### **Yeovil Town Council**



Town House 19 Union Street Yeovil Somerset BA20 1PQ

### **Grounds and General Maintenance Committee**

Monday 20th May 2024

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 14<sup>th</sup> May 2024

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

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

Barry Boyton Graham Oakes

Jade Cabell Evie Potts-Jones

Tareth Casey Wes Read

Kayleigh Fieldsend Ashley Richards

Karl Gill Jeny Snell

Emma-Jayne Hopkins Andy Soughton

Kaysar Hussain Roy Spinner

Andy Kendall (Ex-Officio) Rob Stickland

Jamie Lock Helen Stonier

Tony Lock (Ex-Officio) Ruth White

Sarah Lowery Adrian Wilkes

Jane Lowery Dave Woan

Vacancy - Co-opted (non-voting) Member

#### **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 <a href="mailto:ytc@yeovil.gov.uk">ytc@yeovil.gov.uk</a> by 9:00am on Monday 20<sup>th</sup> May 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 <a href="www.yeovil.gov.uk">www.yeovil.gov.uk</a>. 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)**

Due to the confidential nature of the business of items 11/193, 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* 

## 11/183. <u>APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS</u> GIVEN

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

#### 11/184. 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).

#### 11/185. MINUTES

To approve as a correct record the Minutes of the meeting held on 11th March 2024.

#### 11/186. CO-OPTED (NON-VOTING) MEMBER OF THE COMMITTEE

As Cllr Spinner now attends meetings of the Yeovil Allotment Association, it is recommended that the requirement for the position of Co-opted (Non-voting) Member be considered.

## 11/187. FEEDBACK FROM YEOVIL ALLOTMENT ASSOCIATION BY THE REPRESENTATIVE FROM YEOVIL TOWN COUNCIL

To receive feedback via Cllr Spinner.

#### 11/188. ALLOTMENT LETTING/AVAILABILITY REPORT

To consider the report attached at page 6 (correct at time of publishing of this agenda).

## 11/189. CORRESPONDENCE FROM YEOVIL ALLOTMENTS ASSOCIATION REGARDING BEST KEPT ALLOTMENTS COMPETITION JUDGING

A letter has been received from the Secretary of the Yeovil Allotments Association offering assistance with the Best Kept Allotments judging.

#### 11/190. MILFORD DIP ALLOTMENT SITE SHEDS CORRESPONDENCE

To consider the report by the Deputy Town Clerk and correspondence received regarding the potential usage of the former shed site attached at pages 7 to 8.

#### 11/191. FINANCIAL STATEMENT – FEBRUARY AND MARCH 2024

To consider the Financial Statement for the period 1 February to 31 March 2024 attached at pages 9 to 13.

#### 11/192.EXCLUSION OF PRESS AND PUBLIC

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

#### 11/193. SUNNINGDALE DOORSTEP GREEN PATHWAY (CONFIDENTIAL)

To consider the confidential report by the Deputy Town Clerk attached at pages 14 to 15.

Site Name	Plots on site	Vacant Plots	Let Plots	Percentage of let plots
Elizabeth flats	25	3	22	88%
Goar Knap	42	0	42	100%
Hillcrest	9	3	6	67%
Larkhill	30	0	30	100%
Milford Dip	41	0	41	100%
Monksdale	19	0	19	100%
Newtown	35	0	35	100%
Rustywell	23	0	23	100%
St Georges	29	2	27	93%
Sunningdale	56	1	55	98%
Turners Barn Lane	25	0	25	100%
Totals -	334	9	325	97%

#### 11/190. MILFORD DIP SHEDS AND CORRESPONDENCE

Following the decision at the January Grounds and General Maintenance Committee to arrange for the demolition of the sheds, the work has now been completed and the area where the sheds were is flat:



As the picture illustrates, it is not in a state to be returned to an allotment plot without further work.

The following correspondence has been received:

From an allotment tenant:

#### Dear sir

Thank you for your letter informing me that the Sheds at Milford Dip are to be demolished . I would like to ask you if you could provide some parking space on the site where the sheds are now.

It is impossible to park on Milford road dip as both sides of the road are always used by Hospital and College employees every day. There are no parking spaces on the site except for the grass patch adjacent to the sheds (old plot 29).

Many of us renting plots are getting older and I certainly am unable to walk down to my allotment. Please give parking some consideration at your meeting on March 11<sup>th</sup>

#### From the secretary of the Yeovil Allotments Association:

Now that the sheds have been demolished, the condition of the ground cannot support a working allotment as there is too much rubble left by the demolition contractors and the soil is too compacted.

I have been asked to write to you, to ask if the council would consider putting a storage container where the sheds were demolished, one big one or maybe two smaller ones, if the SSDC nursery is to be closed, they have storage containers on site and may be grateful for somewhere to put them, maybe at minimal cost. There is also space to put a skip with a lockable lid to ensure only allotment green waste can be put in it.

Without secure storage, allotment life becomes more difficult, transporting tools, rotavators, strimmers and other bulky equipment as well as supplies is often difficult, these have been left on-site before in the sheds, I'm lucky, but, not everyone, has the advantage of a trailer like me.

#### The Committee is **RECOMMENDED** to

- 1) to note the report;
- take in to account the correspondence received; and
- 3) decide what course of action to take.

(Sally Freemantle, Deputy Town Clerk – 01935 382424 or sally.freemantle@yeovil.gov.uk)

# Yeovil Town Council February Actual V Budget

## Grounds & General Maintenance

	Budget	Budget Rema			Remaining
	<b>Allocation</b>	<b>Actual YTD</b>	YTD	Variance	Budget
Income					
PRECEPT	281,370.00	281,370.00	281,370.00	0.00	0.00
Leases	2,090.00	1,566.00	1,568.00	-2.00	524.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Rents	18,500.00	21,547.75	16,958.37	4,589.38	-3,047.75
Sales of Gate & Tap Keys	100.00	182.40	91.63	90.77	-82.40
Water Charges	1,500.00	3,230.87	1,500.00	1,730.87	-1,730.87
-					
	303,560.00	307,897.02	301,488.00	6,409.02	-4,337.02
Expenditure					
Allotment Maintenance (Corporate)	13,800.00	24,764.23	12,650.00	12,114.23	-10,964.23
Allotment Fence Repairs	2,000.00	11.16	1,833.37	-1,822.21	1,988.84
Buildings & Electric Goar Knap	2,200.00	1,927.29	2,016.63	-89.34	272.71
BKAC	250.00	324.84	229.13	95.71	-74.84
Leases	350.00	335.00	350.00	-15.00	15.00
Labour	32,000.00	27,013.93	29,333.37	-2,319.44	4,986.07
Materials & Equipment	1,870.00	442.14	1,714.13	-1,271.99	1,427.86
Holiday Play Scheme	10,490.00	5,245.00	9,615.87	-4,370.87	5,245.00
Open Spaces: Doorstep Green	7,000.00	1,282.42	6,416.63	-5,134.21	5,717.58
Open Spaces: General	133,480.00	100,110.00	100,110.00	0.00	33,370.00
Open Spaces: Play Park Programme	10,000.00	0.00	9,166.63	-9,166.63	10,000.00
Open Spaces: Country Park	32,700.00	32,700.00	32,700.00	0.00	0.00
Enhancements: Play Area Upgrades	3,080.00	3,080.00	2,823.37	256.63	0.00
Yew Tree Park Gate Opening	2,400.00	3,396.17	2,200.00	1,196.17	-996.17
Play & Landscape Officer	14,360.00	14,360.00	13,163.37	1,196.63	0.00
Playarea Enhancements	14,080.00	14,080.00	12,906.63	1,173.37	0.00
Lights for Milford Hall	400.00	0.00	366.63	-366.63	400.00
Community Heritage Officer	10,000.00	10,000.00	9,166.63	833.37	0.00
Protective Clothing	100.00	86.18	91.63	-5.45	13.82
Vehicle	1,800.00	1,212.62	1,650.00	-437.38	587.38
Water Charges	1,000.00	4,576.85	916.63	3,660.22	-3,576.85
Water Mains Refurbishment	2,200.00	0.00	2,016.63	-2,016.63	2,200.00
Electric Van	8,000.00	0.00	7,333.37	-7,333.37	8,000.00
	303,560.00	244,947.83	258,770.65	-13,822.82	58,612.17
	0	62,949.19	42,717.35	20,231.84	-62,949.19

Date: 14/05/2024

## ARCHIVE<Year End 2024> Yeovil Town

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Nominal Departmental Analysis (Detailed)

N/C From 7000 N/C To 7250	Tran Date From 01/02. Tran Date To 29/02.			Departme Departme	
Dept Number 4	<u>Dept</u> GROUNDS & GENERAI	MAINTENANCE			
N/C 7004	Name G&GM - Inc - Rents				
Tran Number Type	Date Details		Debit	Credit	Balance
69122 SI	08/02/2024 Allotment rent for the period	d 8 February - 30		81.97	-81.97
	<del>-</del> · · ··	Account Totals		81.97	-81.97
N/C 7019	Nama CRCM Evn Alletma	nt Maintananca			
N/C 7019 Tran Number Type	Name G&GM - Exp - Allotme  Date Details	пі мантенансе	Debit	Credit	<u>Balance</u>
69322 PI	01/02/2024 Materials - Allotments		39.09	<u> </u>	39.09
69328 PI	20/02/2024 Fencing Pins		37.49		37.49
69329 PI 69331 PI	20/02/2024 Marking Tape 27/02/2024 Materials - Noticeboard		3.33 8.33		3.33 8.33
07331	2770272024 Waterials - Noticeboard	Account Totals	88.24		88.24
		riocount rotuis	00.24		00.24
<u>N/C</u> 7040		gs & Electric Goar Knap			
	<u>Date</u> <u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69185 PI 69462 PI	15/02/2024 Fire Extinguisher Service 16/02/2024 Electricity		100.00 33.33		100.00 33.33
	,	Account Totals	133.33		133.33
<u>N/C</u> 7070	Name G&GM - Exp - Labour				
Tran Number Type	<u>Date</u> <u>Details</u>		<u>Debit</u>	<u>Credit</u>	Balance
69201 JD	27/02/2024 Employers Pension		439.31		439.31
69202 JD	27/02/2024 Payments		1,970.02		1,970.02
		Account Totals	2,409.33		2,409.33
<u>N/C</u> 7093	Name G&GM - Exp - Open S	paces: Doorstep Greens			
Tran Number Type	<u>Date</u> <u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69300 PI	12/02/2024 Electricity		80.95		80.95
		Account Totals	80.95		80.95
<u>N/C</u> 7104	Name G&GM - Exp - Open S	paces: Country Park			
Tran Number Type	<u>Date</u> <u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69165 PI	07/02/2024 Country Park Grant - 1/2 Ye	ar	16,350.00		16,350.00
		Account Totals	16,350.00		16,350.00
<u>N/C</u> 7180	Name G&GM - Exp - Commu	nity Heritage Officer			
Tran Number Type	<del></del>	, 3	<u>Debit</u>	<u>Credit</u>	Balance
69164 PI	07/02/2024 Community Heritage Officer		10,000.00		10,000.00
		Account Totals	10,000.00		10,000.00
<u>N/C</u> 7220	Name G&GM - Exp - Water (	`harges			
Tran Number Type	<u>Date</u> <u>Details</u>	inar ges	Debit	<u>Credit</u>	Balance
69347 PI	29/02/2024 Water Charge - Goldcroft		18.96		18.96
	-	Account Totals	18.96		18.96
		<u>Department</u>	29,080.81	81.97	28,998.84
		Grand Totals	29,080.81	81.97	28,998.84

## **Yeovil Town Council March Actual V Budget**

<b>Grounds &amp; General Maintenance</b>				
	Budget		Budget	
	Allocation	<b>Actual YTD</b>	YTD	Variance
Income				
PRECEPT	281,370.00	281,370.00	281,370.00	0.00
Leases	2,090.00	2,088.00	2,090.00	-2.00
Miscellaneous	0.00	0.00	0.00	0.00
Rents	18,500.00	21,672.37	18,500.00	3,172.37
Sales of Gate & Tap Keys	100.00	188.90	100.00	88.90
Water Charges	1,500.00	3,230.87	1,500.00	1,730.87
	303,560.00	308,550.14	303,560.00	4,990.14
Expenditure				10.010.07
Allotment Maintenance (Corporate)	13,800.00	33,119.67	13,800.00	19,319.67
Allotment Fence Repairs	2,000.00	2,000.16	2,000.00	0.16
Buildings & Electric Goar Knap	2,200.00	1,960.62	2,200.00	-239.38
BKAC	250.00	324.84	250.00	74.84
Leases	350.00	335.00	350.00	-15.00
Labour	32,000.00	29,423.26	32,000.00	-2,576.74
Materials & Equipment	1,870.00	466.70	1,870.00	-1,403.30
Holiday Play Scheme	10,490.00	5,245.00	10,490.00	-5,245.00
Open Spaces: Doorstep Green	7,000.00	-1,409.31	7,000.00	-8,409.31
Open Spaces: General	133,480.00	133,480.00	133,480.00	0.00
Open Spaces: Play Park Programme	10,000.00	0.00	10,000.00	-10,000.00
Open Spaces: Country Park	32,700.00	32,700.00	32,700.00	0.00
Enhancements: Play Area Upgrades	3,080.00	3,080.00	3,080.00	0.00
Yew Tree Park Gate Opening	2,400.00	3,396.17	2,400.00	996.17
Play & Landscape Officer	14,360.00	14,360.00	14,360.00	0.00
Playarea Enhancements	14,080.00	14,080.00	14,080.00	0.00
Lights for Milford Hall	400.00	0.00	400.00	-400.00
Community Heritage Officer	10,000.00	250.00	10,000.00	-9,750.00
Protective Clothing	100.00	128.17	100.00	28.17
Vehicle	1,800.00	1,285.87	1,800.00	-514.13
Water Charges	1,000.00	4,576.85	1,000.00	3,576.85
Water Mains Refurbishment	2,200.00	2,200.00	2,200.00	0.00
Electric Van	8,000.00	0.00	8,000.00	-8,000.00
	303,560.00	281,003.00	303,560.00	-22,557.00
	0	27,547.14	0.00	27,547.14

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Nominal Departmental Analysis (Detailed)

N/C From 7000 Tran Date From 01/03/2024 Tran No From 1 Department From 0 99,999,999 N/C To 7250 Tran Date To 31/03/2024 Tran No To Department To 999 **GROUNDS & GENERAL MAINTENANCE** Dept Number 4 Dept N/C 7002 Name G&GM - Inc - Leases Tran Number Type Date **Details** Credit Debit Balance 69473 SI 28/03/2024 Lease at Hillcrest/Higher Ryalls - Rent January 522.00 -522.00 **Account Totals** 522.00 -522.00 7004 G&GM - Inc - Rents N/C <u>Name</u> <u>Details</u> Tran Number Type Date **Debit** Credit **Balance** 69286 SI 08/03/2024 Allotment rent for the period 8 March - 30 27.06 -27.06 69288 SI 08/03/2024 Allotment rent for the period 8 March - 30 38.33 -38.33 29.05 -29.05 69289 SI 08/03/2024 Allotment rent for the period 8 March - 30 69291 SI 08/03/2024 Allotment rent for the period 8 March - 30 30.18 -30.18 **Account Totals** 124.62 -124.62 N/C 7005 Name G&GM - Inc - Sales of gates & tap keys Debit <u>Tran Number Type</u> Date **Details** Credit <u>Balance</u> 69287 SI 08/03/2024 Gate key deposit 5.00 -5.00 SI 69290 08/03/2024 Gate key deposit 5.00 -5.00 69460 CP 22/03/2024 Key Deposit Refund 3.50 3.50 **Account Totals** 3.50 -6.50 10.00 N/C 7019 Name G&GM - Exp - Allotment Maintenance Tran Number Type Date Details Debit Credit Balance 69351 Ы 13/03/2024 Tree Work - Allotments 310.00 310.00 ы 15/03/2024 Demolition of Sheds 3.940.00 69363 3.940.00 69417 Ы 21/03/2024 Taps - Allotments 34.44 34.44 69468 Ы 06/03/2024 Delineator Post Base 18.00 18.00 69538 Ы 28/03/2024 Skip Hire 333.00 333.00 ΡI 27/03/2024 Cut Hedge - Monksdale 69574 3.720.00 3.720.00 **Account Totals** 8,355.44 8,355.44 N/C 7030 G&GM - Exp - Allotment Fence Repairs Name <u>Tran Number</u> <u>Type</u> Date Details Debit Credit Balance 69650 ID 28/03/2024 Allotment Fence 1,989.00 1,989.00 1,989.00 **Account Totals** 1,989.00 N/C 7040 G&GM - Exp - Buildings & Electric Goar Knap Tran Number Type <u>Date</u> **Details** Debit Credit **Balance** ы 69534 20/03/2024 Electricity 33.33 33.33 **Account Totals** 33.33 33.33 N/C 7070 <u>Name</u> G&GM - Exp - Labour Tran Number Type <u>Date</u> **Details** Debit Credit **Balance** 69378 JD 27/03/2024 Employers Pension 439.31 439.31 69379 JD 27/03/2024 Payments 1,970.02 1,970.02 **Account Totals** 2,409.33 2,409.33 N/C 7080 G&GM - Exp - Materials & Equipment Name Tran Number Type Date **Details** <u>Deb</u>it Credit **Balance** 69530 05/03/2024 Paint - Workshop 24.56 24.56 **Account Totals** 24.56 24.56

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<u>N/C</u> 7093	<u>Name</u>	e G&GM - Exp - Open Sp	paces: Doorstep Greens			
Tran Number Type	<u>Date</u> <u>D</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69461 PI	10/03/2024 El	lectricity		80.95		80.95
69634 JC	28/03/2024 O	Open Spaces Doorstep Gree	n		2,772.68	-2,772.68
			Account Totals	80.95	2,772.68	-2,691.73
<u>N/C</u> 7100	<u>Name</u>	g G&GM - Exp - Open Sp	paces: Open spaces -			
Tran Number Type	<u>Date</u> <u>D</u>	<u>Details</u>		Debit	<u>Credit</u>	<u>Balance</u>
69318 PI	13/03/2024 O	Open Spaces - 4th Qtr		33,370.00		33,370.00
			Account Totals	33,370.00		33,370.00
<u>N/C</u> 7180	<u>Name</u>	g G&GM - Exp - Commu	nity Heritage Officer			
Tran Number Type	<u>Date</u> <u>D</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69632 JC	28/03/2024 C	Community Heritage Officer			9,750.00	-9,750.00
			Account Totals		9,750.00	-9,750.00
<u>N/C</u> 7190	<u>Name</u>	g G&GM - Exp - Protective	ve Clothing			
Tran Number Type	<u>Date</u> <u>D</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69529 PI	05/03/2024 Sa	Safety Boots		41.99		41.99
			Account Totals	41.99		41.99
<u>N/C</u> 7210	<u>Name</u>	g G&GM - Exp - Vehicle				
Tran Number Type	<u>Date</u> <u>D</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69542 PI	31/03/2024 Ft	uel - Van		73.25		73.25
			Account Totals	73.25		73.25
<u>N/C</u> 7230	<u>Name</u>	g G&GM - Exp - Water M	Mains Refurbishment			
Tran Number Type	<u>Date</u> <u>D</u>	<u>Details</u>		<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69651 JD	28/03/2024 W	Vater Mains Refurbish		2,200.00		2,200.00
			Account Totals	2,200.00		2,200.00
			<u>Department</u>	48,581.35	13,179.30	35,402.05
			Grand Totals	48,581.35	13,179.30	35,402.05