	Race Brothers	4044	Maintenance to Allotments	£ 524.40
2537	Illman Young Landscape Design	4084	Cenotaph Enhancement Project	£ 1,150.00
2538	Wicksteed Leisure	4220	Collett Park Play equipment paint	£ 123.63
2539	Mr J Brown	4022	Building structure and updating website	£ 281.43
2540	HMRC	4000-4004	Tax / Ni - 2nd Quarter 2009/10	£ 2,369.55
2541	Southern Counties Fencing	4220	Collett Park Play Area Fencing	£ 16,686.50
2542	Race Brothers	4048	Shambles - Replace tiles	£ 65.55
2543	Shepton Mallet Carnival	4068	Community Grant	£ 750.00
2544	All Tree Services Ltd	4214	Collett Park Tree Survey	£ 172.50
				<b>£ 25,397.04</b>

### Payments by Direct Debit

03-Aug	Mendip District Council	4012	Office Lease - Quarterly	£ 1,500.00
03-Aug	Aviva (Norwich Union)	4012-4222	Insurances - Monthly Premium(April/May)	£ 406.26
19-Aug	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.56
28-Aug	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
28-Aug	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 44.84
01-Sep	Aviva (Norwich Union)	4016-4222	Insurance Premiums	£ 406.26
17-Sep	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.56
28-Sep	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
28-Sep	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 44.84
<b>Sub Total</b>				<b>£ 7,839.26</b>

**Total = £ 33,236.30**

## CONFIDENTIAL PAYMENTS

2535				£ 1,600.46
<b>Total</b>				<b>£ 1,600.46</b>
<b>Grand Total</b>				<b>£ 34,836.76</b>

Date	Income	Code	Category of Income	Total Deposit
10-Aug	Lloyds Bank	1190	Monthly Gross Interest	£ 3.87
26-Aug	MDC	1008	Repayment for Cenotaph Projects	£ 3,617.50
9-Sep	Lloyds Bank	1190	Monthly Gross Interest	£ 3.14
9-Sep	MDC	1176	Final 50% Precept	£ 69,163.00
18-Sep	HMRC VAT	115	VAT Reclaim - April to August 2009	£ 6,759.74
23-Sep	MDC	1008	Repayment for Cenotaph Projects	£ 7,161.15
29-Sep	Various	1000-1008	Memorial Tree + Allotment Rents	£ 392.00
<b>Total Income =</b>				<b>£ 87,100.40</b>

**Cllr J.M. Marsh**  
Chairman

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_