

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

**Buildings and Civic Matters Committee**

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## Buildings and Civic Matters Committee

**Tuesday 19<sup>th</sup> March 2024**

**7:00pm**

**Hybrid Meeting:**

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

**BA20 1PQ; and virtual using Zoom meeting software**

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For further information on the items to be discussed, please contact [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk).



**Amanda Card, Town Clerk**

13<sup>th</sup> March 2024

This information is also available on our website: [www.yeovil.gov.uk](http://www.yeovil.gov.uk)

**Members of Yeovil Town Council are summoned to attend:**

Tareth Casey

Wes Read

Karl Gill (Vice Chair)

Ashley Richards

Emma-Jayne Hopkins (Ex-officio)

Jeny Snell

Andy Kendall (Ex-officio)

Andy Soughton

Tony Lock

Rob Stickland (Chair)

**Public Comments at meetings**

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 19<sup>th</sup> March 2024. 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](http://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.

# AGENDA

**A representative from Avon and Somerset Police have been invited to give an update on community policing matters. Questions are welcome from both Councillors and members of the public.**

## **PUBLIC COMMENT (15 Minutes)**

Due to the confidential nature of the business of item 11/158 and 11/159, 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*

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

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

### **11/148 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. (NB this does not preclude any later declarations).

### **11/149 MINUTES**

To approve as a correct record the Minutes of the meetings held on 15<sup>th</sup> January 2024.

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

To approve the Financial Statement for the period 1<sup>st</sup> December 2023 to 31<sup>st</sup> January 2024 attached at pages 6 to 12.

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

To note the report of the Town Clerk regarding defibrillators as attached at page 13.

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

To consider the report of the Deputy Town Clerk regarding parking issues in Yeovil pages 14 to 19.

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

To consider the report of the Town Clerk regarding the Community Ambassadors (to follow).

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

To consider the report of the Deputy Town Clerk regarding the gas heating system upgrade at Milford Hall attached at page 20.

**11/155 SOMERSET COUNCIL LICENSING UPDATE**

Cllr T Lock to provide a verbal update on Licensing at Somerset Council.

**11/156 ASHFORD GROVE ROAD SIGN**

To consider the request by Cllr A Kendall regarding the road sign for Ashford Grove (page 21).

**PUBLIC COMMENT (15 Minutes)**

**11/157 EXCLUSION OF PRESS AND PUBLIC**

The Committee will consider passing a resolution to exclude the press and public from the *next item* 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.

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

To consider the report of the Deputy Town Clerk as attached at pages 22 to 24.

**11/159 DEVOLUTION OF ASSETS AND SERVICES (CONFIDENTIAL)**

To consider the report of the Town Clerk (to follow).

# Yeovil Town Council

## December Actual V Budget

### Building & Civic Matters

	Budget		Budget		Remaining
	Allocation	Actual YTD	YTD	Variance	Budget
<b>Income</b>					
PRECEPT	231,720.00	231,720.00	231,720.00	0.00	0.00
Milford Hall Hire Fees	26,000.00	21,829.88	19,500.03	2,329.85	4,170.12
Town House	1,000.00	0.00	749.97	-749.97	1,000.00
	<b>258,720.00</b>	<b>253,549.88</b>	<b>251,970.00</b>	<b>1,579.88</b>	<b>5,170.12</b>
<b>Expenditure</b>					
Community Safety	17,500.00	475.80	13,124.97	-12,649.17	17,024.20
CCTV	32,490.00	0.00	32,490.00	-32,490.00	32,490.00
Litter/Grit Bins	700.00	0.00	524.97	-524.97	700.00
Millennium Clock	570.00	1,100.00	427.50	672.50	-530.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	43.32	45,000.00	-44,956.68	59,956.68
Milford Hall	40,370.00	54,550.49	30,277.53	24,272.96	-14,180.49
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00	-2,990.00
Public Toilets - Peter St	22,410.00	18,167.72	16,807.50	1,360.22	4,242.28
Public Toilets - Petters Way	20,550.00	13,724.07	15,412.50	-1,688.43	6,825.93
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	698.21	749.97	-51.76	301.79
Band Costs	3,500.00	0.00	2,625.03	-2,625.03	3,500.00
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	9,941.61	9,360.00	581.61	458.39
Town House - (excluding Services)	7,000.00	3,885.76	5,249.97	-1,364.21	3,114.24
Town House - Electricity	2,400.00	1,153.64	1,800.00	-646.36	1,246.36
Town House - Gas	2,200.00	843.73	1,649.97	-806.24	1,356.27
Town House - Maintenance	10,000.00	30,482.47	7,499.97	22,982.50	-20,482.47
PA System	620.00	0.00	620.00	-620.00	620.00
War Memorials	750.00	1,100.00	562.50	537.50	-350.00
Town Centre Environmental Improvements	8,000.00	0.00	6,000.03	-6,000.03	8,000.00
Town House - Water Charges	400.00	216.93	299.97	-83.04	183.07
St Georges Day Parade	200.00	200.00	150.03	49.97	0.00
Defibrillator	11,500.00	10,102.56	8,624.97	1,477.59	1,397.44
CCTV Reserve	500.00	0.00	375.03	-375.03	500.00
Regalia	2,000.00	53.90	1,500.03	-1,446.13	1,946.10
Remembrance Sunday Video	1,500.00	648.80	1,125.00	-476.20	851.20
	<b>258,720.00</b>	<b>150,379.01</b>	<b>202,257.44</b>	<b>-51,878.43</b>	<b>108,340.99</b>
	<b>0</b>	<b>103,170.87</b>	<b>49,712.56</b>	<b>53,458.31</b>	<b>-103,170.87</b>

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

N/C From 6000	Tran Date From 01/12/2023	Tran No From 1	Department From 0
N/C To 6300	Tran Date To 31/12/2023	Tran No To 99,999,999	Department To 999

<u>Dept Number</u> 5	<u>Dept</u>	BUILDING & CIVIC MATTERS				
<u>N/C</u> 6005	<u>Name</u>	B&CM - Inc - Milford Hall Hire Fees				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68486	SI	01/12/2023	Hall Hire Fees	400.00	-400.00	
68641	SI	11/12/2023	Hall Hire Fees	9.00	-9.00	
68642	SI	13/12/2023	Hall Hire Fees	27.00	-27.00	
68643	SI	13/12/2023	Hall Hire Fees	12.50	-12.50	
68644	SI	15/12/2023	Hall Hire Fees	36.00	-36.00	
68645	SI	15/12/2023	Hall Hire Fees	12.50	-12.50	
68816	SI	22/12/2023	Milford Hall Hire Fees - January 2024	1,333.33	-1,333.33	
68817	SI	22/12/2023	Cleaning Fee (Purchase Order No 800042390)	172.25	-172.25	
<u>Account Totals</u>				<u>2,002.58</u>	<u>-2,002.58</u>	

<u>N/C</u> 6080	<u>Name</u>	B&CM - Exp - Monmouth Hall				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68653	JD	27/12/2023	Payments	1,173.36		1,173.36
68761	JC	27/12/2023	Caretaker		861.01	-861.01
68764	JC	27/12/2023	Cleaner		312.35	-312.35
<u>Account Totals</u>				<u>1,173.36</u>	<u>1,173.36</u>	

<u>N/C</u> 6090	<u>Name</u>	B&CM - Exp - Milford Hall				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68678	PI	01/12/2023	Rates	563.00		563.00
68684	PI	04/12/2023	Licence	70.00		70.00
68712	PI	15/12/2023	Cleaning	780.00		780.00
68714	PI	11/12/2023	Electricity	4,066.26		4,066.26
68715	PI	01/12/2023	Fire Assembly Sign	2.91		2.91
68762	JD	27/12/2023	Caretaker	861.01		861.01
68789	CP	12/12/2023	Insulation Panels	15.75		15.75
68891	PI	11/12/2023	Gas	115.32		115.32
68913	PI	22/12/2023	Internet	28.91		28.91
68920	PI	21/12/2023	Heating Breakdown	163.50		163.50
68959	PI	20/12/2023	Shutters Serviced	550.00		550.00
<u>Account Totals</u>				<u>7,216.66</u>		<u>7,216.66</u>

<u>N/C</u> 6100	<u>Name</u>	B&CM - Exp - Public Toilets Peter St				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68687	PI	04/12/2023	Foot Patrols	640.00		640.00
68706	PI	01/12/2023	Water Charges	68.03		68.03
68708	PI	07/12/2023	Electricity	272.51		272.51
68954	PI	21/12/2023	Consumables	72.50		72.50
68955	PI	31/12/2023	Cleaning	615.19		615.19
<u>Account Totals</u>				<u>1,668.23</u>		<u>1,668.23</u>

<u>N/C</u> 6102	<u>Name</u>	B&CM - Exp - Public Toilets Petters Way				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68688	PI	04/12/2023	Foot Patrols	640.00		640.00
68710	PI	08/12/2023	Plumbing Repairs	243.30		243.30
68961	PI	20/12/2023	Shutters Serviced	45.00		45.00
<u>Account Totals</u>				<u>928.30</u>		<u>928.30</u>

<u>N/C</u> 6110	<u>Name</u>	B&CM - Exp - Public Noticeboards				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68912	PI	20/12/2023	Fit Glass - Noticeboard	147.34		147.34

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

Account Totals 147.34 147.34

N/C 6190 Name B&CM - Exp - Town House - Business Rates

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68679	PI	01/12/2023	Rates	1,105.00		1,105.00

Account Totals 1,105.00 1,105.00

N/C 6200 Name B&CM - Exp - Town House - (excluding services)

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68716	PI	19/12/2023	Paper Hand Towels	44.99		44.99
68763	JD	27/12/2023	Cleaner	312.35		312.35
68788	CP	06/12/2023	Refreshments	8.70		8.70
68790	CP	15/12/2023	Refreshments	8.50		8.50
68876	PI	11/12/2023	Refreshments - Meeting	12.80		12.80
68922	PI	31/12/2023	Waste Disposal	41.73		41.73

Account Totals 429.07 429.07

N/C 6210 Name B&CM - Exp - Town House - Electricity

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68675	PI	04/12/2023	Electricity	169.97		169.97

Account Totals 169.97 169.97

N/C 6212 Name B&CM - Exp - Town House - Gas

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68692	PI	05/12/2023	Gas	173.88		173.88

Account Totals 173.88 173.88

N/C 6214 Name B&CM - Exp - Town House - Maintenance

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68919	PI	18/12/2023	Plumbing Repair	154.00		154.00
68923	PI	13/12/2023	Water Hygiene Service	222.25		222.25
68963	PI	19/12/2023	New Toilet Seat	50.00		50.00

Account Totals 426.25 426.25

Department 13,438.06 3,175.94 10,262.12

Grand Totals 13,438.06 3,175.94 10,262.12



# Yeovil Town Council

## January Actual V Budget

### Building & Civic Matters

	Budget		Budget		Remaining
	Allocation	Actual YTD	YTD	Variance	Budget
<b>Income</b>					
PRECEPT	231,720.00	231,720.00	231,720.00	0.00	0.00
Milford Hall Hire Fees	26,000.00	25,705.46	21,666.70	4,038.76	294.54
Town House	1,000.00	0.00	833.30	-833.30	1,000.00
	<b>258,720.00</b>	<b>257,425.46</b>	<b>254,220.00</b>	<b>3,205.46</b>	<b>1,294.54</b>
<b>Expenditure</b>					
Community Safety	17,500.00	475.80	14,583.30	-14,107.50	17,024.20
CCTV	32,490.00	0.00	32,490.00	-32,490.00	32,490.00
Litter/Grit Bins	700.00	5.82	583.30	-577.48	694.18
Millennium Clock	570.00	1,100.00	475.00	625.00	-530.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	43.32	50,000.00	-49,956.68	59,956.68
Milford Hall	40,370.00	64,163.40	33,641.70	30,521.70	-23,793.40
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00	-2,990.00
Public Toilets - Peter St	22,410.00	19,981.10	18,675.00	1,306.10	2,428.90
Public Toilets - Petters Way	20,550.00	14,553.39	17,125.00	-2,571.61	5,996.61
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	698.21	833.30	-135.09	301.79
Band Costs	3,500.00	3,500.00	2,916.70	583.30	0.00
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	11,046.61	10,400.00	646.61	-646.61
Town House - (excluding Services)	7,000.00	5,479.23	5,833.30	-354.07	1,520.77
Town House - Electricity	2,400.00	1,378.39	2,000.00	-621.61	1,021.61
Town House - Gas	2,200.00	1,056.47	1,833.30	-776.83	1,143.53
Town House - Maintenance	10,000.00	30,989.35	8,333.30	22,656.05	-20,989.35
PA System	620.00	0.00	620.00	-620.00	620.00
War Memorials	750.00	1,100.00	625.00	475.00	-350.00
Town Centre Environmental Improvements	8,000.00	0.00	6,666.70	-6,666.70	8,000.00
Town House - Water Charges	400.00	216.93	333.30	-116.37	183.07
St Georges Day Parade	200.00	200.00	166.70	33.30	0.00
Defibrillator	11,500.00	10,132.55	9,583.30	549.25	1,367.45
CCTV Reserve	500.00	0.00	416.70	-416.70	500.00
Regalia	2,000.00	53.90	1,666.70	-1,612.80	1,946.10
Remembrance Sunday Video	1,500.00	648.80	1,250.00	-601.20	851.20
	<b>258,720.00</b>	<b>169,813.27</b>	<b>221,051.60</b>	<b>-51,238.33</b>	<b>88,906.73</b>
	<b>0</b>	<b>87,612.19</b>	<b>33,168.40</b>	<b>54,443.79</b>	<b>-87,612.19</b>

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

N/C From 6000                      Tran Date From 01/01/2024                      Tran No From 1                      Department From 0  
N/C To 6300                              Tran Date To 31/01/2024                      Tran No To 99,999,999                      Department To 999

Dept Number 5                      Dept BUILDING & CIVIC MATTERS  
N/C 6005                      Name B&CM - Inc - Milford Hall Hire Fees

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68755	SI	03/01/2024	Hall Hire Fees		27.00	-27.00
68756	SI	03/01/2024	Hall Hire Fees		12.50	-12.50
68758	SI	03/01/2024	Hall Hire Fees		45.00	-45.00
68765	SI	04/01/2024	Hall Hire Fees		50.00	-50.00
68766	SI	04/01/2024	Hall Hire Fees		36.00	-36.00
68767	SI	04/01/2024	Hall Hire Fees		12.50	-12.50
68768	SI	04/01/2024	Hall Hire Fees		16.00	-16.00
68769	SI	04/01/2024	Hall Hire Fees		72.00	-72.00
68770	SI	04/01/2024	Hall Hire Fees		48.00	-48.00
68771	SI	04/01/2024	Hall Hire Fees		48.00	-48.00
68772	SI	04/01/2024	Hall Hire Fees		96.00	-96.00
68773	SI	04/01/2024	Hall Hire Fees		48.00	-48.00
68774	SI	04/01/2024	Hall Hire Fees		32.00	-32.00
68794	SI	05/01/2024	Hall Hire Fees		37.50	-37.50
68795	SI	05/01/2024	Hall Hire Fees		17.00	-17.00
68796	SI	05/01/2024	Hall Hire Fees		36.00	-36.00
68797	SI	05/01/2024	Hall Hire Fees		12.50	-12.50
68798	SI	08/01/2024	Hall Hire Fees		32.00	-32.00
68799	SI	08/01/2024	Hall Hire Fees		27.00	-27.00
68800	SI	08/01/2024	Hall Hire Fees		12.50	-12.50
68801	SI	08/01/2024	Hall Hire Fees		54.00	-54.00
68802	SI	08/01/2024	Hall Hire Fees		12.50	-12.50
68805	SI	09/01/2024	Hall Hire Fees		97.50	-97.50
68806	SI	09/01/2024	Hall Hire Fees		12.50	-12.50
68807	SI	09/01/2024	Meeting Room Commercial £19.50 per hour		97.50	-97.50
68808	BR	09/01/2024	Milford Hall Deposit Fee		140.00	-140.00
68818	SI	10/01/2024	Hall Hire Fees		36.00	-36.00
68819	SI	10/01/2024	Hall Hire Fees		12.50	-12.50
68820	SI	10/01/2024	Hall Hire Fees		45.00	-45.00
68821	SI	10/01/2024	Hall Hire Fees		12.50	-12.50
68824	SI	10/01/2024	Hall Hire Fees		37.50	-37.50
68825	SI	10/01/2024	Hall Hire Fees		17.00	-17.00
68863	SI	15/01/2024	Hall Hire Fees		126.00	-126.00
68864	SI	15/01/2024	Hall Hire Fees		25.00	-25.00
68889	SI	16/01/2024	Hall Hire Fees		36.00	-36.00
68890	SI	16/01/2024	Hall Hire Fees		12.50	-12.50
68926	SI	22/01/2024	Hall Hire Fees		54.00	-54.00
68927	SI	22/01/2024	Hall Hire Fees		12.50	-12.50
68971	SI	23/01/2024	Hall Hire Fees		27.00	-27.00
69005	SI	24/01/2024	Hall Hire Fees		27.00	-27.00
69006	SI	24/01/2024	Hall Hire Fees		12.50	-12.50
69022	SI	26/01/2024	Hall Hire Fees		54.00	-54.00
69023	SI	26/01/2024	Hall Hire Fees		12.50	-12.50
69024	SI	26/01/2024	Hall Hire Fees		75.00	-75.00
69025	SI	26/01/2024	Hall Hire Fees		17.00	-17.00
69035	SI	31/01/2024	Hall Hire Fees		64.00	-64.00
69036	SI	31/01/2024	Hall Hire Fees		88.00	-88.00
69037	SI	31/01/2024	Hall Hire Fees		160.00	-160.00
69038	SI	31/01/2024	Hall Hire Fees		224.00	-224.00
69039	SI	31/01/2024	Hall Hire Fees		32.00	-32.00
69041	PI	26/01/2024	Milford Hall Deposit Refund	140.00		140.00
69054	SI	31/01/2024	Hall Hire Fees		62.50	-62.50
69055	SI	31/01/2024	Hall Hire Fees		17.00	-17.00
69056	SI	25/01/2024	Milford Hall Hire Fees - February 2024		1,333.33	-1,333.33
69057	SI	25/01/2024	Cleaning Fee (Purchase Order No 800042390)		172.25	-172.25
<u>Account Totals</u>				<u>140.00</u>	<u>3,936.08</u>	<u>-3,796.08</u>

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

<u>N/C</u>	6070	<u>Name</u>	B&CM - Exp - Litter bins/Grit Bins			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68966	PI	16/01/2024	Stencil - Grit Bins	5.82		5.82
<u>Account Totals</u>				<u>5.82</u>		<u>5.82</u>

<u>N/C</u>	6080	<u>Name</u>	B&CM - Exp - Monmouth Hall			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68935	JD	27/01/2024	Payments	1,173.36		1,173.36
69032	JC	26/01/2024	Caretaker/Cleaner		1,173.36	-1,173.36
<u>Account Totals</u>				<u>1,173.36</u>	<u>1,173.36</u>	

<u>N/C</u>	6090	<u>Name</u>	B&CM - Exp - Milford Hall			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68866	PI	03/01/2024	Electricity	2,421.74		2,421.74
68867	PI	15/01/2024	Cavity Wall Insulation	2,160.00		2,160.00
68947	PI	01/01/2024	Rates	563.00		563.00
69000	PI	24/01/2024	Cleaning	780.00		780.00
69033	JD	26/01/2024	Caretaker	861.01		861.01
69044	PI	16/01/2024	Electricity	890.51		890.51
69131	PI	22/01/2024	Sanitary Bins	204.00		204.00
69132	PI	16/01/2024	Gas	422.40		422.40
69133	PI	31/01/2024	Supply and Fit Valve Actuators	254.00		254.00
69134	PI	31/01/2024	Water Hygiene Service	222.25		222.25
69161	PI	31/01/2024	Repainting Wall	834.00		834.00
<u>Account Totals</u>				<u>9,612.91</u>		<u>9,612.91</u>

<u>N/C</u>	6100	<u>Name</u>	B&CM - Exp - Public Toilets Peter St			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68907	PI	02/01/2024	Water Charges	73.10		73.10
68940	PI	09/01/2024	Electricity	307.41		307.41
68945	PI	11/01/2024	Air Freshener	105.18		105.18
68956	PI	08/01/2024	Foot Patrols	640.00		640.00
69157	PI	23/01/2024	Consumables	72.50		72.50
69158	PI	31/01/2024	Cleaning	615.19		615.19
<u>Account Totals</u>				<u>1,813.38</u>		<u>1,813.38</u>

<u>N/C</u>	6102	<u>Name</u>	B&CM - Exp - Public Toilets Petters Way			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68946	PI	11/01/2024	Air Freshener	189.32		189.32
68957	PI	08/01/2024	Foot Patrols	640.00		640.00
<u>Account Totals</u>				<u>829.32</u>		<u>829.32</u>

<u>N/C</u>	6140	<u>Name</u>	B&CM - Exp - Band Costs			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68960	PI	11/01/2024	Sponsorship - Band	3,500.00		3,500.00
<u>Account Totals</u>				<u>3,500.00</u>		<u>3,500.00</u>

<u>N/C</u>	6190	<u>Name</u>	B&CM - Exp - Town House - Business Rates			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68948	PI	01/01/2024	Rates	1,105.00		1,105.00
<u>Account Totals</u>				<u>1,105.00</u>		<u>1,105.00</u>

<u>N/C</u>	6200	<u>Name</u>	B&CM - Exp - Town House - (excluding services)			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68793	CP	04/01/2024	Refreshments	5.99		5.99
68964	PI	16/01/2024	Refreshments	8.89		8.89
69034	JD	26/01/2024	Cleaner	312.35		312.35

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

69159	PI	11/01/2024	Sanitary Bins	1,266.24		1,266.24
<u>Account Totals</u>				<u>1,593.47</u>		<u>1,593.47</u>
<u>N/C</u>	6210		<u>Name</u> B&CM - Exp - Town House - Electricity			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68915	PI	02/01/2024	Electricity	224.75		224.75
<u>Account Totals</u>				<u>224.75</u>		<u>224.75</u>
<u>N/C</u>	6212		<u>Name</u> B&CM - Exp - Town House - Gas			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68916	PI	05/01/2024	Gas	212.74		212.74
<u>Account Totals</u>				<u>212.74</u>		<u>212.74</u>
<u>N/C</u>	6214		<u>Name</u> B&CM - Exp - Town House - Maintenance			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69043	PI	25/01/2024	Parking Lines	450.00		450.00
69115	PI	15/01/2024	Toilet Seat Fittings	5.82		5.82
69141	PI	08/01/2024	Painting Materials	51.06		51.06
<u>Account Totals</u>				<u>506.88</u>		<u>506.88</u>
<u>N/C</u>	6270		<u>Name</u> B&CM - Exp - Defibrillator			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69114	PI	04/01/2024	Defibrillator Sign	29.99		29.99
<u>Account Totals</u>				<u>29.99</u>		<u>29.99</u>
<u>Department</u>				<u>20,747.62</u>	<u>5,109.44</u>	<u>15,638.18</u>
<u>Grand Totals</u>				<u>20,747.62</u>	<u>5,109.44</u>	<u>15,638.18</u>

## 11/151 DEFIBRILLATOR UPDATE

Yeovil Town Council are currently the guardians of 13 defibrillators across Yeovil, with plans to increase this number continuing.

### Accessed Defibrillators

Since May 2022, the defibrillators have been accessed 38 times:

Location	Go-Live Date	Frequency of access as at 15 <sup>th</sup> Jan 2024	Frequency of access since 15 <sup>th</sup> Jan 2024	Frequency of access to date
1. Nationwide	20/09/21	7	1	8
2. Cow & Apple	16/10/21	8	1	9
3. Ninesprings Café	14/01/22	0	0	0
4. St Andrew's Scout Group	23/04/22	2	0	2
5. St Peter's	12/03/22	2	0	2
6. Dunelm	19/07/22	2	0	2
7. Birchfield	09/12/22	5	0	5
8. The Quicksilver Mail	06/01/23	4	0	4
9. Milford Hall	18/01/18	3	0	3
10. Town House	19/01/23	2	1	3
11. Holy Trinity	29/07/23	1	0	1
12. Southville Elim Church	05/10/23	0	0	0
13. Maltravers House	tbc	0	0	0
		<b>36</b>	<b>3</b>	<b>39</b>

### Maltravers House

The 13<sup>th</sup> Defibrillator was installed at Maltravers House on Wednesday 6<sup>th</sup> March 2024 and went live on Monday 11<sup>th</sup> March 2024.

The Committee is **RECOMMENDED** to note the report.

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

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

At Town Council held on 30<sup>th</sup> January 2024 a petition was submitted on behalf of the residents of Wyndham Court, Newton Road, Yeovil BA21 4HB in respect of a request for Somerset Council to implement an alteration to the parking restrictions on the road serving Wyndham Court. It was agreed the matter should be delegated to the Buildings and Civic Matters Committee to be discussed at the next meeting. A copy of the petition will be available at the meeting, but in summary, there are 66 signatures all of which are residents of Wyndham Court. A copy of the front pages of the petition explaining the parking difficulties experienced by residents is attached at Appendix 1. The petition had previously been submitted to Somerset Council in October 2023, and the response received from the Parking Services Manager in December 2023 is also attached for information (Appendix 2).

Two letters have also been received from another Yeovil resident citing the parking problems for residents of Wyndham Court. Her letters will be emailed to Committee Members before the meeting. She raises a more general concern about the number of residential developments that are being permitted without adequate parking provision in the town. She requests that the Town Council forms *“a separate committee to specifically tackle the current parking crisis in and around Yeovil in order to avoid future problems”*.

The provision of parking facilities is not a duty of a local council. Somerset Council is the Highway Authority and has the responsibility for parking in the County, hence the response from the Parking Services Manager at Somerset Council (see Appendix 2).

Members will also be aware of the adopted Somerset County Council Parking Strategy 2013 which is a material planning consideration when assessing planning applications. This Strategy is referred to in the adopted South Somerset Local Plan 2006 - 2028 saying it will be applied when considering parking provision for new developments in South Somerset (Policy TA6 Parking Standards).

Yeovil falls within Zone A of the Parking Strategy where there is the lowest requirement for parking per dwelling. Although none of the zones are specifically ‘car-free’ there is advice about car-free development in the Strategy:

***PM2.2 Seek and support innovative parking solutions in eco-towns and other developments with higher standards of sustainability. The inclusion of ‘car-free’ residential areas is a design principle of eco-towns. The principle aims to encourage reductions in car ownership and discourage car use, in part by parking restraint and management. For example, parking may be limited but supported by strategies for home deliveries; car parks may be separated from residential areas; a parking space in a car park at the edge of a development may be rented or purchased at a cost that is separate from the cost of buying or renting a home. Proposals for provision above or below the standards set out***

*in Chapters Five and Six must be supported by evidence detailing the local circumstances that justify the deviation and must be included in the developer's Travel Plan. Parking facilities for cyclists, including parking or storage facilities in the home, are particularly important in eco-developments (page 17 of the SCC Parking Strategy).*

By way of background to the issues raised above, it is worth noting that Wyndham Court, a McCarthy & Stone development for people aged over 55, was permitted at appeal in January 2004. The application had not been refused by South Somerset District Council on parking grounds, but solely on the provision of affordable housing. Indeed, the report to the Area South Committee on 30 April 2003 states that the Highway Authority (SCC) responded to the application saying that, "Parking at one space per 3.5 units is acceptable for this use".

There have also been a number of other developments within Yeovil where lower parking standards or car-free development have been accepted by SSDC/SC, and others that are currently being considered, for example:

- The Western Gazette Building (25 apartments and 0 parking) and the Creamery (total of 99 apartments and 36 parking spaces) both on Newton Road have been refurbished and extended for residential use in recent years.
- 23-25 High Street (Beals site) – proposal currently under consideration includes 27 residential units and 0 parking spaces.
- The Grimsby Corner development was granted planning permission recently for 42 apartments and 5 parking spaces.
- 66 Middle Street (Real China building) – proposal currently under consideration includes 17 apartments and 0 parking spaces.

Whilst local councils do not determine planning applications, they are consultees (together with other third parties) in the planning process and therefore have the opportunity to comment on matters such as parking provision. An objection can be raised if considered appropriate to do so.

The Committee is **RECOMMENDED** to note the report, consider the issues raised, and agree on any actions considered appropriate and necessary.

***(Helen Ferdinand, Deputy Town Clerk – 01935 382424 or  
helen.ferdinand@yeovil.gov.uk)***

**PETITION TO SOMERSET COUNCIL**

**FROM RESIDENTS**

**OF**

**WYNDHAM COURT**

**NEWTON ROAD**

**YEOVIL**

**BA21 4HB**

**A request for Somerset Council to implement  
an alteration to the current parking restrictions  
on the road serving Wyndham Court.**

**Submitted by the residents of  
Wyndham Court**

**5<sup>th</sup> October 2023**



**Wyndham Court, Yeovil, Somerset, BA21 4HB**

## **Parking Petition Notes**

**The parking situation for residents at Wyndham Court has become increasingly difficult over recent months and the current situation is having a severe impact on residents safety and well-being.**

**There are twenty marked bays for 69 apartments  
There are currently 28 apartments with vehicles.**

**We are respectfully requesting an alteration to the current parking restrictions on the road that directly services Wyndham Court.**

**Many residents of Wyndham Court are no longer going out as they are worried about not getting a space when they return. Double parking is causing stress and anxiety. People are not sleeping at night in case they are woken up to move their vehicle.**

**Family members who come to visit do not stay.**

**It is also causing difficulties for visitors who include elderly family and friends, pharmacy and meal deliveries, maintenance persons, carers, cleaners and guest suite occupants.**

**Access for emergency vehicles is also very difficult in the current situation.**

**There is nowhere nearby that residents can park during the day except in pay car parks. The only options within a reasonable walking distance are the Euro Car Parks Yeo Valley Leisure Park and the small council car park on Newton Road.**

**We are unable to obtain permits to park in any of these car parks.**

**Parking on the public highway leading to Wyndham Court is severely restricted.**

**There is a bay for 2/3 vehicles depending upon size.**

**Time plate – 8am - 6pm**

**2 hours**

**No return within 2 hours**

**The remainder of the road is single yellow line on both sides.**

**Time plate Monday - Saturday 8am – 6pm**

**Thank you for your time and consideration of this petition.**



**Wyndham Court - Yeovil**

1 message

Steve Deakin <steve.deakin@comersel.gov.uk> Tue, Dec 5, 2023 at 10:45 AM  
 Jenny Francis <jennyfrancis129@gmail.com> <wyndhamcourt@btconnect.com> <wyndhamcourt@btconnect.com>  
 Cc: Bev Norman <bev.norman@comersel.gov.uk>

Dear Jenny,

Thank you for the recent email and your time detailing the issues you have been experiencing.

As you are aware Wyndham Court obtained planning permission in 2002 following a decision by the planning inspectorate at appeal.

Following our conversation, I have located the planning permission, this has enabled me to understand the original intention by McCarthy & Stone in respect of parking provision. The details from the planning file are shown below.

**Traffic and Car Parking**

Owing to the fact that the elderly are low car users and owners, sheltered housing developments generate very low levels of traffic. Any traffic movements that are created by residents are spread throughout the day and are not concentrated at the peak travelling periods.

19 car parking spaces are provided, which in McCarthy & Stone's experience is the appropriate level for this development, equating to 1 space per 3.6 apartments. There will also be a battery car garage located at the front of the development, which will provide residents with secure and accessible storage for these vehicles.

As we are aware much of the adjacent Ivel Court developments also have their own allocated/dedicated parking.

I appreciate your comments about the current occupants and how your living arrangements have changed over the years, but it remains for the individual to consider all aspects of their accommodation.

When making changes to the public highway such as the introduction of a resident parking scheme in Ivel Court, we will consider the current parking arrangements and who would potentially benefit from the change. The suggested change is likely to remove the opportunity for the public to park without charge for short periods.

The consideration of resident parking needs to detail the properties that are entitled to obtain permits, whether displacement could occur and should a potential scheme need to cover a wider area to include those residential properties with no off-road parking.

In summary this request is effectively asking that public parking is prioritised for a group of residents who have their own dedicated parking that the general public are not permitted to use.

In these circumstances the loss of public parking is not considered an appropriate use of officer time of public finances to create additional parking for a private development that has its own dedicated parking. In very limited circumstances within a larger parking scheme residents of a private development could be considered to part of the scheme with the option for on street parking permits. However, it would require the parking associated with the private development to be made available for all residents within the permit parking area. This means that nearby residents without parking would be able to park in Wyndham Court. I anticipate this option would not be acceptable to the Wyndham Court residents or the management company.

I therefore regret the Council will be unable to proceed with a request to create a resident permit parking area within Ivel Court for the use of Wyndham Court residents (or other developments with parking).

I appreciate this isn't the response you and your neighbours are hoping for, but as residents with its own dedicated parking this is a matter the developer and current management company to resolve.

Kind regards.

[Redacted Signature]

Service Manager

Parking Services  
Somerset Council  
+44 1823 355 137 / +44 797 669 1767



**A Greener, More Sustainable Somerset**

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

This report is for information only.

Item 11/126 of the Buildings and Civic Matters Agenda, 21 November 2023 referred to the need for the gas heating system at Milford Hall to be simplified, upgraded and more reliable. In January 2024 Bamfords serviced the boiler, and at the same time carried out a survey of the whole system and provided recommendations to make it more efficient, reliable and easy to use. A quotation for £1,039.93 + VAT was provided for these works. Further negotiations are underway to simplify the controls to the system too which should result in a slightly lower price.

Agreement to accept this quotation and commission Bamfords to carry out the work was sought and agreed under the requirements of Paragraph 4 (d)(x1v) 'Urgent Business' of Standing Orders. The work is scheduled to take place as soon as the details have been agreed.

The Committee is **RECOMMENDED** to note the report.

*(Helen Ferdinand, Deputy Town Clerk – 01935 382424 or  
helen.ferdinand@yeovil.gov.uk)*

**11/156 ASHFORD GROVE ROAD SIGN**

Cllr A Kendall has requested that the replacement of the road sign for Ashford Grove (see photograph below) be considered by this committee.

