Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Grounds and General Maintenance Committee

Monday 13th March 2023

7:00pm

Hybrid Meeting:

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

BA20 1PQ; and virtual using Zoom meeting software

For further information on the items to be discussed, please contact town.clerk@yeovil.gov.uk.

Amanda Card, Town Clerk 7th March 2023

This information is also available on our website: www.yeovil.gov.uk

Members of Yeovil Town Council are summoned to attend:

Tareth Casey Ashley Richards

Andy Kendall (Ex-officio) Andy Soughton

Jamie Lock Roy Spinner (Chairman)

Pauline Lock (Vice Chairman) Helen Stonier

Evie Potts-Jones (Ex-officio)

Manny Roper (co-opted non-voting) is also invited to attend

Public Comments at meetings (held via Zoom)

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 ytc@yeovil.gov.uk by 9:00am on Monday 13th March 2023. 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. 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

Public Comment (15 Minutes)

11/068. <u>APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS</u> <u>GIVEN</u>

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

11/069. 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(b-e). (NB this does not preclude any later declarations).

11/070. MINUTES

To approve as a correct record the Minutes of the meeting held on 9th January 2023.

11/071. LITTER AND DOG WASTE BINS

To consider a verbal report by the Team Leader Landscaping and Small Works (SSDC).

11/072. PLAY AREA REPAIRS, SCHOOLS OUT PROGRAMME AND PLAY AREA IMPROVEMENTS

To consider the report by the Locality Officer (SSDC) attached at pages 3 to 6.

11/073. ALLOTMENT LETTING/AVAILABILITY REPORT

To consider the report by the Assistant Town Clerk attached at page 7 (correct at time of publishing of this agenda).

11/074. FEEDBACK FROM YEOVIL ALLOTMENT ASSOCIATION BY THE REPRESENTATIVE FROM YEOVIL TOWN COUNCIL

To consider feedback following the last Yeovil Allotment Association meeting.

11/075. FEEDBACK FROM CO-OPTED NON-VOTING MEMBER

To consider a verbal update.

11/076. GATES AND LAND ADJACENT TO PEN MILL HOTEL

To consider a verbal update on the land ownership.

11/077. <u>RHS BIG SEED SOW</u>

Yeovil in Bloom has signed up to the RHS big seed sow and is planning a seed and plant swap event.

11/078. FINANCIAL STATEMENT - DECEMBER 2022 AND JANUARY 2023

To consider the Financial Statement for the period 1 December 2022 to 31st January 2023 attached at pages 8 to 13.

Public Comment (15 Minutes)

11/072. PLAY AREA REPAIRS, SCHOOLS OUT PROGRAMME AND PLAY AREA IMPROVEMENTS

Purpose of the Report

To update Yeovil Town Council Grounds and General Committee on SSDC arrangements around the Locality team functions in Yeovil Town Council (YTC) play areas and Children's play activity work.

To update Yeovil Town Council Members on play areas, youth facilities and the Schools Out free play programme.

Recommendation(s)

- 1. Members note the report.
- 2. Update members on skate park progress

Play Area Repairs

To ensure the Town Council's play areas remain in a good condition for the general public to use, both responsive and planned maintenance is continually carried out by the Locality team.

The responsive repair work is usually carried out as soon as the fault is identified by the Locality Officer or within a few days and includes tasks such as cleaning up broken glass, tightening loose nuts and bolts and removing, replacing or immobilising damaged equipment.

Planned Maintenance

The planned maintenance to play areas falls into four broad categories which are:

- Painting
- Impact Absorbing Surfacing
- Replacement Parts
- General fence repairs

Examples of 2023/24 planned maintenance:

Painting

Location	Planned Work	Current Status
Milford Park	Youth Shelters	Planned 2023
Yew Tree Park	Mobilus	Planned 2023
Howards Road	All Equipment	Completed
Westland Road	All Equipment and furniture	Planned 2023
Fielding Road	All Equipment	Planned 2023

Other Play areas will be painted if time and budget permit this year.

Impact Absorbing Surfaces

Location	Planned Work	Current Status	
Preston Park	Recover Matta	Planned 2023	
Howard Road	Recover Matta, swings	Planned 2023	

Replacement Parts

Location	Planned Work	Current Status
Milford Adventure Park	Replacing walkways planks and side barriers	Work started, ongoing
	Super swinger remaining wooden parts to be replaced	Parts received, installed when weather permits
Monks Dale	Basket swing	Parts ordered, completion 2023
	Giro Spiro	Completed 2023
Preston Park	Walkway planks replaced and repaired	Ongoing
	New Safety Hand Rail Netting	Ordered complete 2023
Other works	Grease and oiling moving parts.	Ongoing

General fencing/welding repairs

Location	General repairs	Current Status
St Johns Road	Replace wooded fence for metal bow top and new maintenance gate	Planned works, on order
Howard Road	Fence repairs	Ongoing
Milford Park	Welding repairs to skate ramps	Completed end of 2022
Yew Tree Park	Welding repairs to skated ramps	Completed end of 2022

Various ongoing repairs and servicing of equipment take place throughout the year.

The maintenance work above forms our outline plan, however, depending on events through the year and budget availability there is the possibility that adjustments to the plan will occasionally need to be made.

Play Area Inspections

Play Area Inspections are carried out by Locality Officers on behalf of Yeovil Town Council, there are three types of inspection are undertaken.

Weekly (Routine) Inspections
Quarterly (Operational) Inspections
Annual inspection (Completed by The Play Inspection Company)

Skate Park Update

Maverick have started work on Yew Tree and progressing well. They are hopeful of a late March completion date if weather holds and there are no complications. Once completed and after the ROSPO inspection we will be able to open.

Following this we will look to hold an official Skate Jam to officially open the skate park. (More information to follow, once skate park has been completed)

Please see photos of the progress made so far.

Schools Out Programme Update

The Schools Out free play activities for young people is set up and delivered by SSDC Locality Officers with funding support from Yeovil Town Council, Abri Group and South Somerset District Council.

The programme runs for 8 weeks in the school holidays from Mondays to Thursdays at the following venues, Milford Hall, St Peters Community Hall, Westfield and Yew Tree Park at Holy Trinity Scout Hall. It offers free play activities in mainly disadvantaged areas of Yeovil and gives young people positive things to do.

The last update reported, summer holiday activities were well under way, numbers of attendance were high during the summer with many children enjoying the activities. The locality Officer visited all venues, seeing the children and parents enjoying the sessions. She has received positive feedback from some of the parents who really appreciate these activities during the holidays. One parent commented 'I've been attending these sessions since they started, bringing my children and now their children, it's great'.

October half term sessions were incredible, and all venues were very busy which is great to see.

February half term was another very busy week with 1043 child places attended. We have had some lovely feedback, with parents appreciating the free activities at this time of financial crisis.

During these sessions, children have been able to take part in a number of different sporting activities. Introducing football, Cricket and rugby, keeping the children active, learning new skills and making exercise fun. Circus Skills has been

very popular with children learning new skills including tightrope walking, juggling, plate spinning, the list is endless. As always, the children have been keen to meet the snakes and reptiles, having hands on experience and asking as many questions as possible. Children have also been able to be creative during the craft sessions. All sessions are aimed to be fun and educational. Working together as a team and helping each other.

These sessions have also provided much support for families in the community and enabled parents to meet and socialise.

Financial Implications for 2023/24

The budget for Play Areas repairs from YTC in 2022/23 is £15,770. The budget for the Schools Out programme from YTC in 2022/23 is £9,640. The budget allocation for a Locality Officer in 2022/23 is £13,200. Budgets will be subject to an inflation rise.

Locality Manager: Tim Cook, Locality Manager
Steve Barnes Locality Team Leader <u>Stephen.barnes@southsomerset.gov.uk</u>
Terena Isaacs <u>Terena.isaacs@southsomerset.gov.uk</u>
Kenton Bourne <u>Kenton.bourne@southsomerset.gov.uk</u>
Nathan Turnbull Nathan.turnbull@southsomerset.gov.uk

Site Name	Plots on site	Vacant Plots	Let Plots	Percentage of let plots	Difference since January
Elizabeth flats	25	11	14	56%	0%
Goar Knap	42	3	39	93%	3%
Hillcrest	9	2	7	78%	0%
Larkhill	30	2	28	93%	0%
Milford Dip	42	3	39	93%	3%
Monksdale	18	1	17	94%	0%
Newtown	32	2	30	94%	10%
Rustywell	23	0	23	100%	0%
St Georges	28	3	25	89%	7%
Sunningdale	56	2	54	96%	7%
Turners Barn Lane	25	0	25	100%	0%
Totals -	330	29	301	91%	

Yeovil Town Council December Actual V Budget

Grounds & General Maintenance

Income	Allocation	Actual YTD		Variance	Budget
		7.0.00	YTD	variance	Buuget
PRECEPT	339,770.00	339,770.00	339,770.00	0.00	0.00
Leases	2,090.00	1566.00	1,568.00	-2.00	524.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	17,800.00	17,853.53	13,349.97	4,503.56	-53.53
Sales of Gate & Tap Keys	100.00	118.00	74.97	43.03	-18.00
Water Charges	1,000.00	2523.45	1,000.00	1,523.45	-1,523.45
Water Charges	1,000.00	2020.40	1,000.00	1,020.40	-1,020.40
•	360,760.00	361,830.98	355,762.94	6,068.04	-1,070.98
Expenditure	000,: 00:00	.,		0,000.0	.,0.0.00
Allotment Maintenance (Corporate)	9,570.00	3765.03	7,177.50	-3,412.47	5,804.97
Allotment Fence Repairs	2,000.00	1,395.00	1,500.03	-105.03	605.00
Buildings & Electric Goar Knap	2,000.00	1,639.14	1,500.03	139.11	360.86
BKAC	250.00	217.33	187.47	29.86	32.67
Leases	350.00	335.00	350.00	-15.00	15.00
Labour	27,580.00	20,207.54	20,684.97	-477.43	7,372.46
Materials & Equipment	1,870.00	876.92	1,402.47	-525.55	993.08
Holiday Play Scheme	9,640.00	4820.00	7,229.97	-2,409.97	4,820.00
Open Spaces: Doorstep Green	7,000.00	601.98	5,249.97	-4,647.99	6,398.02
Open Spaces: General	133,480.00	100,110.00	100,110.00	0.00	33,370.00
Open Spaces: Play Park Programme	30,000.00	0.00	22,500.00	-22,500.00	30,000.00
Open Spaces: Country Park	32,700.00	24,525.00	24,525.00	0.00	8,175.00
Enhancements: Play Area Upgrades	2,830.00	1415.00	2,122.47	-707.47	1,415.00
Yew Tree Park Gate Opening	2,200.00	1,775.59	1,649.97	125.62	424.41
Play & Landscape Officer	13,200.00	6,600.00	9,900.00	-3,300.00	6,600.00
Playarea Enhancements	12,940.00	6,470.00	9,704.97	-3,234.97	6,470.00
Lights for Milford Hall	400.00	0.00	299.97	-299.97	400.00
Community Heritage Officer	10,000.00	5000.00	7,499.97	-2,499.97	5,000.00
Protective Clothing	200.00	12.32	150.03	-137.71	187.68
Vehicle	1,350.00	1,561.76	1012.50	549.26	-211.76
Water Charges	1,000.00	2,184.37	749.97	1,434.40	-1,184.37
Water Mains Refurbishment	2,200.00	0.00	1,649.97	-1,649.97	2,200.00
Electric Van	8,000.00	0.00	6,000.03	-6,000.03	8,000.00
Skate Parks	50,000.00	0.00	37,500.03	-37,500.03	50,000.00
	360,760.00	183,511.98	270,657.29	-87,145.31	177,248.02
- -	0	178,319.00	85,105.65	93,213.35	-178,319.00

Date: 02/03/2023 **Time:** 14:17:44

N/C From 7000

Yeovil Town Council

Tran Date From 01/12/2022

Page: 1

Tran No From 1

Department From 0

Nominal Departmental Analysis (Detailed)

7250 **Tran Date To** 31/12/2022 **Tran No To** 99,999,999 **Department To** 999 N/C To **GROUNDS & GENERAL MAINTENANCE Dept Number** 4 Dept 7002 N/C Name G&GM - Inc - Leases **Tran Number Type Date Details Debit** Credit **Balance** 31/12/2022 Lease at Hillcrest/Higher Ryalls - Rent October 522.00 -522.00 64541 **Account Totals** 522.00 -522.00 7004 G&GM - Inc - Rents N/C Name **Details Credit Tran Number Type Date Debit Balance** 64404 SI 14/12/2022 Allotment rent for 14 December 2022 - 30 32.73 -32.73 64405 SI 14/12/2022 Allotment rent for the period of 14 December 41.60 -41.60 64406 14/12/2022 Allotment rent for the period 14 December SI 34.92 -34.92 **Account Totals** 109.25 -109.25 7040 G&GM - Exp - Buildings & Electric Goar Knap N/C Name **Tran Number Type Date Details Debit** Credit **Balance** 64574 BP 01/12/2022 Rates 122.00 122.00 **Account Totals** 122.00 122.00 N/C 7070 Name G&GM - Exp - Labour **Tran Number Type Date Details Debit Credit Balance** JD 371.75 371.75 64428 27/12/2022 Employers Pension 1,831.28 64429 JD 27/12/2022 Payments 1,831.28 **Account Totals** 2,203,03 2,203.03 N/C 7093 Name G&GM - Exp - Open Spaces: Doorstep Greens **Tran Number Type Date Details Credit** <u>Debit</u> **Balance** PΙ 01/12/2022 Electricity 39.92 39.92 64359 **Account Totals** 39.92 39.92 N/C 7100 Name G&GM - Exp - Open Spaces: Open spaces -**Tran Number Type Date Details** Debit Credit **Balance** 16/12/2022 Open Spaces General - 3rd Qtr 33,370.00 33,370.00 64612 **Account Totals** 33,370.00 33,370.00 N/C 7104 **Name** G&GM - Exp - Open Spaces: Country Park **Tran Number Type Date Details** Debit Credit **Balance** 13/12/2022 Yeovil Country Park - 1/2 Year 16,350.00 16,350.00 64609 **Account Totals** 16,350.00 16,350.00 N/C 7120 G&GM - Exp - Yew Tree Park - Gate Opening **Name Credit Tran Number Type Date Details Debit Balance** 64613 19/12/2022 Security 191.14 191.14 **Account Totals** 191.14 191.14 N/C 7190 **Name** G&GM - Exp - Protective Clothing **Credit Tran Number Type Date Details Debit Balance** 64642 08/12/2022 Thermal Gloves 5.83 5.83 **Account Totals** 5.83 5.83 **Date:** 02/03/2023

Yeovil Town Council

Page: 2 **Time:** 14:17:44 **Nominal Departmental Analysis (Detailed)**

N/C	7210	Name	G&GM - Exp - Vehicle

N/C	/210	Name G&GM - Exp - Venicle				
Tran Numb	oer Type	<u>Date</u> <u>Details</u>		<u>Debit</u>	<u>Credit</u>	Balance
64643	PI	08/12/2022 Screen Wash		9.15		9.15
64644	PΙ	16/12/2022 Cleaning Items		15.43		15.43
			Account Totals	24.58		24.58
			Department	52,306.50	631.25	51,675.25
Dept Numl	ber 43	<u>Dept</u>				
N/C	7060	Name G&GM - Exp - Leases				
Tran Numb	<u>oer Type</u>	<u>Date</u> <u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64646	PI	21/12/2022 Rent - Turners Barn Lane Allo	otments	335.00		335.00
			Account Totals	335.00		335.00
			Department	335.00		335.00

Grand Totals

631.25

52,010.25

52,641.50

Yeovil Town Council January Actual V Budget

Grounds & General Maintenance

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income	Allocation	Actual 11D	ווט	variance	Budget
PRECEPT	339,770.00	339,770.00	339,770.00	0.00	0.00
Leases	2,090.00	1566.00	1,568.00	-2.00	524.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	17,800.00	17,853.53	14,833.30	3,020.23	-53.53
Sales of Gate & Tap Keys	100.00	118.00	83.30	34.70	-18.00
Water Charges	1,000.00	2523.45	1,000.00	1,523.45	-1,523.45
Water Grianges	1,000.00	2020.40	1,000.00	1,020.40	-1,020.40
•	360,760.00	361,830.98	357,254.60	4,576.38	-1,070.98
Expenditure	,	,	,	,	,
Allotment Maintenance (Corporate)	9,570.00	3792.85	7,975.00	-4,182.15	5,777.15
Allotment Fence Repairs	2,000.00	1,395.00	1,666.70	-271.70	605.00
Buildings & Electric Goar Knap	2,000.00	1,761.14	1,666.70	94.44	238.86
BKAC	250.00	217.33	208.30	9.03	32.67
Leases	350.00	335.00	350.00	-15.00	15.00
Labour	27,580.00	22,410.57	22,983.30	-572.73	5,169.43
Materials & Equipment	1,870.00	966.48	1,558.30	-591.82	903.52
Holiday Play Scheme	9,640.00	9640.00	8,033.30	1,606.70	0.00
Open Spaces: Doorstep Green	7,000.00	665.24	5,833.30	-5,168.06	6,334.76
Open Spaces: General	133,480.00	100,110.00	100,110.00	0.00	33,370.00
Open Spaces: Play Park Programme	30,000.00	0.00	25,000.00	-25,000.00	30,000.00
Open Spaces: Country Park	32,700.00	24,525.00	24,525.00	0.00	8,175.00
Enhancements: Play Area Upgrades	2,830.00	2830.00	2,358.30	471.70	0.00
Yew Tree Park Gate Opening	2,200.00	2,001.94	1,833.30	168.64	198.06
Play & Landscape Officer	13,200.00	13,200.00	11,000.00	2,200.00	0.00
Playarea Enhancements	12,940.00	12,940.00	10,783.30	2,156.70	0.00
Lights for Milford Hall	400.00	0.00	333.30	-333.30	400.00
Community Heritage Officer	10,000.00	5000.00	8,333.30	-3,333.30	5,000.00
Protective Clothing	200.00	12.32	166.70	-154.38	187.68
Vehicle	1,350.00	1,645.87	1125.00	520.87	-295.87
Water Charges	1,000.00	2,184.37	833.30	1,351.07	-1,184.37
Water Mains Refurbishment	2,200.00	0.00	1,833.30	-1,833.30	2,200.00
Electric Van	8,000.00	0.00	6,666.70	-6,666.70	8,000.00
Skate Parks	50,000.00	0.00	41,666.70	-41,666.70	50,000.00
	360,760.00	205,633.11	286,843.10	-81,209.99	155,126.89
	0	156,197.87	70,411.50	85,786.37	-156,197.87

Date: 02/03/2023 Time: 14:22:05

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

N/C From 7000 7250 N/C To

N/C

Tran Date From 01/01/2023 **Tran Date To**

Tran No From 1

Department From 0

Page: 1

Balance

4,820,00

1,415.00

27.82

31/01/2023

Tran No To 99,999,999 **Department To** 999

GROUNDS & GENERAL MAINTENANCE Dept Number 4 Dept

7019 N/C G&GM - Exp - Allotment Maintenance Name

Details Tran Number Type Date Debit 25/01/2023 Stop Cock Key 64916 PΙ 27.82

27.82 27.82

Credit

7040 G&GM - Exp - Buildings & Electric Goar Knap N/C <u>Name</u>

<u>Credit</u> **Tran Number Type Date Details Debit Balance** 64577 01/01/2023 Rates 122.00 122.00

Account Totals

Account Totals 122.00 122.00

N/C 7070 G&GM - Exp - Labour Name

Details <u>Tran Number Type Date</u> <u>Debit</u> **Credit Balance** 371.75 64671 JD 27/01/2023 Employers Pension 371.75 64672 JD 27/01/2023 Payments 1,831.28 1,831.28 **Account Totals** 2,203.03 2,203.03

7080 G&GM - Exp - Materials & Equipment Name

Tran Number Type Date **Details** Debit Credit **Balance** 64912 PΙ 17/01/2023 Materials - Workshop 31.87 31.87 64913 PΙ 18/01/2023 Decorating Materials 37,46 37.46 64915 PΙ 24/01/2023 Materials - Workshop 20.23 20.23 **Account Totals** 89.56 89.56

N/C 7091 Name G&GM - Exp - Holiday Play Scheme **Tran Number Type Date Details** Credit **Balance** <u>Debit</u> PΙ 10/01/2023 Schools Out Activities - 1/2 Year 4,820.00 4,820.00 64699

> 4,820.00 **Account Totals**

N/C 7093 Name G&GM - Exp - Open Spaces: Doorstep Greens

Tran Number Type Date Details Debit Credit **Balance** PΙ 04/01/2023 Electricity 63.26 63.26 64656 **Account Totals** 63.26 63.26

N/C 7110 G&GM - Exp - Play Area Upgrades **Name**

Tran Number Type Date Details Debit Credit **Balance** 10/01/2023 Play Area Upgrades - 1/2 Year 1,415.00 1,415.00 64698

> **Account Totals** 1,415.00

N/C 7120 G&GM - Exp - Yew Tree Park - Gate Opening **Name**

Credit **Tran Number Type Date Details** Debit **Balance** 64909 26/01/2023 Security 226.35 226.35 **Account Totals** 226.35 226.35

N/C 7150 **Name** G&GM - Exp - : Play & Landscape Officer

Credit Tran Number Type Date Details Debit Balance 64697 10/01/2023 Landscape Officer - 1/2 Year 6,600.00 6,600.00

> **Account Totals** 6,600.00 6,600.00

Date: 02/03/2023 Time: 14:22:05

Yeovil Town Council

G&GM - Exp - Vehicle

Nominal Departmental Analysis (Detailed)

N/C 7152

64700

64910

G&GM - Exp - Play Area Repairs. Enhancements

Details <u>Tran Number Type Date</u> PΙ 10/01/2023 Play Area Enhancements - 1/2 Year

<u>Debit</u> 6,470.00

Balance 6,470.00

Page: 2

Account Totals

6,470.00

6,470.00

N/C 7210 <u>Name</u>

<u>Tran Number Type Date</u> **Details** PΙ 25/01/2023 Fuel

<u>Name</u>

84.11

<u>Credit</u> **Balance** 84.11

Credit

Account Totals

84.11

<u>Debit</u>

84.11

Department

22,121.13

22,121.13

Grand Totals

22,121.13

22,121.13