



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
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BA20 1PQ

Mayor: Cllr E Potts-Jones, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)  
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**Minutes of the hybrid meeting of the Buildings & Civic Matters Committee 21<sup>st</sup> March 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; A Kendall; T Lock; E Potts-Jones; A Richards; and A Soughton.

**Present (virtually):** Cllr J Snell.

**In Attendance (in person):** A Card (Town Clerk) and H Ferdinand (Deputy Town Clerk).

**In Attendance (virtually):** Cllr P Lock (Summerlands Ward).

There were no members of the public and one member of the press present.

## **Public Comment**

There were no public comments.

*7:17pm – Meeting commenced.*

## **11/056 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllrs W Read (work commitments) and J Snell (family commitments but attended virtually).

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

## **11/057 DECLARATIONS OF INTEREST**

Cllr R Stickland declared a personal interest in 11/067 Office Letting due to being the Chair of Yeovil Without Parish Council (the party involved in the office letting proposal).

## **11/058 MINUTES**

The Committee confirmed as a correct record the Minutes of the meeting held on 15<sup>th</sup> November 2022.

**RESOLVED:** that the Minutes of the meeting held on 15<sup>th</sup> November 2022 and that they be signed as a correct record.

## **11/059    CORRESPONDENCE FROM SOMERSET BUS PARTNERSHIP**

The Clerk read out a further e-mail that had been received from Somerset Bus Partnership which informed the committee that the COVID Recovery Grant (Bus Service Operator Grant) had been extended until June 2023 as had the £2 maximum fare scheme.

Members discussed the necessity to support the Somerset Bus Partnership including writing to various Government Ministers including the MP for Yeovil; encourage passenger numbers; sharing information on notice boards and social media; to raise the issues of the safety and security of users at the Bus Station with the police and South Somerset District Council; and that individual members join Somerset Bus Partnership.

**RESOLVED:** (1) that the Town Clerk, on behalf of Yeovil Town Council write to various Government Ministers identified within the correspondence, including the MP for Yeovil; (2) to share information on the Somerset Bus Partnership campaign on notice boards and social media; (3) that individual members join Somerset Bus Partnership; and (4) that the Clerk contact both the police and South Somerset District Council regarding the issues of user safety and security at the Bus Station.

*Update: The Town Clerk has spoken to police regarding the lighting, anti-social behaviour and regular foot patrols in the area.*

## **11/060    NOTICE BOARD AUDIT**

Members considered the report of the Assistant Town Clerk regarding an audit of the notice boards.

Discussions were held on the advantages of replacing all the community notice boards. It was also noted that the notice board at Town House obstructed views and that an alternative location should be sought.

**RESOLVED:** (1) that all notice boards should be replaced; (2) that a further report come to the next committee regarding costs for replacing all 5, with a hope that a bulk discount can be sought (to include purchase price and installation costs); and (3) that consideration be given for an appropriate location for the re-siting of the notice board at Town House.

## **11/061    FINANCIAL STATEMENTS – OCTOBER 2022 / NOVEMBER 2022 / DECEMBER 2022 / JANUARY 2023**

Members considered the Financial Statement for the period 1<sup>st</sup> October 2022 to 31<sup>st</sup> January 2023.

**RESOLVED:** that the Financial Statement for the period 1<sup>st</sup> October 2022 to 31<sup>st</sup> January 2023 be approved.

## 11/062 GRIT BINS

Members considered the report of the Town Clerk regarding the grit bins. The locations of which had been plotted on a map on the website. The Town Clerk explained the process of ensuring that grit was available when required.

**RESOLVED:** to note report.

## 11/063 DEFIBRILLATOR – MILFORD HALL (URGENT BUSINESS)

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

In accordance with Standing Orders, paragraph 4d (xiv) 'Urgent Business', it was agreed to replace the current defibrillators at Milford Hall with a LifePak CR2; and that the Heartsine Samaritan PAD 500P be placed at Town House and registered as a limited availability defibrillator.

The Town Clerk stated that Holy Trinity would like to be part of the campaign by contributing towards the cost of a defibrillator at the church and community centre. The Town Council had been trying to find a location in the area of Forest Hill, so this would fit in with the plans of the Council.

The Town Clerk stated that the Newtown Tenants and Residents Association had made a donation towards a defibrillator in the Southville area of Yeovil. At this point, Cllr R Stickland declared a personal interest due to being the Chair of the Association.

*Below shows an updated table of usage.*

<b>Location</b>	<b>Frequency of access</b>
<i>Nationwide</i>	<i>5 times</i>
<i>Cow &amp; Apple</i>	<i>5 times</i>
<i>St Andrew's Scout Group</i>	<i>2 times</i>
<i>Dunelm – Quedam</i>	<i>3 times</i>
<i>Milford Hall</i>	<i>1 time</i>
<i>Town House</i>	<i>1 time</i>
<i>Birchfield Community Centre</i>	<i>1 time</i>

**RESOLVED:** (1) to note the report; and (2) to agree to the proposal for a defibrillator to be installed at both Holy Trinity and the Southville area of Yeovil.

## **Public Comment**

There was no public comment.

### **11/064 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 11/065 to 11/073 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

### **11/065 SUPPLIES OF DEFIBRILLATORS (COMMERCIAL IN CONFIDENCE)**

Members considered the verbal report of the Town Clerk which informed the Committee that due to the issues of supply of components required for 3G connectivity, that the Lifepak CR2 Semi-Automatic Defibrillator (Cellular/3G) were currently being manufactured. The Committee considered options including the Lifepak CR2 Semi-Automatic Defibrillator (Wi-Fi) with lockable cabinet; Lifepak CR2 Semi-Automatic Defibrillator (USB) with lockable cabinet; Heartsine Samaritan 500P with Rotaid 24/7 cabinet and the Heartsine Samaritan 500P with lockable cabinet. The Town Clerk highlighted that the cost of the Lifepak CR2 Semi-Automatic Defibrillators had increased, however, they did remain the highest specification and that the pads did not need to be changed for child use. She also highlighted the important of consistency and the ability to device manage remotely.

The Committee agreed that maintenance of the defibrillators was important.

**RESOLVED:** (1) to note the report; (2) to agree with the option of Lifepak CR2 Semi-Automatic Defibrillators; and (3) and that a report be considered every 6 months regarding the maintenance of the defibrillators.

### **11/066 POTENTIAL JOINT VENTURE (CONFIDENTIAL)**

At this point, Cllr R Stickland declared a personal interest in this item due to being the Chair of Yeovil Without Parish Council which was one of the potential parties involved in the proposal.

Due to the declaration of interest of the Chair (Cllr R Stickland), the Vice Chair (Cllr K Gill) took the chair.

**RESOLVED:** that no further action be taken.

### **11/067 OFFICE LETTING (CONFIDENTIAL)**

The Town Clerk spoke of the potential of letting the two offices, upstairs, adjacent to the Council Chambers. Yeovil Without Parish Council would be interested in letting one of the offices.

**RESOLVED:** (1) to agree in principle to letting one of the offices to Yeovil Without Parish Council; and (2) that the Town Clerk bring to the next meeting a report detailing the potential let.

**11/068 SECURITY AT THE SKI CENTRE (CONFIDENTIAL)**

Cllr R Stickland returned as the Chair.

The Town Clerk spoke of the anti-social behaviour issues at the Ski Centre and presented a solution to these issues.

**RESOLVED:** (1) to note the verbal report; and (2) that the Town Clerk proceed with the solutions to the anti-social behaviour raised.

**11/069 REGALIA (CONFIDENTIAL)**

The Committee considered the report of the Town Clerk.

**RESOLVED:** to note the report.

**11/070 TOWN HOUSE SOLAR PANELS UPDATE AND LED LIGHTING (CONFIDENTIAL)**

The Committee considered the report of the Deputy Town Clerk (HF). After seeking pre-application advice, the Conservation Specialist stated that an objection would be raised in regard to the solar panel. In light of this, the planning application should not be pursued.

In regard to the LED lighting, in accordance with Standing Orders, paragraph 4d (xiv) 'Urgent Business', it was agreed that all non-LED fittings should be replaced with LED fittings. The Deputy Clerk wished to consult with the Committee regarding the fittings that had been recommended for the Council Chamber.

**RESOLVED:** (1) to note the report; and (2) that a way forward regarding the light fittings was agreed and be reported back to Committee as appropriate.

**11/071 MILFORD HALL SOLAR PANELS UPDATE AND LED LIGHTING (CONFIDENTIAL)**

The Committee considered the report of the Deputy Town Clerk (HF).

The Deputy Town Clerk (HF) explained that the progress of the Milford Hall Solar Panels had been slow due to the delay in the permission granted by South Somerset District Council. Once permission has been established, the necessary planning application can be prepared and submitted.

In accordance with Standing Orders, paragraph 4d (xiv) 'Urgent Business', it was agreed that all non-LED fittings should be replaced with LED fittings. Also, in accordance with Standing Orders, paragraph 4d (xiv) 'Urgent Business', it was agreed that the pump for the underfloor heating which had been identified as having failed at the annual service, be replaced.

**RESOLVED:** to note the report.

**11/072    TOWN HOUSE UPDATE (CONFIDENTIAL)**

The Committee considered the report of the Deputy Town Clerk (HF), regarding the concerns of an external wall at Town House. A structural survey had been carried out and the relevant work to remedy the situation identified.

**RESOLVED:** to note the report.

**11/073    INCIDENT AT MILFORD HALL (CONFIDENTIAL)**

The Committee considered the verbal report of the Deputy Town Clerk (HF), regarding an incident at Milford Hall.

At this point, Cllr E Potts-Jones declared a personal interest in this item having attended the event.

**RESOLVED:** (1) to note the report; and (2) to agree a way forward into being recompensed.

The meeting closed at 8:59pm.

Signed: .....

Dated: .....