



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Mayor: Cllr A Kendall, Town Clerk: Amanda Card BA (Hons), FCPFA, BSc (Open)  
T-01935 382424, W - [www.yeovil.gov.uk](http://www.yeovil.gov.uk)  
E-mail Town.Clerk@yeovil.gov.uk

**Minutes of the hybrid meeting of the Buildings & Civic Matters Committee 19<sup>th</sup> March 2024 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; K Gill; E Hopkins; W Read; A Richards; J Snell and A Soughton.

**Present (virtual):** Cllr A Kendall (Yeovil College Ward).

**In Attendance (in person):** A Card (Town Clerk); H Ferdinand (Deputy Town Clerk); Sergeant J Rutter (Avon and Somerset Police).

**In Attendance (virtual):** Cllr A Wilkes (Abbey Manor South Ward)

There was one member of the press present virtually (from 7:14pm).

## **Public Comment**

Sergeant Josh Rutter introduced himself to the Committee. He started with the team in January and has come from Taunton where he was on response. He gave an update on the resourcing of the Neighbourhood Police Team. He stated that there were 6 PCs with 3 vacancies which are going through the recruitment process. He added that there were 8 PCSOs. He mentioned that there is currently a recruitment freeze for the year on PCSOs (force wide), so if any of them left, it would be unlikely that they would be replaced in year.

Any queries should be passed to the Town Clerk.

*7:07pm – Sergeant J Rutter left the meeting and did not return.*

*7:08pm – The meeting commenced.*

## **11/147 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllrs A Kendall (conflicting engagement)\* and T Lock (unwell).

*\*Legislation requires that Councillors need to be physically present at the meeting to be shown as present. If a Councillor is unable to attend in person but can attend virtually, then apologies for absence should be given.*

#### **11/148 DECLARATIONS OF INTEREST**

There were no declarations at this time.

#### **11/149 MINUTES**

The Committee confirmed as a correct record the Minutes of the meetings held on 15<sup>th</sup> January 2024.

**RESOLVED:** that the Minutes of the meetings held on 15h January 2024.

#### **11/150 FINANCIAL STATEMENTS – DECEMBER 2023 / JANUARY 2024**

Members considered the Financial Statement for the period 1<sup>st</sup> December 2023 to 31<sup>st</sup> January 2024.

**RESOLVED:** that the Financial Statement for the period 1<sup>st</sup> December 2023 to 31<sup>st</sup> January 2024.

#### **11/151 DEFIBRILLATOR UPDATE**

The Town Clerk announced that the 13<sup>th</sup> defibrillator has now been installed and is now live. The defibrillators have now been used 40 times.

The Town Clerk highlighted that the defibrillator had gone missing from Southville Elim Church, and that the powers of Facebook had helped locate it. The defibrillator had been legitimately accessed and was unable to be returned as the cabinet door had been closed. The Town Clerk informed the Committee that the Council would be labelling each defibrillator with contact details for Yeovil Town Council, so that the Town Council could be contacted should something similar happen again. A suggestion was also put forward to tag the defibrillators which will be investigated in the future should the need arise.

**RESOLVED:** to note the report.

*7:14pm – Cllr A Soughton left the meeting and did not return.*

*7:14pm – A member of the press joined the meeting virtually.*

#### **11/152 PARKING ISSUES IN YEOVIL**

Members considered the report of the Deputy Town Clerk (HF) regarding a petition that was submitted on behalf of the residents of Wyndham Court in Newton Road which had already been submitted to Somerset Council. A response had been given by the Parking Services Manager at Somerset Council; however, the petitioners were not satisfied with the response which is why the petition had been submitted to the Town Council.

In addition to the petition, a couple of letters had been received from a resident in Yeovil raising concerns about the number of developments that had been permitted in Yeovil without adequate parking provision.

The Deputy Town Clerk emphasised that the provision of parking facilities is not a duty of the Town Council, it is that of the Highways Authority which is Somerset Council.

When making recommendations about planning applications, Yeovil Town Council consider the Parking Strategy and the Local Plan. The Deputy Town Clerk emphasised that the Town Council were just a consultee in the planning process. When considering planning applications, there is an opportunity to comment on all matters which can include the parking provision.

The Chairman stated that Yeovil Town Council could request that Somerset Council carry out an investigation into parking issues in Yeovil; and also request that Somerset Council review the Parking Strategy.

The Committee thanked the Deputy Town Clerk for her work on this matter.

**RESOLVED:** (1) to note the report; (2) to request that Somerset Council carry out an investigation into parking issues in Yeovil; and (3) to request that Somerset Council review the Parking Strategy.

#### **11/153    COMMUNITY AMBASSADORS' RECRUITMENT UPDATE**

Members considered the report of the Town Clerk regarding the recruitment of the two Community Ambassadors. She reported that the posts have now been filled.

Members considered the draft Service Level Agreement regarding the Yeovil Crime Reduction Team being responsible for the day-to-day management of the posts, but the Town Clerk would retain the strategic overview.

A question was asked regarding the success criteria. The Town Clerk highlighted that the Community Ambassadors would be logging all their activity and going forward, reporting would be carried out to show the outcomes achieved.

*7:42pm – Cllr A Richards left the meeting.*

A question was raised regarding the safety of the Community Ambassadors and that as employers the Town Council will have a duty of care towards them. The Town Clerk reassured the Committee that the Community Ambassadors would be given body cams, radios and mobile phones but also were not being expected to do the work of the police. Training would also be provided to help put strategies and de-escalation processes in place.

*7:47pm – Cllr A Richards returned to the meeting.*

*7:48pm – Cllr W Read left the meeting.*

Councillors commented that this initiative should make the town feel safer and that people would have more confidence in coming into town.

*7:51pm – Cllr W Read returned to the meeting.*

**RESOLVED:** (1) to note the report; and (2) to agree the management agreement at £5,000 per annum.

**11/154     MILFORD HALL GAS HEATING UPGRADE**

Members considered the report of the Deputy Town Clerk (HF) regarding the urgent decision to make the heating more efficient, reliable and easy to use.

**RESOLVED:** to note the report.

**11/155     SOMERSET COUNCIL LICENSING UPDATE**

This item was deferred.

**11/156     ASHFORD GROVE ROAD SIGN**

Members considered the request of the replacement of the road sign for Ashford Grove.

Councillors identified this as a Highway issue but recognised that Highways would not resolve the issue; and that anything the Town Council does would set a precedent.

**RESOLVED:** to investigate the appropriate way to resolve the issue.

**Public Comment**

The member of the press commented that although the parking issues were Highways matter, it may not be too long before this had devolved to the Town Council! He commented that there did not appear to be enough parking spaces for the new developments. He spoke in favour of the Community Ambassadors. He also questioned why CCTV was always discussed in confidential.

The Town Clerk clarified that when CCTV was being spoken about, reference was made to specific cameras. She did not believe that it was in the public interest for certain members of the public to be aware which cameras had issues. She did say that once this Committee had made a steer, it is hoped that the next time the Council spoke about CCTV, it would be done so in the public domain.

*7:58pm – the member of the press left the meeting and did not return.*

## **11/157 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 11/158 to 11/159 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

## **11/158 CCTV IN YEOVIL (CONFIDENTIAL)**

Members considered the report of the Deputy Town Clerk (HF) regarding the provision of CCTV in Yeovil. Somerset Council had originally proposed to cease the Council run CCTV monitoring service (which served a number of towns) across Somerset. Due to opposition, Somerset Council had approached the participating Town Council to request if they would be prepared to contribute to the costs of running the service. Yeovil Town Council had agreed in principle to contribute.

In addition to the report, the Deputy Town Clerk reported that she had a meeting with the Service Director of Operations and Regulations and the CCTV Manager at Somerset Council. She highlighted that a lot of work had been carried out on the cameras over the last year or so. Further explanation was given regarding the details of a Service Level Agreement (SLA) and the specifics of the wording within the SLA. Concerns were raised with the costs involved in making alterations to the systems once Petters House is sold to allow data from the cameras in Yeovil to be sent directly to the monitoring room at Bridgwater – Somerset Council had confirmed they would cover the costs.

*8:15pm – Cllr J Snell left the meeting.*

*8:19pm – Cllr J Snell returned to the meeting.*

The Committee thanked the Deputy Town Clerk for her thorough report.

*8:20pm – Cllr T Casey left the meeting.*

*8:22pm – Cllr T Casey returned to the meeting.*

**RESOLVED:** (1) to note the report; and (2) to recommend to Policy, Resources and Finance Committee that Yeovil Town Council enters into a SLA with Somerset Council for a 3-year period (with break clauses in year 1 to provide for withdrawing from the agreement and to review and change the SLA as appropriate, and to include a clause relating to the covering of costs associated with alterations to the systems to allow data to be sent directly to the monitoring service in Bridgwater), and make a maximum contribution of £81,150 per year to the collective CCTV system.

**11/159    DEVOLUTION OF ASSETS AND SERVICES – BUS STATION PUBLIC TOILETS (CONFIDENTIAL)**

Members considered the report of the Deputy Town Clerk regarding the Bus Station public toilets and waiting room.

The matter was discussed at the Devolution and Organisation Working party meeting on 14<sup>th</sup> March 2024 who have made a recommendation to this Committee not to take on the facilities.

The Committee recognised the amount of investment that would be required especially when the future of Glovers Walk was unknown. The costs of running the toilets was in the region of £70,000 which was not in the Council’s budget.

**RESOLVED:** (1) to note the report; and (2) to recommend to the Policy, Resources and Finance Committee not to take on the toilets and waiting room at the bus station

The meeting closed at 8:43pm.

Signed: .....

Dated: .....