

ILMINSTER TOWN COUNCIL

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Town Clerk: Joy Norris

17th September 2013

Dear Councillor

A meeting of the **OPEN SPACES COMMITTEE** which you are summoned to attend will be held on **Tuesday 24th September 2013 at 19:30hrs**. The meeting will be held in the Council Chamber, Council Offices, North Street, Ilminster.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joy Norris', is written over the typed name.

Joy Norris
Town Clerk

OPEN SPACES AGENDA

1. **Apologies for absence.**
To receive apologies for absence from Councillors unable to attend the meeting.
2. **Declarations of Interest.**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of interest.
3. **Minutes.**
 - a) To confirm the minutes of the meeting held on 13th August 2013 as a correct record.
 - b) To consider the action list relating to the Open Spaces committee (attached)
4. **Wardens Report.**
To receive the report from the Senior Open Spaces Warden about recent warden activities in Ilminster. (to follow).
5. **Financial comparison**
To receive information about the Open Spaces expenditure and commitments to date when compared with the 2013/14 budget (attached).
6. **Presentation.**
Presentation by Zoe Harris of SSDC concerning the Thursday market.

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7. Iminster Armed Forces Day 2015

To consider the use of the recreation ground on 19th, 20th and 21st June 2015 for an Armed Forces Day.

8. Cemetery Lodge Repairs

To consider appointing a contractor to carry out the internal and external repairs to the cemetery lodge.

9. Churchyard Railings

To consider appointing a contractor to paint the churchyard railings.

**ILMINSTER TOWN COUNCIL
OPEN SPACES COMMITTEE MINUTES**

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 13th August 2013 at 19:30hrs

Present:

Chairman: Cllr C Goodall

Councillors: Cllr Burton, Cllr V Keitch, Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr S Storey, and Cllr R Swann,

In Attendance

Officers: Mrs M Clayton (Senior Administrator), Mr A Jones (Senior Open Spaces Warden)
Miss J Norris (Town Clerk)

Members of the Public

8 members of the public attended this meeting.

Issues brought to the attention of the Committee included:

- Herne Hill viewing platform.
Concern was raised that a large piece of concrete with two metal stakes is amongst the hardcore which has been put on Herne Hill for the construction of a viewing platform. This piece of concrete was positioned safely by the Open Spaces Wardens, but has been moved and left in a dangerous position. The Wardens will check the area is made safe.
- Herne Hill Seat
It was reported that the area around the seat at Herne Hill, which is where the seat was moved to make the pathway wider for the 'mule, is very overgrown. The Open Spaces Wardens will check this area.
- Britten's Field Development.
It was reported that there are rumours of a car park and buildings going to be built on Britten's Field. The Town Clerk advised that the Recreation Review is currently taking place and no decisions have been taken regarding future layouts. When there is an initial suggested layout there will be further public consultation .
- Parking along West Street, Ilminster
This is an item on the agenda .

35. Apologies for absence

Apologies for absence were received from Councillor Austin, Councillor Vijeh and Councillor Taylor

36. Declarations of Interest

The declarations of Interest given in the table below were made.

Name	Minute No	Agenda Item	Type of Interest	Nature of Interest
Cllr Pallister	41	7	Personal	Member of sports club
Cllr Shearman	43	9	Personal	Works part time for Somerset County Council

37. Minutes.

RESOLVED

- a) that the minutes of the meetings held on 2nd July 2013 and 23rd July 2013 are a correct record.
- b) to update the action list relating to the Open Spaces committee.

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Issues discussed included:

- An update on where the fair will be positioned in October 2013. The Town Clerk informed members that the fair will be in the usual place in October

38. Wardens Report.

The Committee received the report from the Senior Open Spaces Warden about recent warden activities in Iminster.

Discussions included the following:

- The new toilet guttering has been damaged. An order has been placed for some additional securing clips which should minimise future problems.
- There have been positive comments regarding the new and replacement benches that have been positioned around the recreation ground, Britten's Field and the town
- The toddler's play area fence has been damaged again. The police have charged someone with criminal damage.
- Glass is deliberately being broken and left in the play area and on the equipment. The Town clerk will speak to PC Stewart as to what can be done to help prevent this happening.
- PC Stewart has sent letters to residents who live near the recreation ground.
- It was suggested that an Order could be put in place to stop alcohol being consumed in certain area on the recreation ground.
- A bench in Britten's field has been vandalised
- Glass bottles have been thrown over the field at Britten's Field

39. Financial Comparison

The Committee received revised information about the Open Spaces expenditure and commitments to date when compared with the 2013/14 budget.

RESOLVED that this matter should be discussed at the next Finance and Policy meeting.

40. Provision for Seats and Bins

The Committee was asked to consider the provisions for seats and bins as the Open Spaces Wardens have requested that 4 dog waste bins, 6 litter bins and 6 seats including an extra set of timber slats are needed.

An amount has been put into reserves to cover the costs of replacing these items

Issues discussed during the consideration of this item included:

- The two dog waste bins at Winterhay Lane will be refurbished and used elsewhere, but 4 new bins are still required.
- There has been an amount put in Renewals and Provisions to cover the costs of replacing items such as these.

RESOLVED to RECOMMEND that the following items are purchased:

- a) 4 dog bins are purchased at a costs of £420
- b) 6 bins are purchased at a cost of £2317.02
- c) 6 benches and one set of slats at a cost of £2000.

41. Weed killing on the Recreation Ground

The Committee was asked to consider the quotation for weed killing on the recreation ground

The office staff has sought 4 quotations and have only received one back, which is from the company that was used last time the work was done The other three organisations that

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were contacted do not carry out weed killing on this scale and therefore have referred us back to the company which we have received the quotation from.

Discussions included the following:

- Once the weed killing has been carried out the land can be used immediately
- The area to be treated is a total of 6 hectares including the football pitches and the cricket outfield
- The costs to have this work carried out will come from the budget heading 561/11.
- It was suggested that clubs which used the recreation ground should make a contribution towards these costs in the future. When the clubs licences are reviewed, matters like this will be taken into consideration.
- Concerns were raised that when the cricket field is over seeded in September the young grass maybe killed by this treatment.
- It was suggested that the weed killing is delayed until April 2014 and an amount is forecasted in the budget for 2014/15 to cover this expenditure
- The grass should be treated years on year to keep it clear of weeds. It was suggested that this should be scheduled in every spring.

RESOLVED

- (i) That an amount is allocated in the 2014/15 budget for weed killing work
- (ii) That the weed killing treatment is carried out in April next year
- (iii) That a schedule is set up for weed killing treatment to be carried out every spring.
- (iv) That the cost of the weed killing should be borne in mind when rents and fees are set and / or reviewed

42. Herne Hill Advisory Group Update

The Chair advised the committee on the discussions at the recent Herne Hill Advisory Group meeting.

Discussions included the following:

- A quotation has been received to have a digger on Herne Hill for two days to remove the wood chippings from the bottom path to help with drainage issues. This will also help with the plan to make the site more accessible for pushchairs and wheelchairs.
- The Tree Officer at South Somerset District Council will be contacted about the disease found on the Ash trees.

RESOLVED to RECOMMEND that the wood chippings on the bottom path at Herne Hill are removed by a digger at a cost not exceeding £450 and that the expenditure for this work will be allocated to budget heading 561/8.

43. Parking Restrictions in West Street

The Committee was asked by Somerset County Council to comment on lifting the parking restrictions of 6 bays in West Street

Issues discussed included the following:

- The parking restriction has become a problem for residents, now that the restriction is being enforced.
- East Street parking restrictions were changed as there was only one retail premises on that part of the road
- There is a public car park next to road where the parking restriction is.
- People using the shops here would generally have to park for longer than an hour and therefore would use the car park.
- Somerset County Council needs to consult with the retail traders at this location to find out their views

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RESOLVED to RECOMMEND that the Town Council supports the lifting of the parking restriction from the 6 bays in West Street

44. District Council Land Adoption Update

The Chair updated the committee on the District Council's land adoption policy.

Discussions included the following:

- The maintenance of clearing roads and open spaces is sliding down the list of priorities of the County Council and the District Council.
- These lead authorities, in terms of budget, will not be in a position to take over open spaces in new developments. As a result this may be left to the Town Council to maintain or management agencies.
- The District Council only adopts open spaces if they are up to required standard
- The Town Council will need to find out what the required standard is for maintaining these areas if they become ours to maintain.
- If roads are not adopted then public transport cannot use them.
- On some new developments, residents have to contribute to maintaining their open spaces.
- The Environment Agency is now responsible for Shrudrick stream and the balancing pond, as the stream has now been designated as a river.

45. Water Supply at the Cemetery

The Committee was asked to consider the quotations received to install a water supply at the cemetery.

Discussions included:

- Route 1 is along the top of latest row of graves and across the bank. This will use more pipe, but will not involve digging around tree roots.
- Route two is along the bottom and across, running parallel with the railings.

RESOLVED to RECOMMEND that the Town Council accepts the quotation to install a water supply at the cemetery, using route one, at a cost of £350 and the expenditure for this work will be set against Renewals and Provisions for cemetery paths.

46. Update on Cemetery Administration

The members received the Town Clerk's report on cemetery administration.

Issues discussed included the following:

- The Town Clerk visited Chard cemetery to look at different ways of working.
- The Town Clerk attended a SLCC seminar on burial and cremation plots. This was very informative and a full report of suggestions and ideas will be taken to a future committee meeting for discussion.

47. Cemetery Wall.

The Committee was asked to recommend that quotations for rebuilding the cemetery wall are taken direct to Full Council for approval.

RESOLVED to RECOMMEND that the quotations for rebuilding the cemetery wall are taken direct to Full Council for approval.

Meeting ends 21.30hrs

Chair's signature and date

Action List for Open Spaces Meeting on 24th September 2013

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	O.S 11.12.12	Safety Surfaces Item 8	Need to measure the area at the side of the skate park and obtain quotes	Marilyn/Tony	1)Waiting for measurement. 2)Measurements rec'd – awaiting quotes 3)Rec'd prices but now need to include other smaller areas. 4) Waiting for sizes of all areas from Tony 5) Sizes received – Working out how much to order and which will work out as the cheapest (as at 02.08.13) 6) Put on hold until Open Spaces Review complete.	
2	OS 31.01.13	Workshop Entrance Item 10	Town Clerk to approach Cricket Club to see if they will contribute towards the cost of replacing the surfacing outside the workshop entrances <ul style="list-style-type: none"> • Prices obtained for the work needed to be done for the area outside the Cricket Club's entrance • Need to obtain more up to date quotes for all the areas that need new matting surface • Need to obtain quotes for concrete to be laid instead of matting • Arrange for the Committee to view other local areas that 	Joy	On hold pending Open Spaces Review	

Action List for Open Spaces Meeting on 24th September 2013

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
3	OS 23.04.13	Item 13 Cemetery lodge	<p>use this matting</p> <ul style="list-style-type: none"> Find out the life expectancy of the matting <p>RESOLVED that the Town Clerk obtains quotations for the repairs to the minor internal and exterior cracks of the cemetery lodge.</p>	Marilyn	To obtain quotes	1) Awaiting quotes 2) One quote rec'd 3) Chasing up other companies – 02.08.13 4) To be taken to OS Committee on 24.09.13 COMPLETE
4	OS 02.07.13 19 & 21	Strawberry Bank- Planters and MTIG	See if we need permission to plant bulbs on the roundabout at Station Road – What planting can or cannot be done on the roundabout?	Joy/ Michelle		Waiting for a reply from District Council
5	OS 02.07.13 20	Churchyard Railings	<p>RESOLVED</p> <p>1) that the Town Clerk checks the Council's responsibility to maintain the railings</p> <p>2) Three quotations are sought for painting all the railings around the Minster churchyard</p>	Joy/ Michelle	1) Emailed Cllrs with a document which shows the church railings are the Town Council's responsibility to paint. 2) One Quote received 03.07.13, still waiting for others 3) Second quote received on 19.08.13	To be taken to OS committee on 24.09.13 COMPLETE

Action List for Open Spaces Meeting on 24th September 2013

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
6	OS 02.07.13 25	Flower Trough at Sea Road	Get written permission from Gooch and Housgo	Joy/ Michelle	1) Misunderstanding over ownership 2) finding out who owns land and getting written permission	
7	OS 13.08.13	Members of the public	Wardens to check that the dangerous piece of concrete is made safe	Tony		COMPLETE
8	OS 13.08.13	Members of the public	Wardens to check that the area around the seat on Herne Hill is cut back	Tony		COMPLETE
9	OS 13.08.13	Members of the public	Town Clerk to Inform individual once plans for Rec Review have been recommended – Name and address on File	Joy		
10	OS 13.08.13 38	Warden's Report	Town Clerk to contact PC Stewart as to what can be done to prevent vandalism on play area – maybe use of the camera?	Joy		Pending
11	OS 13.08.13 39	Financial Comparison	Include OS expenditure in F & P Meeting on 27.08.13	Michelle	Added to F & P agenda planner	COMPLETE

Action List for Open Spaces Meeting on 24th September 2013

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
12	OS 13.08.13 40	Provision for seats and Bins	<p>RESOLVED to RECOMMEND that the following items are purchased:</p> <p>a) 4 dog bins are purchased at a cost of £420 b) 6 bins are purchased at a cost of £2317.02 c) 6 benches and one set of slats at a cost of £2000.</p> <p>RESOLVED that the weed killing treatment is carried out in April next year with an amount allocated in the budget for 2014/15 for this expenditure and a schedule set up for this treatment to be carried out every spring.</p>	Joy	To be taken to Full Council on 10.09.13	Taken to Full Council on 10.09.13
13	OS 13.08.13 41	Weed killing on the recreation Ground	<p>RESOLVED to RECOMMEND that the wood chippings on the bottom path at Herne Hill are removed by a digger at a cost not exceeding £450 and that the expenditure for this work will be allocated to budget heading 561/8.</p>	Michelle/Marilyn	1) Inform Company 2) make a note to include in 2014/15 budget	1) Company informed 17.09.13 2) Note made for next year's budget COMPLETE
14	OS 13.08.13 42	Herne Hill Advisory Group	<p>RESOLVED to RECOMMEND that the Town Council supports the recommendation to lift the parking restriction from the 6 bays in West Street</p>	Joy	To be taken to Full Council on 10.09.13	Taken to FC on 10.09.13
15	OS 13.08.13 43	Parking Restriction in West Street	<p>RESOLVED to RECOMMEND that the Town Council accepts the quotation to install a water supply at the cemetery, using route one, at a cost of £350 and the expenditure for this work will be set against Renewals and Provisions for cemetery paths.</p>	Joy	To be taken to Full Council on 10.09.13	Taken to FC on 10.09.13
16	OS 13.08.13 45	Water Supply at the Cemetery	<p>Check if the cemetery is on a water meter</p>	Joy	To be taken to Full Council on 10.09.13	Taken to FC on 10.09.13
17	OS 13.08.13 45	Water Supply at the Cemetery		Marilyn/Michelle	1) The cemetery is not on a water meter – billed annually	COMPLETE

Action List for Open Spaces Meeting on 24th September 2013

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
18	OS 13.08.13 46	Cemetery Administration	Full report of suggestions and ideas on how to manage the cemetery to be taken to a future committee meeting for discussion	Joy	Added to OS agenda planner	COMPLETE
19	OS 13.08.13 47	Cemetery Wall	RESOLVED that the quotations for rebuilding the cemetery wall are taken direct to Full Council for approval.	Joy	1) Completed quotations in by noon on 30.08.13 2) On Full Council agenda for meeting on 10.09.13	COMPLETE

Open Spaces Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
1	Warden's Workshop OS 23.10.12	Resolved the delegated authority is given to the Town Clerk to take appropriate measures for securing the wardens equipment store and expenditure incurred to be within the financial limits given in the standing orders	04.12.12	1) Waiting to see what happens with the Rec Review
2	Winterhay Lane Recreation Ground FENCING OS 23.10.12	Resolved that subject to the ownership of the fence being confirmed in writing, as to belonging to Iminster Town Council, the Town Clerk is given delegated authority to order the supply and erection of the fencing for a cost not exceeding £650.00 + VAT.	04.12.12	1) Quotes obtained 2) Waiting for SSDC to confirm ownership
3	Rec Review Group TC 04.12.12 and	RESOLVED that 3 quotations should be sought for land drainage of the area used by the fair and laying grounds matting on the area for access by the fair, based on the herringbone design considered by the	04.12.12	1) Order raised 09.05.13 2) Waiting for Insurance documents 3) Insurance documents received 14.05.13 4) Order sent 20.05.13

Open Spaces Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
	<p>Ground Work at Recreation Ground Drainage Work OS 23.04.132.12</p>	<p>Review Group RESOLVED that the Town Clerk has delegated authority to accept the lowest quotation for the drainage work to be carried out to the area between the football ground and The Mead on the understanding with the Contractor that 40mm stones are used instead of 20mm stones.</p>	<p>07.05.13</p>	<p>5) Pending Open Spaces Review</p>
<p>4</p>	<p>Summer Competitions OS 05.03.13</p>	<p>Resolved that 1) The scarecrow competition is organised to coincide with the Ilminster Experience event 2) That the only floral competitions will be those for Greenfyde and Swanmead Schools</p>	<p>26.03.13</p>	<p>1) Posters and application forms for scarecrow competition done 2) Poster for scarecrow competition on notice board and website 3) Judges for the scarecrow competition picked at OS Committee meeting on 23.04.13 4) Miniature Gardens and Skateboard Competitions – Entry forms done on 21.06.13 5) Miniature gardens competition complete. Prizes given out 6) Skateboard competition complete. Prizes given out. 7) Invoice raised to Gooch & Housego for contribution towards prizes. 8) Order raised for Scarecrow competition prizes on 30.07.13 9) Prizes given out at Mayor's party in the park. 10) COMPLETE</p>
<p>5</p>	<p>Ilminster Angling Association's request OS 23.04.13</p>	<p>Resolved that the Council allow the Ilminster Angling Association to introduce 200 F1 Carp to the canal subject to the following conditions: i) that the Angling Association provide, install and maintain, at their cost, a grill structure to a design to be approved by the Town Clerk who will take advice from the Environment Agency</p>	<p>07.05.13</p>	<p>1) In process of speaking to the Environment Agency</p>

Open Spaces Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
6	<p>Topographical Survey OS 21.05.13</p>	<p>ii) that the weed maintenance is carried out regularly to prevent the fish from dying and to prevent the outlet pipe from becoming blocked.</p> <p>Resolved that the Town Clerk has delegated authority, after consultations with the Chair of Open Spaces and the appropriate Officers at SSDC, to accept the best value quotation for the topographical survey, subject to references being obtained.</p>	18.06.13	<p>1) Three quotations obtained 2) Request for references for the contractor chosen to carry out the work. 3) Reference received back 20.06.13 4) Order raised on 27.06.13 for area A 5) Due to start work w/b 08.07.13 6) On site 04.07.13 7) Back on site on w/c 5th August 2013 to complete survey 8) Survey Complete 9) Received hard copy 29/08/13 10) Cheque raised and sent on 11/09/13 11) COMPLETE</p>
7	<p>Removal of metal balance beam OS 21.05.13</p>	<p>Resolved that</p> <p>i) the metal balance beam at the Children's play area is removed due to health and safety reasons. ii) the Open Spaces Wardens replace the metal balance beam with a wooden balance beam to be designed and constructed by the Wardens.</p>	18.06.13	<p>1) The Senior Warden is looking at different options to replace the metal beam</p>
8	<p>Flower Trough at Sea Road OS 23.07.13</p>	<p>RESOLVED TO RECOMMEND that The Town Council moves the flower trough at Sea Road onto the land owned by Gooch and Housego, subject to their written permission</p>	30.07.13	<p>1) There has been a misunderstanding over ownership of the land, therefore we are finding out who owns the land and asking them for written permission to move the trough (as at 02.08.13)</p>

Open Spaces Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
9	<p>Flooding Alleviation Grant TC 30.07.13</p>	<p>RESOLVED that:</p> <ul style="list-style-type: none"> i) the Town Council contributes 20% of the costs of the works to a maximum amount of £5,000. ii) that the expenditure is taken from the Reserves. iii) that the Council uses its powers under S137 of the Local Government Act 1972 to make the agreed expenditure. 	30.07.13	1)
10	<p>Open Spaces Review TC 30.07.13</p>	<p>RESOLVED that:</p> <ul style="list-style-type: none"> i) that the Terms of Reference for the Open Spaces Review Group be amended as shown on Appendix A ii) that the Town Council obtains professional advice to assist with the design of a master plan for the Wharf Lane Recreation Area and Britten's Field and iii) the Council approves the brief for a landscape designer to provide assistance in creating a master plan for the Wharf Lane Recreation area and Britten's Field with the exception of the project. iv) the Town Clerk is given delegated authority, following consultation with the chairs of the Open Spaces Committee, and the Finance and Policy Committee, to approve the project background and photos section of the project brief for a designer. v) that an application is made to South Somerset District Council to fund the cost of the professional advice from \$106 monies, which 	30.07.13	1)

Open Spaces Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
		has provisionally been allocated for use in Ilminster.		
11	Market Town Investment TC 30.07.13	<p>RESOLVED that:</p> <p>i) that the Council makes a contribution to the Portas Project Proposal (based on the themes of Town Image and Community Facelift) and recognises that such contributions can be work in kind.</p> <p>ii) that the Town Council develops a sponsorship policy.</p> <p>iii) that the Town Council actively seeks sponsorship from businesses in the town.</p> <p>iv) that the Town Council recognises the proposal will require on-going resources to be provided e.g. labour and finance.</p>	30.07.13 1)	
12.	Christmas Decoration of the Market House 10.09.13	<p>RESOLVED that: Christmas Lights Committee are given permission to add led lighting to the Market House subject to adequate Insurance and that a full risk assessment is carried out prior to works.</p>	30.07.13 1)	
13.	Appointment of Landscape Architect/ Designer 10.09.13	<p>RESOLVED that:</p> <p>a) The Town Council accept the approved recommendations received at the Open Spaces Review Group.</p> <p>b) Appoint Red Bay Design as the Town Council's Landscape Architect/Designer to assist the Open Spaces Review Group with</p>	10.09.13 1) Red Bay Design informed	

Open Spaces Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
		the development of a Master Plan for the Recreation Ground and Britten's Field.		
14	O.S Recs – Provision for seats and bins 10.09.13	RESOLVED that: a) 4 dog bins are purchased at a cost of £420 b) 6 bins are purchased at a cost of £2317.02 c) 6 benches and one set of slats at a cost of £2000	10.09.13	1) All items ordered on 17.09.13
15	O.S Recs – Herne Hill Advisory Group 10.09.13	RESOLVED that the wood chippings on the bottom path at Herne Hill are removed by a digger at a cost not exceeding £450 and that the expenditure for this work will be allocated to budget heading 561/8.	10.09.13	1) Order raised on 17.09.13
16.	O.S Recs – Parking Restrictions in West Street 10.09.13	RESOLVED that the Town Council supports the recommendation to lift the parking restriction from the 6 bays in West Street.	10.09.13	1)
17.	O.S Recs Water Supply at the Cemetery 10.09.13	RESOLVED that the Town Council accepts the quotation to install a water supply at the cemetery, using route one, at a cost of £350 and the expenditure for this work will be set against Renewals and Provisions for cemetery paths.	10.09.13	1) Order raised on 17.09.13

Cemetery and Market House Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
1	Rebuilding of Cemetery Wall OS 21.05.13	RESOLVED that the Town Council no longer asks for a contribution from the neighbours of the cemetery, towards the costs of removing the cemetery wall.	18.05.13	
2.	North West Wall Quotations 10.09.13	RESOLVED that: a) The Town Council choose Quotation Option B and erect Railings as a replacement boundary wall in the North West Corner of the Cemetery and the Contract be awarded to the company Paul Hadderton Groundwork. b) The Town Council presents a sample of the 4 orders, to the cemetery neighbours for approval and to make sure they are happy with the proposed option.	10.09.13	1) Paul Hadderton informed 2) Waiting for samples of fencing
No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
1	Markey House Surveys OS 11.12.12	Resolved that 1. The Town Clerk attempts to obtain three quotations for both the architectural survey of the market house and the asbestos survey. 2. Subject to satisfactory quotations being obtained the Town Clerk has delegated authority to engage a qualified surveyor to carry out an architectural survey on the market house at a cost not exceeding £680 +vat and asbestos survey on the Council's properties at a cost not exceeding £600+ vat	05.02.13	1) Asbestos survey carried out on 21.02.13 2) Still waiting for quotes for Architectural survey to be carried out.(as at 06.08.13)
2	Market House Selling Food F&P 04.06.13	Resolved that Axminster Tools have permission to sell and cook sausages in the Market House as part of a staff team building exercise subject to them having the appropriate food hygiene requirements in place	18.06.13	1) Unsure if Axminster Tools will be needing the Market House for this exercise now.

Financial Comparison
as at 31.08.13

OPEN SPACES INCOME							
Head-ing No	Heading	Budgeted Income 2013/2014	Actual Income received as at 31.08.13	Potential Income	Total Income Actual Income + Potential Income)	Variance between Budgeted Income and Total Income	Comments
	Open Spaces Income						
412	Grants	£1,660.00	£0.00		£0.00	£1,660.00	
421	Donations	£0.00	£678.00		£678.00	£678.00	Benches - offset against exp
430	Rents	£5,520.00	£4,487.03	£1,093.13	£5,580.16	£60.16	Football Club (Town)
431	Claims	£0.00	£0.00		£0.00	£0.00	
432	Miscellaneous	£0.00	£54.00		£54.00	£54.00	Plaques for trees/benches-offset against exp
		£7,180.00	£5,219.03	£1,093.13	£6,312.16		
	Cemetery Income						
626	Burial Fees	£5,900.00	£3,218.00		£3,218.00	£2,682.00	
630	Lodge Rents	£6,000.00	£2,500.00	£3,500.00	£6,000.00	£0.00	7mths still to come in-Tenants have mth's notice to terminate
	Total	£11,900.00	£5,718.00	£3,500.00	£9,218.00		
	Market House Income						
732	Miscellaneous	£160.00	£0.00		£0.00	£160.00	SDDC use of MH services
	Total	£160.00	£0.00	£0.00			
	Ilminster Sports Initiative - Income						
2000	ISI	£0.00	£0.00		£0.00	£0.00	
2100	Sports Building Project	£0.00	£0.00		£0.00	£0.00	
2101	Interest - Bonus Saver	£0.00	£4.64	£9.50	£14.14	£14.14	
	Total	£0.00	£4.64	£9.50	£14.14		

Financial Comparison
as at 31.08.13

OPEN SPACES EXPENDITURE							
Head-ing No	Heading	Budgeted Expenditure 2013/2014	Actual Expenditure as at 31.08.13	Expenditure Approved/Committed	Total Expenditure (Actual Exp.+ Approved/Committed)	Variance between Budgeted Exp. and Total Exp.	Comments
	Open Spaces Expenditure						
550	Employees	£52,605.00	£20,400.98	£28,881.00	£49,281.98	£3,323.02	
551	Training	£1,000.00	£66.25	£560.00	£626.25	£373.75	*SSDC - A Jones
552	Health & Safety	£640.00	£281.69	£150.00	£431.69	£208.31	£50 each personal allowance
554	Insurance	£3,700.00	£3,143.58		£3,143.58	£556.42	
555	Vehicle Insurance	£395.00	£475.00		£475.00	£80.00	
556	Play Equipment Inspection	£395.00	£0.00	£375.00	£375.00	£20.00	*Annual inspection carried out
558	Services/Rents	£4,600.00	£2,433.66	£3,156.00	£5,589.66	£989.66	*Water bill higher than expected - Clubs charged next year for their usage
559	Fuel	£2,100.00	£361.96	£882.13	£1,244.09	£855.91	*Maybe a delivery in Spring
560	Purchases	£6,950.00	£1,754.71		£1,754.71	£5,195.29	
561	Maintenance	£4,775.00	£1,076.13	£450.00	£1,526.13	£3,248.87	*see approved expenditure sheet Vehicle & Machine servicing Feb 13
563	Toilets	£3,730.00	£1,437.38	£2,325.44	£3,762.82	£32.82	
574	Miscellaneous	£0.00	£36.83		£36.83	£36.83	
580	Reserves	£32,194.00	£0.00		£0.00	£32,194.00	
585	Contingency/Unallocated	£15,000.00	£0.00	£15,000.00	£15,000.00	£0.00	see approved expenditure sheet £10,000 to general fund
590	Skatepark	£0.00	£0.00		£0.00	£0.00	
595	Projects	£0.00	£3,943.00	£18,914.02	£22,857.02	£22,857.02	see approved expenditure sheet
	Total	£128,084.00	£35,411.17	£70,693.59	£106,104.76		
	Cemetery Expenditure						
754	Insurance	£1,440.00	£839.51		£839.51	£600.49	
758	Services/Rents	£570.00	£341.99	£0.00	£341.99	£228.01	

Approved Expenditure 2013/14

No.	Budget Heading	Approved Expenditure	Approved Amount	Amount Used as at 31.08.13	Approved Amount left to spend	COMMENTS
		FINANCE & POLICY				
1	351	CILCA Fees	£197.00	£0.00	£197.00	From F&P training
2	362	Website	£2,000.00	£1,000.00	£1,000.00	£1,000 spent 12/13 and £1,000 accrual from 12/13
3	381	Photocopier	£3,000.00	£2,923.90	£0.00	Reserves-office equipment-printer (line 4)
4	389	Mayor's Party in the Park	£1,500.00	£174.00	£1,326.00	From community engagement
5	385	Revenue Subsidy Grant - Tourism	£800.00	£0.00	£800.00	F & P Contingency
6	395	Mayor's Chain	£350.00	£0.00	£350.00	NO allocation yet
		TOTAL F & P:	£7,847.00	£4,097.90	£3,673.00	
		OPEN SPACES				
7	561/8	Digger at Herne Hill	£450.00	£0.00	£450.00	From Maintenance Herne Hill
8	585	Flood Alleviation Grant	£5,000.00	£0.00	£5,000.00	From os contingency
9	590	Skatepark	£6,420.70	£0.00	£6,420.70	accrual from 2012/13
10	595	Brittens Field - entrance	£1,100.00	£1,100.00	£0.00	R & P-Britten's Field - drainage(line 103)
11	595	Dismantling Football Stands	£2,068.00	£2,068.00	£0.00	Will be taken from F&P Contingency
12	595	Safety Surfacing	£2,000.00	£775.00	£1,225.00	*Safety surfacing around seesaw area £775 from R & P seesaw (line 76)
13	595	Drainage	£4,300.00	£0.00	£4,300.00	*£1225 various safety matting from temporary allocation of costs-R & P -Skatepark (line 82)
14	595	Winterhay Lane Fence	£650.00	£0.00	£650.00	R & P -Rec.Ground-Drains/utilities (line 90)
15	595	Stiga	£5,242.00	£0.00	£5,242.00	R & P - Stiga Mower £5092 (line 27), Seat/benches £150 (line 46)

Approved Expenditure 2013/14

16	595	6 bins		£2,317.02	£0.00	£2,317.02	R & P-Litter Bins (line 51)
17	595	4 x Dog Bins		£420.00	£0.00	£420.00	R&P- Dog Bins (line 56)
18	595	6 x seats		£2,000.00	£0.00	£2,000.00	R&P- Seats (line 46)
		TOTAL OS:		£31,967.72	£3,943.00	£28,024.72	
		Open Spaces Review Group					
19	595	Topographical Survey		£2,760.00		£2,760.00	No Allocation Yet
20	595	Landscape designer Costs		£0.00			*section 106 money
		TOTAL OS Review Group:		£2,760.00	£0.00	£2,760.00	
		TOTAL OF OS & OS Review Group		£34,727.72	£3,943.00	£30,784.72	
		CEMETERY					
21	795	Removal of cemetery wall		£2,661.45	£2,661.45	£0.00	R & P-Cemetery Wall (line 127)
22	795	Water Supply at Cemetery		£350.00		£350.00	
23	795	Replacing cemetery wall with fencing		£8,184.68			No Allocation yet
		TOTAL CEMETERY:		£11,196.13	£2,661.45	£350.00	
		MARKET HOUSE					
24	995	Market Hse Architectural Survey		£680.00		£680.00	R & P-MH-stonework (line 137)
		TOTAL MH:		£680.00	£0.00	£680.00	Note Order has been raised for £300 to carry out the survey 16.08.13

Warden's Report for OS Meeting on 24.09.13

Since the last report for the meeting on 13.08.13

The Open Spaces Wardens have:

- Cleared the pathways and opened the view at Herne Hill
- Removed, cut and cleared brambles from the 'bluebell walk' on 'the Hill', with the flail mower and by hand.
- Pruned and tidied a number of trees and shrubs at the cemetery.
- Carried on leveling and lowering mounded graves, along with grass cutting and weeding. The Wardens have received both written and oral positive feedback as a result of this work.
- Continued to maintain the flower bed at the Minster and getting ready to change over the flowers
- Cut the hedge along the IEF land and strimmed underneath it
- Made a new level bin base for the new bin near the bus stop.
- Continued the refurbishment of old benches.
- Finished the bench for Winterhay Lane, which will be repositioned once the consultation is complete.
- Carried out some light pruning and weed clearing of the canal with the help of the Angling Club and the splendid volunteer, Councillor Swann.
- Carried out work to the wooden fencing around the play areas which was damaged by vandals, along with repairing the toilet guttering which has also been damaged.

The Assistant Open Spaces Warden has also reported the following:

- The skate ramp was very well used this summer by all age groups and the project was "Mag" (magic) as told to the Wardens by Josh and Sk8ter.
- The summer flower bed at the Minster, designed by the Open Spaces Apprentice, was so well received that the Church Wardens are to make a smaller flower bed of their own
- The Football Club have finished erecting their new fence
- The Junior Football Club has made two smaller pitches, one with shiny new posts. These changes have given both the Cricket Club and the Wardens more room around their respective workshops, which is useful.
- Some hedging work will take place in the Winterhay Lane recreation ground, along with the removal of tree stumps and two concrete bases.
- The Wardens are cutting Britten's Field a little higher for the football.
- Badgers have turned over the leaf heap and by next year the Wardens will have some good leaf mould to use.
- The Wardens aim to improve the Britten's Trust entrance which is wearing down to exposed bricks.
- The Wardens aim to paint the swings and install a new litter bin and bench at West Crescent