



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Mayor: Cllr A Kendall, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)  
T-01935 382424, F-01935 382429, W-[www.yeovil.gov.uk](http://www.yeovil.gov.uk)  
E-mail-Town.Clerk@yeovil.gov.uk

**Minutes of the hybrid meeting of the Grounds and General Maintenance Committee held on Monday 11<sup>th</sup> September 2023 at 7.00pm in the Town House, 19 Union Street, Yeovil BA21 1PQ and by video-conference using Zoom meeting software.**

**Committee Members Present (in person):** Cllrs R Spinner (Chairman); T Casey; J Lock; T Lock; A Richards; A Soughton and J Snell.

**Also Present (in person):** Mr M Roper

**In Attendance (in person):** S Freemantle (Deputy Town Clerk) and L Jones (Assistant Town Clerk).

**Public Comment.** There were no members of the press present. One member of the public was present who spoke in support of continuing the "School's Out" Activity programme.

**7.00pm** – Meeting Commenced.

## **11/111. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies for absence were received from Cllrs E Hopkins (personal reasons) and A Kendall (unwell). (*LGA 1972 s85(1)*).

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

## **11/112. DECLARATIONS OF INTEREST**

Mr M Roper declared a personal interest in agenda items 11/118 Milford Dip Sheds, 11/119 Feedback from Yeovil Allotment Association by the Representative from Yeovil Town Council, 11/121 Urgent Decision: Best Kept Allotment Judging, and 11/122 Notice to Quit Review due to his allotment tenancies with the Town Council. He also declared a personal interest in agenda item 11/115, Proposed Removal of Shelter at Rosebery Recreation Ground due to his involvement in the matter when he was a Town Councillor.

Cllr J Snell declared a personal interest in agenda item 11/114, School's Out Programme as she had attended the events with her children who had taken part.

**RESOLVED:** that the declarations of interest be noted.

#### **11/113. MINUTES OF LAST MEETING**

The Committee approved as a correct record the Minutes of the previous meeting held on 10<sup>th</sup> July 2023.

**RESOLVED:** that the Minutes of the meeting of the Grounds and General Maintenance Committee held on 10<sup>th</sup> July 2023 be signed by the Chairman as a correct record.

#### **11/114. SCHOOL'S OUT PROGRAMME**

The Committee considered the report by the Assistant Town Clerk and discussion took place regarding the possible ways of keeping the "School's Out" programme going, including approaching neighbouring parish councils and Abri housing association. Cllr Lock proposed and it was seconded that the Town Council funds a "School's Out" provision at Milford Hall only, and that Brympton and Yeovil Without Parish Councils be given the opportunity to fund one area each in line with LCNs supporting projects in the area instead of relying on one authority to fund this project. The committee supported the continuation of a reduced programme at Milford Hall.

**RESOLVED:** (1) that the report be noted; (2) that the additional hours to facilitate this programme be supported and referred to the Policy, Resources and Finance Committee and the Staffing Committee; (3) to roll out the programme as identified in the report and Cllr Lock's comments above; and (4) that the budget provision and the service be transferred to the Promotions and Activities Committee from 2024/25 as it is a more appropriate committee to consider the matter under Yeovil Town Council's Scheme of Delegation.

*7.25pm – the member of the public left the meeting and did not return.*

#### **11/115. YOUTH SHELTER – ROSEBERY AVENUE RECREATION GROUND**

The Committee considered the report regarding the issues being caused by the shelter at Rosebery Recreation Ground. Whilst there was support for the complete removal of the shelter it was understood that the removal of the roof only may provide a resolution to the problem whilst still enabling the seats to remain in place.

**RESOLVED:** (1) to note the report; (2) to agree to the removal of the roof of the shelter; and (3) to review the impact of the removal in six months.

#### **11/116. ELIZABETH FLATS SITE AND PATHWAYS UPDATE**

The Committee considered the report by the Assistant Town Clerk.

**RESOLVED:** that the report be noted.

### **11/117. ALLOTMENT LETTING/AVAILABILITY REPORT**

The Committee considered the report by the Assistant Town Clerk who confirmed that there are waiting lists at some sites including Turner's Barn Lane and Rustywell.

**RESOLVED:** that the report be noted.

### **11/118. MILFORD DIP SHEDS**

The Committee considered the report by the Assistant Town Clerk.

**RESOLVED:** (1) that the report be noted; and (2) that the report of the Building Surveyor be noted; and (3) that quotations for the work be sought.

### **11/119. FEEDBACK FROM YEOVIL ALLOTMENT ASSOCIATION BY THE REPRESENTATIVE FROM YEOVIL TOWN COUNCIL**

*7.50PM – Cllr Casey left the meeting.*

Cllr Spinner explained that discussion had taken place about the hedge at Milford Dip Allotment site and the trees at Turners Barn Lane Allotment site. It was noted that there had been a meeting in August, but neither Cllr Spinner or the Town Council office had been made aware of that one.

*7.52PM – Cllr Casey returned to the meeting.*

**RESOLVED:** that the feedback be noted.

### **11/120. FEEDBACK FROM CO-OPTED NON-VOTING MEMBER**

The Co-opted Non-voting member stated that there were still some plots on Milford Dip allotment site which required some urgent attention; that he appreciated the letting report; and that it would be nice to get some repairs done to the sheds on Milford Dip allotment site.

**RESOLVED:** that the feedback be noted.

### **11/121. URGENT DECISION: BEST KEPT ALLOTMENT JUDGING**

The Committee considered the report by the Assistant Town Clerk.

**RESOLVED:** that the report be noted.

### **11/122. NOTICE TO QUIT REVIEW**

The Committee considered the report by the Assistant Town Clerk.

**RESOLVED:** (1) that the report be noted; (2) that when issuing a Notice to Quit, the tenant be refused application to any allotment site for a period of 5 years from the date the Notice to Quit takes effect; and (3) that the tenant not be allowed to enter an allotment site during the 5 year period.

**11/0123. FINANCIAL STATEMENT – JUNE AND JULY 2023**

The Committee considered the Financial Statement for the period 1<sup>st</sup> June to 31<sup>st</sup> July 2023.

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

**Public Comment.** There were no members of the public or press present.

*8.03pm – Mr M Roper left the meeting and did not return.*

**11/124. 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 item 11/125 – 11/127 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

**11/125. URGENT DECISION: NOTICES TO QUIT (CONFIDENTIAL)**

The Committee considered the confidential report by the Assistant Town Clerk.

**RESOLVED:** that the report be noted.

**11/126. TREE WORKS SURVEY AND PROPOSED WORKS (CONFIDENTIAL)**

The Committee considered the confidential report by the Assistant Town Clerk.

**RESOLVED:** (1) to note the report; and (2) to agree that the moderate and low level risk works identified be carried out in accordance with the quote; (3) to agree that the survey be completed by the same contractors for the eight other allotment sites in accordance with the quote; and (4) to recommend to the Policy, Resources and Finance Committee that this work will be funded from contingencies.

**11/127. YEW TREE PARK GATE OPENING AND CLOSING (CONFIDENTIAL)**

The Committee considered the confidential report by the Assistant Town Clerk.

**RESOLVED:** that the report be noted.

The meeting closed at 8.29pm.

Signed: ..... (Chairman)

Date: .....