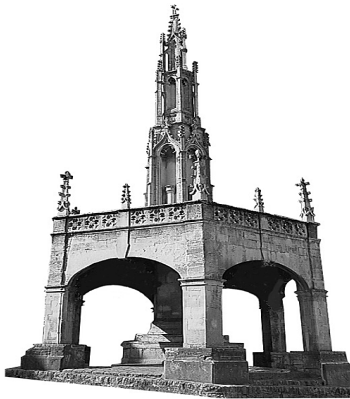


# SHEPTON MALLET TOWN COUNCIL



**TOWN COUNCIL OFFICES  
1 PARK ROAD  
SHEPTON MALLET  
BA4 5BS**

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**TOWN CLERK - GRAHAM H. BROWN  
Date; Wed 4 August 2010**

**YOU ARE INVITED TO A MEETING OF THE TOWN COUNCIL TO  
CONSIDER SERVICE DELIVERY MATTERS TO BE HELD IN THE  
COUNCIL CHAMBER AT CANNARDS GRAVE ROAD ON TUESDAY  
10 AUGUST 2010 AT 7PM**

## **A G E N D A**

- 1. Emergency Evacuation Procedures**
- 2. Public Forum**
- 3. Apologies for absence**
- 4. Members Declarations of Interests – To receive Members' written declarations of interest relating to matters on the Agenda.**
- 5. To approve the Minutes of the Service Delivery Committee Meeting held on Tuesday 1 June 2010**
- 6. Matters arising from the Minutes**
- 7. Footpath Portfolio Matters – Cllr T Marsh**

<b>a)</b>	<b>SM 21/41 Footpath</b>	To consider support to the land owner Dr Yuri Sokolov for proposals to amend the current definitive footpath line to where it is currently being walked from The Quarr to Kilver Street. Cllrs Marsh J & T and the Clerk have met on site with the owners and walked the current footpath line. This matter previously reviewed but with incorrect information as it is evident that the definitive map line has not been walked for some extended time and indeed breaches a vintage / heritage / protected orchard. The owner undertakes to maintain the current walked footpath. SCC however require the definitive line footpath to be cleared of any obstructions (apart from the orchard trees) before they will consider a diversion order to the now walked footpath line. (Report attached)	To resolve
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## 8. Collett Park Portfolio Matters – Cllr C Lockey

a)	<b>Contractors Report</b>	<p>Report attached.</p> <p>Items for consideration;</p> <ol style="list-style-type: none"> <li>1. Independent Play Inspection - £45+VAT</li> <li>2. Relocate Dog Litter Bin - £40+VAT</li> <li>3. Review Timed Closure of Public Toilets</li> <li>4. Public Toilets Refurbishment / Upgrade / Repairs</li> <li>5. Depot Building Removal and Replacement Storage Container</li> <li>6. Stone Walling – refer agenda item (e)</li> </ol> <p>Total 2010/11 (all C/P) budget remaining £776 plus could use nett income of £642 from Collett Festival if needed.</p>	To resolve
b)	<b>Waste Disposal and Transfer</b>	<p>Following review of services from Collett Park Depot, Connaught Environmental Ltd have agreed to provide one 1100 litre waste collection bin and dispose and transfer waste on a weekly basis at no charge to the Town Council to support the current partnership working and provision they have within our depot. The current services and trading account with Veolia Environmental Services have been cancelled with immediate effect which should provide annual cost savings of £600.</p>	To resolve
c)	<b>Football Fixtures</b>	<p>Shepton Mallet Youth Football requests use of Collett Park for organised games throughout the season as per previous years. No costs implications involved. Marking out and specific maintenance will be undertaken by Quadron under direct agreement and payment with the Football Club.</p>	To resolve
d)	<b>Bandstand Marathon</b>	<p>Super-act to arrange for Sunday 26 September from 2 to 4pm. Possible repeat band from Ansford School. Superact request our attendance and provision of chairs etc.</p>	To resolve
e)	<b>Collett Park Ground Care Contract</b>	<p>Initial meeting of Working Party (Cllrs JP &amp; CL) taken place with MDC. Invitation to partnership and that our existing Ground Care requirements including trees, avairies, play equipment, possibly the Park Keeper and toilets as well as Garston Street Land, Goldhill Woodland, Station Road and the Cenotaph area could be included within MDCs new contract as a qualified Appendix. Our existing depot could also be taken into the equasion. Memo 102 setting out points from the meeting previously distributed to all Cllrs. MDC request the Town Councils consideration to the decision whether or not to commit to going with MDC's procurement prior to the end of August 2010. (MDC report attached)</p>	To resolve

<b>f)</b>	<b>Collett Park Boundary Walling</b>	Sister Anne raises concern to alleged lack of maintenance to the stone boundary wall between Collett Park and the Church. Ownership and liability is not proven and it would appear calls for shared liability. Quadron have been requested to ensure any vegetation, growth of ivy, rubbing by tree limbs is eliminated and then to carry out a survey. Following this remedial work identified plus two other locations of collapsed walling and work being costed.	To resolve
<b>g)</b>	<b>Church &amp; Soul Survivors Event</b>	Request to use Collett Park for organised events of music, BBQ and soft drinks for aged 0 -18 years on Frid 13/8, Sat 14/8, Wed 18/8 and Thurs 19/8 from 2pm to 5pm. (Copy email attached)	To resolve
<b>h)</b>	<b>Collett Park Trees</b>	Annual Inspection of trees and written report received from Stephen Clark (tree consultant) works identified (planning application already submitted). Two trees require decay assessments, 2 trees to be felled, 8 trees to be crown thinned and lifted, 2 further trees require dead wood to be removed. Estimate all works including required assessments, the above works and annual consultancy fees will be within current budget of £5,000. Request consideration to proceed (be advised no work undertaken last year).	To resolve

#### 9. Properties Portfolio Matters – Cllr T Marsh

<b>a)</b>	<b>Whitstone Road Allotments</b>	Damage to crops due to Badgers. Sett is upon the Allotment site adjacent to the old railways boundary. Site inspection carried out and qualified advice being obtained.	To note
<b>b)</b>	<b>BT Payphones</b>	Matter transferred from Community Development – Three redundant payphone kiosks are now transferred to the ownership of the Town Council. Old Down, Charlton Road, Cannards Grave.	To resolve
<b>c)</b>	<b>Cenotaph Update</b>	Update to progress and problems from Illman Young Landscape Designs in respect of SCC consultation, MDC unable to discharge planning conditions until 6 September 2010 due to back log and requirement to set out contract and tender packages. Expressions of Interest received from various contractors.	To resolve

#### 10. Administration Portfolio Matters – Cllr Parham

<b>a)</b>	<b>Town Council Offices</b>	Current lease to expire Feb 2011. 8/12 resolve of this Committee that Cllr Parham to negotiate possible 5 year extension to existing lease and then report to be submitted. Update to progress.	To note
<b>b)</b>	<b>Charity Commission Annual Returns</b>	Annual Returns submitted to the Charity Commission for 204004 Shepton Mallet Cenotaph Charity and 1040673 Shepton Mallet Recreation Ground Trust (Collett Park).	To note

<b>Due to time restraints these non Service Delivery Items require consideration</b>			
<b>c)</b>	<b>Mendip Citizens Advice Bureau</b>	AGM to take place on Monday 23 August 2010, in Wells Town Hall at 6.30pm.	To note
<b>d)</b>	<b>Temporary Road Closure</b>	SCC Highways advise Cannards Grave Road and Ridge Lane – 2 days starting 23 August 2010 to enable resurfacing and other associated works to be completed.	To note
<b>e)</b>	<b>SCC Winter Maintenance</b>	SCC request input into a review of their 2009/10 winter maintenance services. Questionnaire provided and they provide invite to all Cllrs to attend one of their two opening evenings – 18 August and 25 August at the Glastonbury Depot, Wells Road, Glastonbury from 6.60pm to 8.30pm.	To resolve
<b>f)</b>	<b>Cycle Parking</b>	SCC informed they have reviewed cycle parking facilities and propose to install powder black coated Sheffield industry stand at the end of August / start of September and wish response by the 30 July to enable any considerations before work commences. The plan supplied indicates adjacent to the Shambles within the Market Place. If an alternate design / specification is suggested they would also wish consideration of a financial contribution towards recoating.	To resolve

**11.** Finance – To Approve **August 2010 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix **"A"** attached to this agenda.

**11.1. Direct Debit Instruction to Veolia Environmental Services (UK) Ltd –**  
To approve cancellation with immediate effect to the monthly Direct Debit instruction with the Councils bankers and to close the current trading account with the company.

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**12. Items for next meeting to be held – Tuesday 5 October 2010**

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**Graham H. Brown,**  
Town Clerk & Responsible Financial Officer

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

Cheque No	Payee	Code	Goods Supplied	Total Payment
2689	Mrs M Shearn	4216	Collett Festival - Flowers / Presentations	£14.59
2690	Beech Tyldesley Architect	4300	Cenotaph Cleaning & Repair Project (106)	£210.03
2691	Replacement cheque for Illman Young - Previous cheque 2676 cancelled			
2692	Ellis & Co	4300	Cenotaph Cleaning & Repair Project (106)	£215.75
2693	Mid Somerset Agricultural	4068	Community Grant	£250.00
2695	Gillett & Johnston (Croydon)	4050	Town Clock Refurbishment / Upgrade	£3,369.58
2696	Race Brothers	4220	Collett Park - Play Equipment Area Repairs	£475.88
2697	TJ Electrical Services	4050	Town Clock Electrical Installation	£391.86
2698	WPS Insurance Brokers	4016	Annual Insurances Administration Fee	£10.00
				<b>£ 4,937.69</b>

**Payments by Direct Debit**

Bank Statements not yet received

## CONFIDENTIAL PAYMENTS

2694		£ 1,615.86
	<b>Total</b>	<b>£ 1,615.86</b>
	<b>Grand Total</b>	<b>£ 6,553.55</b>

Date	Income	Code	Category of Income	Total Deposit
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Bank Statements not yet received

**Councillor J.M. Marsh  
Chairman**

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

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

**Councillor N.F. Shearn  
Vice Chairman**

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

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