



# Yeovil Town Council

Town House  
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BA20 1PQ

Mayor: Cllr A Kendall, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)  
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## **Minutes of the hybrid meeting of the Buildings & Civic Matters Committee 18<sup>th</sup> July 2023 at 7.00pm held by video-conference using Zoom meeting software; and in the Town House, 19 Union Street, Yeovil BA20 1PQ.**

**Present (in person):** Cllrs R Stickland (Chair); T Casey; N Gage; K Gill; EJ Hopkins; A Kendall; A Richards and A Soughton.

**In Attendance (in person):** A Card (Town Clerk); H Ferdinand (Deputy Town Clerk); Acting Sergeant Adam Marsden (Yeovil Neighbourhood Policing Team - Avon and Somerset Police) and PCSO Supervisor Leanne Mountain (Yeovil Neighbourhood Policing Team - Avon and Somerset Police).

**In Attendance (virtually):** Cllr J Snell

There was no members of the public and one member of the press present (virtually).

### **Public Comment**

There were no public comments.

The police gave an update on policing in Yeovil. They spoke of the encampment at Birchfield Park where police powers were used to evict the travellers. It would be a police offence if they returned within 12 months. The Town Clerk asked for details be communicated to the Town Council so that they were better placed to respond to queries and concerns from the residents.

*7:05pm – Acting Sergeant Adam Marsden and PCSO Supervisor Leanne Mountain left the meeting and did not return. The Deputy Town Clerk (HF) also left the meeting and returned at 7:06pm.*

*7:06pm – Meeting commenced.*

### **11/090 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllrs T Lock (conflicting engagement); W Read (conflicting engagement) and J Snell (childcare).

**RESOLVED:** to accept the apologies with the reasons given.

## **11/091 DECLARATIONS OF INTEREST**

There were no declarations at this time.

## **11/092 MINUTES**

The Committee confirmed as a correct record the Minutes of the meetings held on 23<sup>rd</sup> May 2023.

**RESOLVED:** that the Minutes of the meetings held on 23<sup>rd</sup> May 2023.

## **11/093 FINANCIAL STATEMENTS – APRIL 2023 / MAY 2023**

Members considered the Financial Statement for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> May 2023.

**RESOLVED:** that the Financial Statement for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> May 2023 be approved.

## **11/094 DEFIBRILLATOR UPDATE**

Members considered the report of the Town Clerk regarding the defibrillator project.

The defibrillator cabinet at Holy Trinity Community Centre and Church will be installed on 26<sup>th</sup> July 2023 and the defibrillator will go live as soon as possible after the installation date. The Town Clerk will notify Members of the date and time for a photo opportunity.

Further discussions have taken place with Southville Elim Church who are more than happy to host the defibrillator and cabinet. The Town Clerk will be working with them to ascertain timescales of installation and go live. The Town Clerk reminded the Committee that this defibrillator would be funded from a contribution made by the Newtown Residents Association. The constitution of that Association was that should it cease being an entity, that the fund be donated back to the community. The late Phil Chandler (who was a former Councillor) started the Newtown Residents Association and it was fitting that some wording in memory of him be put on the plaque.

At this point, Cllr R Stickland declared a personal interest in that he was Chair of the Newtown Residents Association before it terminated.

The Property Development Manager of Somerset Council will be providing the keys to the cleaners' office so that the defibrillator cabinet can be connected to the electricity supply.

The Town Clerk stated that she would be looking for additional locations after the 3 above mentioned defibrillators had gone live.

**RESOLVED:** to note the report.

### **11/095 DROPPED KERBS – LYDE WARD**

Members considered the report of the Town Clerk regarding dropped kerbs in the Lyde Ward – specifically Vale Road, Belvedere Road and Pembroke Close. It was highlighted that these works could be carried out alongside the first phase of the new cycle route along Lyde Road.

Concerns were raised as to whether this initiative could set a precedent. The Town Clerk stated that if any similar requests were submitted they would need to be assessed on a case-by-case basis.

**RESOLVED:** (1) to note the report; (2) to agree to support this dropped kerb scheme; and (3) to recommend to the Policy, Resource and Finance Committee that this dropped kerb scheme be funded from both Community Infrastructure Levy and the New Initiative budget.

### **11/096 REMEMBRANCE SUNDAY**

Members considered the verbal report of the Town Clerk regarding Remembrance Sunday.

The Town Clerk updated the Committee that she was currently completing an “Application for a Road Obstruction Order for a Special Event”. She presented the route for the military parade and the adjustment to the normal route due to the works relating to Yeovil Refresh. She also pointed out that there was a need to employ marshals/stewards this year, as following advice distributed by the Event Planning Officer at Avon and Somerset Police, Martyn’s Law and Counter Terrorism provisions would need to be built into the plan.

The Town Clerk made it clear that the Remembrance Sunday event is going ahead and should it not be possible to hold the event in the Borough due to works still being in place, then the contingency would be the St Johns Church yard. The Town Clerk would be meeting with the Contractor of the Yeovil Refresh a couple of weeks before the event so that the location of the event and the parade route could be finalised.

**RESOLVED:** to note the report.

### **11/097 MILLENNIUM CLOCK TIME CAPSULE**

Members considered the verbal report of the Deputy Town Clerk (HF) regarding the Millennium Clock time capsule and the limited information that was available. The Deputy Town Clerk stated that she had approached a number of former councillors who would have been sat on the Council in 2000 and other local people who may have had some involvement. Cllr T Casey stated he knew some people at the company who owned the Western Gazette and he would ask if they could find any information in the archives.

The Town Clerk suggested that a plea be put out on Facebook and with the Yeovil Press for further information regarding the Millennium Clock time capsule.

**RESOLVED:** (1) to note the report; and (2) to put a plea out for information regarding the Millennium Clock capsule on Facebook and Yeovil Press.

## **Public Comment**

There was no public comment.

### **11/098 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity of agenda items 11/099 to 11/102 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Public Bodies (Admission to Meetings) Act 1960 s3

*7:48pm - The member of the press also left the meeting and did not return.*

### **11/099 YEOVIL WAR MEMORIAL & MILLENNIUM CLOCK (CONFIDENTIAL)**

Members considered the report of the Deputy Town Clerk (HF) highlighting the works of both the surveyor and the structural engineer who specialises in conservation regarding both the War Memorial and Millennium Clock. Discussions were held regarding the outcomes and recommendations within the Structural Engineer's report.

**RESOLVED:** (1) to note the report; (2) to chase the information that is required from the Contractor/Somerset Council as per the recommendations of the Structural Engineer; (3) to implement the recommendations provided by the Structural Engineer; and (4) to carry out a similar exercise in a years' time and that an item be added in the forward plan.

### **11/100 TOWN HOUSE WORKS UPDATE (COMMERCIAL IN CONFIDENCE)**

The Committee considered the report of the Deputy Town Clerk (HF) regarding the works at Town House which included the replacement of the boiler and the boarding out of the attic space for storage.

*8:13pm – The meeting was adjourned so that Members could view the progress of the work.*

*8.16pm – The meeting was reconvened.*

The Council expressed their thank to the Deputy Town Clerk (HF) for the work that she had carried out so that these works could be implemented.

**RESOLVED:** to note the report.

### **11/101 NOTICEBOARDS (COMMERCIAL IN CONFIDENCE)**

The Committee considered the report of the Assistant Town Clerk regarding the removal and disposal of 5 existing noticeboards the procurement and installation of new noticeboards. Discussions were held over the options available.

Discussions were held over sponsorship with Leonardo (in respect of their branding "The home of British Helicopters) or Pittards .

At this point, Cllr EJ Hopkins declared a personal interest in that she worked on the same site as Leonardo.

**RESOLVED:** (1) to note the report; (2) to agree to purchase 5 notice boards in green from the Prestige range from the Parish Notice Board Company; (3) to agree to ARK South Ltd removing and disposing of the existing noticeboards and erecting the newly purchased noticeboards; (4) to approach Leonardo for sponsorship (in return for the phrase “the home of British Helicopters” to be added to each noticeboard) or Pittards; and (5) to recommend to the Policy, Resource and Finance Committee that the above mentioned be funded from contingency (£11,100) – less, if the sponsorship could be achieved.

**11/102 NOTICEBOARD AT TOWN HOUSE (COMMERCIAL IN CONFIDENCE)**

The Committee considered the report of the Assistant Town Clerk regarding the re-siting of the noticeboard at Town House. Discussions were held over the options available and other various locations within the Town Centre.

It was agreed that the noticeboard be relocated to the railings at the back of the carpark but before any installation, the railings would need to be refurbished.

**RESOLVED:** (1) to note the report; (2) to agree to purchase two A4 traditional notice boards with sign writing header in green from KBS Depot; (3) to agree to ARK South Ltd removing and disposing of the existing noticeboard and erecting the newly purchased noticeboards; (4) to approach Leonardo for sponsorship, in return for the phrase “the home of British Helicopters” to be added to each noticeboard; (4) to agree to ARK South Ltd restoring the railings in the car park; and (5) to recommend to the Policy, Resource and Finance Committee that the above mentioned be funded from contingency (£2,875) – less, if the sponsorship could be achieved.

The meeting closed at 8:45pm.

Signed: .....

Dated: .....