

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Grounds and General Maintenance Committee

Monday 13th September 2021

7:00pm

Hybrid Meeting:

Face-to-face at Town House, 19 Union Street, Yeovil

BA20 1PQ; and virtual using Zoom meeting software

Any members of the public wishing to make comments at Public Comments or view should to email ytic@yeovil.gov.uk by 9:00am on Monday 13th September 2021.

For further information on the items to be discussed, please contact town.clerk@yeovil.gov.uk.



Amanda Card, Town Clerk
7th September 2021

This information is also available on our website: www.yeovil.gov.uk

Grounds and General Maintenance Meeting

Members of Yeovil Town Council are summoned to attend:

Gordon Hunting (*Vice-Chairman*) Evie Potts-Jones (*Ex-officio*)
Andy Kendall (*Ex-officio*) Ashley Richards
Terry Ledlie Andy Soughton
Pauline Lock Roy Spinner (*Chairman*)
Manny Roper (*co-opted non-voting*)

Information for the Public

In accordance with the Local Authorities and Police and Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020, the ability to hold meetings virtually has now ceased. The Council are adhering to guidance set by the Ministry of Housing, Communities and Local government for the safe use of council buildings to enable face-to-face meetings for Councillors yet continue to provide remote access to the public.

Public Comments at meetings (held via Zoom)

We recognise that these are challenging times but we still value the public's contribution to our hybrid meetings. If you would like to make a comment or raise a question in the meeting, you will need to do this in writing before the meeting. Please email ytic@yeovil.gov.uk by 9:00am on Monday 13th September 2021.

If you would like to view the meeting, please e-mail ytic@yeovil.gov.uk by 9:00am on Monday 13th September 2021. Instructions will be sent to you to view the meeting.

Equality Act 2010

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at www.yeovil.gov.uk. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

A G E N D A

Public Comment (15 Minutes)

Due to the confidential nature of the business of items 10/154 to 10/159, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

10/147. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85(1)*

10/148. DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

10/149. MINUTES

To approve as a correct record the Minutes of the meetings held on 19th July 2021.

10/150. CHARLTON CLOSE DRAINAGE

To consider a report by the Deputy Town Clerk attached at page 3.

10/151. GOLDCROFT FORMER ALLOTMENT SITE

To consider a report by the Town Clerk attached at pages 4 to 5.

10/152. FINANCIAL STATEMENT – JUNE AND JULY 2021

To consider the Financial Statement for the period 1 June to 31 July 2021 attached at pages 6 to 10.

10/153. EXCLUSION OF PRESS AND PUBLIC

The Committee will consider passing a resolution to exclude the press and public from the *next items* in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

10/154. WALL ADJACENT TO ELIZABETH FLATS ALLOTMENT SITE (CONFIDENTIAL)

To consider a report by the Deputy Town Clerk attached at pages 11 to 12.

10/155. SUNNINGDALE ALLOTMENT SITE FENCING (CONFIDENTIAL)

To consider a report by the Deputy Town Clerk attached at pages 13 to 16.

10/156. BOUNDARY FENCING AT ST GEORGE'S ALLOTMENT SITE (CONFIDENTIAL)

To consider a report by the Deputy Town Clerk attached at page 17.

10/157. ELIZABETH FLATS ALLOTMENT SITE COMPLAINT (CONFIDENTIAL)

To consider a report by the Town Clerk attached at pages 18 to 20.

10/158. SUNNINGDALE ALLOTMENT SITE ISSUE (CONFIDENTIAL)

To consider a report by the Town Clerk attached at pages 21 to 24.

10/159. BADGERS AT RUSTYWELL ALLOTMENT SITE (COMMERCIAL IN CONFIDENCE)

To consider a report by the Deputy Town Clerk (to follow).

10/151 GOLDCROFT FORMER ALLOTMENT

This agenda item is not about the development of this site. It is about the current condition of this site which falls under the remit of this committee.

Background

At the meeting of this Committee held on 19th July 2021, discussions were held regarding the trackway at Goldcroft Former Allotments (10/145). The site is accessed from the top of Milford Road (the Goldcroft end). There is a trackway on the site as shown below. To the right, are the back gardens of the houses long Goldcroft (residents have access to their houses from this trackway). The former allotment site is to the left. It was reported that the site had become very overgrown as shown in the following photos.



Figure 1: Overgrown site

It was agreed “to clear the edge of the land to ensure access along the trackway is maintained”. The Facilities Officer has been to site and has cleared the edge of the overgrown land, as shown below.



Figure 2: Trackway edge cleared

There is a slight drop adjacent to the left of this work. Signs have been erected to highlight this.



Figure 3: Warning sign

We are awaiting a quote for clearing the area from South Somerset District Council to provide an indication on potential cost to clear the who site.

Members are **RECOMMENDED** to note the report.

(Amanda Card, Town Clerk – 01935 382424 or amanda.card@yeovil.gov.uk)

Yeovil Town Council

June Actual V Budget

Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	251,580.00	125,790.00	125,790.00	0.00	125,790.00
Leases	2,090.00	522.00	524.00	-2.00	1,568.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	17,800.00	459.77	4,449.99	-3,990.22	17,340.23
Sales of Gate & Tap Keys	100.00	-9.67	24.99	-34.66	109.67
Water Charges	1,000.00	0.00	0.00	0.00	1,000.00
	272,570.00	126,762.10	130,788.98	-4,026.88	145,807.90
Expenditure					
Allotment Maintenance (Corporate)	9,200.00	2827.58	2,300.01	527.57	6,372.42
Allotment Fence Repairs	1,000.00	0.00	249.99	-249.99	1,000.00
Buildings & Electric Goar Knap	2,000.00	605.93	500.01	105.92	1,394.07
BKAC	250.00	0.00	62.49	-62.49	250.00
Leases	350.00	0.00	0.00	0.00	350.00
Labour	26520.00	3701.67	6,630.00	-2,928.33	22,818.33
Materials & Equipment	1,800.00	416.79	450.00	-33.21	1,383.21
Holiday Play Scheme	9,270.00	0.00	2,317.50	-2,317.50	9,270.00
Open Spaces: Doorstep Green	1,000.00	159.27	249.99	-90.72	840.73
Open Spaces: General	133,480.00	0.00	0.00	0.00	133,480.00
Open Spaces: Play Park Programme	10,000.00	0.00	2,499.99	-2,499.99	10,000.00
Open Spaces: Country Park	32,700.00	8175.00	8,175.00	0.00	24,525.00
Enhancements: Play Area Upgrades	2,720.00	0.00	680.00	-680.00	2,720.00
Yew Tree Park Gate Opening	2,200.00	613.97	549.99	63.98	1,586.03
Play & Landscape Officer	12,690.00	0.00	3,172.50	-3,172.50	12,690.00
Playarea Enhancements	12,440.00	0.00	3,110.00	-3,110.00	12,440.00
Lights for Milford Hall	400.00	0.00	99.99	-99.99	400.00
Community Heritage Officer	10,000.00	0.00	2,499.99	-2,499.99	10,000.00
Protective Clothing	0.00	0.00	0.00	0.00	0.00
Vehicle	1350.00	796.19	337.50	458.69	553.81
Water Charges	1,000.00	437.72	249.99	187.73	562.28
Water Mains Refurbishment	2,200.00	0.00	549.99	-549.99	2,200.00
	272,570.00	17,734.12	34,684.93	-16,950.81	254,835.88
	0	109,027.98	96,104.05	12,923.93	-109,027.98

Date: 18/08/2021
Time: 12:45:57

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

N/C From 7000
N/C To 7250

Tran Date From 01/06/2021
Tran Date To 30/06/2021

Tran No From 1
Tran No To 99,999,999

Department From 0
Department To 999

Dept Number 4 **Dept** GROUNDS & GENERAL MAINTENANCE

N/C 7002 **Name** G&GM - Inc - Leases

Tran Number	Type	Date	Details	Debit	Credit	Balance
58561	SI	30/06/2021	Lease at Hillcrest/Higher Ryalls - Rent April		522.00	-522.00
Account Totals					<u>522.00</u>	<u>-522.00</u>

N/C 7004 **Name** G&GM - Inc - Rents

Tran Number	Type	Date	Details	Debit	Credit	Balance
58402	SI	03/06/2021	Allotment rent for the period 3 June - 30		26.58	-26.58
58404	SI	03/06/2021	Allotment rent for the period 3 June - 30		27.96	-27.96
58405	SI	03/06/2021	Allotment rent for the period 3 June - 30		28.08	-28.08
58551	SI	28/06/2021	Allotment rent for the period 28 June - 30		9.44	-9.44
58724	SC	28/06/2021	Cancel - see tran 58551	9.44		9.44
58725	SI	28/06/2021	Allotment rent for the period 28 June - 30		10.00	-10.00
Account Totals				<u>9.44</u>	<u>102.06</u>	<u>-92.62</u>

N/C 7005 **Name** G&GM - Inc - Sales of gates & tap keys

Tran Number	Type	Date	Details	Debit	Credit	Balance
58403	SI	03/06/2021	Allotment gate key deposit		5.00	-5.00
58406	SI	03/06/2021	Gate key deposit		5.00	-5.00
Account Totals					<u>10.00</u>	<u>-10.00</u>

N/C 7019 **Name** G&GM - Exp - Allotment Maintenance

Tran Number	Type	Date	Details	Debit	Credit	Balance
58440	PI	09/06/2021	Container Rental	80.00		80.00
58441	PI	08/06/2021	Clearance - Newtown Allotments	294.40		294.40
58452	PI	09/06/2021	Clear Waste - Monksdale Allotment	443.00		443.00
58520	PI	09/06/2021	Replace Tap - Larkhill	198.33		198.33
58602	PI	08/06/2021	Materials - Allotments	52.36		52.36
58621	PI	30/06/2021	Mobile Patrols	130.00		130.00
Account Totals				<u>1,198.09</u>		<u>1,198.09</u>

N/C 7040 **Name** G&GM - Exp - Buildings & Electric Goar Knap

Tran Number	Type	Date	Details	Debit	Credit	Balance
58361	BP	01/06/2021	Rates	122.00		122.00
58516	PI	15/06/2021	Annual Fire Extinguisher Service	30.00		30.00
58530	PI	10/06/2021	4 Digit Code Padlock	8.32		8.32
58531	PI	10/06/2021	Safety Store Sign	2.67		2.67
Account Totals				<u>162.99</u>		<u>162.99</u>

N/C 7070 **Name** G&GM - Exp - Labour

Tran Number	Type	Date	Details	Debit	Credit	Balance
58509	JD	27/06/2021	Employers Pension	331.05		331.05
58510	JD	27/06/2021	Payments	1,630.78		1,630.78
Account Totals				<u>1,961.83</u>		<u>1,961.83</u>

N/C 7080 **Name** G&GM - Exp - Materials & Equipment

Tran Number	Type	Date	Details	Debit	Credit	Balance
58511	PI	08/06/2021	Fuel for Strimmer	21.25		21.25
58533	PI	23/06/2021	Mower Head	18.12		18.12
58601	PI	02/06/2021	Materials - Workshop	12.14		12.14
58603	PI	14/06/2021	Plywood - Workshop	12.06		12.06
58604	PI	14/06/2021	Materials - Workshop	6.27		6.27

Date: 18/08/2021
 Time: 12:45:57

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

58605	PI	16/06/2021	Materials - Workshop	22.84		22.84
58606	PI	21/06/2021	Materials - Workshop	12.94		12.94
58607	PI	28/06/2021	Materials - Workshop	21.65		21.65
58608	PI	23/06/2021	Stihl Blades	18.87		18.87
58609	PI	24/06/2021	Pliers	28.71		28.71
58611	PI	25/06/2021	Whiteboard	55.75		55.75
58641	PI	29/06/2021	Mower Fuel	21.24		21.24
58642	PI	29/06/2021	Materials - Workshop	22.72		22.72
58733	PC	29/06/2021	Cancel - see tran 58641		21.24	-21.24
58734	PI	29/06/2021	Mower Fuel	21.34		21.34
<u>Account Totals</u>				<u>295.90</u>	<u>21.24</u>	<u>274.66</u>

<u>N/C</u>		<u>Name</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
	7093	G&GM - Exp - Open Spaces: Doorstep Greens				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>			
58442	PI	07/06/2021	Electricity	50.12		50.12
<u>Account Totals</u>				<u>50.12</u>		<u>50.12</u>

<u>N/C</u>		<u>Name</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
	7104	G&GM - Exp - Open Spaces: Country Park				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>			
58453	PI	10/06/2021	Country Park - 1st Qtr	8,175.00		8,175.00
<u>Account Totals</u>				<u>8,175.00</u>		<u>8,175.00</u>

<u>N/C</u>		<u>Name</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
	7120	G&GM - Exp - Yew Tree Park - Gate Opening				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>			
58512	PI	11/06/2021	Security	216.29		216.29
<u>Account Totals</u>				<u>216.29</u>		<u>216.29</u>

<u>N/C</u>		<u>Name</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
	7210	G&GM - Exp - Vehicle				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>			
58673	PI	23/06/2021	MOT/Service	460.17		460.17
58736	PI	18/06/2021	Vehicle Tax	275.00		275.00
<u>Account Totals</u>				<u>735.17</u>		<u>735.17</u>

<u>Department</u>	<u>12,804.83</u>	<u>655.30</u>	<u>12,149.53</u>
<u>Grand Totals</u>	<u>12,804.83</u>	<u>655.30</u>	<u>12,149.53</u>

Yeovil Town Council

July Actual V Budget

Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	251,580.00	125,790.00	125,790.00	0.00	125,790.00
Leases	2,090.00	522.00	524.00	-2.00	1,568.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	17,800.00	459.77	5,933.32	-5,473.55	17,340.23
Sales of Gate & Tap Keys	100.00	-9.67	33.32	-42.99	109.67
Water Charges	1,000.00	0.00	0.00	0.00	1,000.00
	272,570.00	126,762.10	132,280.64	-5,518.54	145,807.90
Expenditure					
Allotment Maintenance (Corporate)	9,200.00	2827.58	3,066.68	-239.10	6,372.42
Allotment Fence Repairs	1,000.00	0.00	333.32	-333.32	1,000.00
Buildings & Electric Goar Knap	2,000.00	727.93	666.68	61.25	1,272.07
BKAC	250.00	0.00	83.32	-83.32	250.00
Leases	350.00	0.00	0.00	0.00	350.00
Labour	26520.00	5663.50	8,840.00	-3,176.50	20,856.50
Materials & Equipment	1,800.00	778.60	600.00	178.60	1,021.40
Holiday Play Scheme	9,270.00	0.00	3,090.00	-3,090.00	9,270.00
Open Spaces: Doorstep Green	1,000.00	2,306.66	333.32	1,973.34	-1,306.66
Open Spaces: General	133,480.00	0.00	0.00	0.00	133,480.00
Open Spaces: Play Park Programme	10,000.00	0.00	3,333.32	-3,333.32	10,000.00
Open Spaces: Country Park	32,700.00	8175.00	8,175.00	0.00	24,525.00
Enhancements: Play Area Upgrades	2,720.00	0.00	906.68	-906.68	2,720.00
Yew Tree Park Gate Opening	2,200.00	805.11	733.32	71.79	1,394.89
Play & Landscape Officer	12,690.00	0.00	4,230.00	-4,230.00	12,690.00
Playarea Enhancements	12,440.00	0.00	4,146.68	-4,146.68	12,440.00
Lights for Milford Hall	400.00	0.00	133.32	-133.32	400.00
Community Heritage Officer	10,000.00	0.00	3,333.32	-3,333.32	10,000.00
Protective Clothing	0.00	36.58	0.00	36.58	-36.58
Vehicle	1350.00	867.83	450.00	417.83	482.17
Water Charges	1,000.00	437.72	333.32	104.40	562.28
Water Mains Refurbishment	2,200.00	0.00	733.32	-733.32	2,200.00
	272,570.00	22,626.51	43,521.60	-20,895.09	249,943.49
	0	104,135.59	88,759.04	15,376.55	-104,135.59

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C From 7000 Tran Date From 01/07/2021 Tran No From 1 Department From 0
N/C To 7250 Tran Date To 31/07/2021 Tran No To 99,999,999 Department To 999

Dept Number 4 **Dept** GROUNDS & GENERAL MAINTENANCE
N/C 7040 **Name** G&GM - Exp - Buildings & Electric Goar Knap

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58567	BP	01/07/2021	Rates	122.00		122.00
Account Totals				<u>122.00</u>		<u>122.00</u>

N/C 7070 Name G&GM - Exp - Labour

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58662	JD	27/07/2021	Employers Pension	331.05		331.05
58663	JD	27/07/2021	Payments	1,630.78		1,630.78
Account Totals				<u>1,961.83</u>		<u>1,961.83</u>

N/C 7080 Name G&GM - Exp - Materials & Equipment

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58665	PI	15/07/2021	Mower Fuel	16.63		16.63
58669	PI	18/07/2021	Materials - Workshop	9.79		9.79
58763	PI	12/07/2021	Materials - Workshop	15.24		15.24
58764	PI	20/07/2021	Spark Plug Remover	14.99		14.99
58765	PI	25/07/2021	Desk Fan	11.66		11.66
58767	PI	27/07/2021	Materials - Workshop	7.18		7.18
58768	PI	28/07/2021	Materials - Workshop	12.00		12.00
58772	PI	23/07/2021	Stihl Hand Guard	32.66		32.66
58773	PI	23/07/2021	Hedge Trimmer	241.66		241.66
Account Totals				<u>361.81</u>		<u>361.81</u>

N/C 7093 Name G&GM - Exp - Open Spaces: Doorstep Greens

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58632	PI	06/07/2021	Electricity	47.39		47.39
58664	PI	19/07/2021	Repair to Footpath	2,100.00		2,100.00
Account Totals				<u>2,147.39</u>		<u>2,147.39</u>

N/C 7120 Name G&GM - Exp - Yew Tree Park - Gate Opening

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58675	PI	14/07/2021	Security	191.14		191.14
Account Totals				<u>191.14</u>		<u>191.14</u>

N/C 7190 Name G&GM - Exp - Protective Clothing

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58666	PI	19/07/2021	Protective Clothing	36.58		36.58
Account Totals				<u>36.58</u>		<u>36.58</u>

N/C 7210 Name G&GM - Exp - Vehicle

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
58766	PI	27/07/2021	Storage Hooks	7.10		7.10
58778	PI	23/07/2021	Fuel	64.54		64.54
Account Totals				<u>71.64</u>		<u>71.64</u>

Department				<u>4,892.39</u>		<u>4,892.39</u>
Grand Totals				<u>4,892.39</u>		<u>4,892.39</u>