

**Minutes of the Town Committee meeting held at Bruton Community Hall
Tuesday 23rd July 2024, 7.30pm**

Councillors present: G Baker, Buckland, Coulter, Crawford, Fradley and Taylor.

In the Chair: Cllr Buckland

Officers in attendance: Town Clerk, Assistant Clerk and Work Experience Student

Members of the Public: 3, including Cllr Jones

Public session started:7:33pm, after the meeting had opened to elect a chair and vice chair.

A short statement was read from the Chamber of Commerce chair. This will be discussed at a later meeting.

Congratulations were extended to the chamber representatives regarding the recent map, and a suggestion to include additional businesses missed in future versions.

Public session ended:7:39pm

Meeting started: 7:31pm

MINUTES

T24/19: to elect a chair for Town Committee.

Cllr Buckland was proposed to remain as Chair.

It was RESOLVED [6-0-0][for-against-abstain] to elect Cllr Buckland as chair of Town Committee for the following year.

T24/20: to elect a vice chair for Town Committee.

Cllr Coulter was proposed.

It was RESOLVED [6-0-0] to elect Cllr Coulter as vice chair of Town Committee for the following year.

T24/21: Apologies for absence (LGA 1972 s85 (1)).

To receive and approve any apologies of absence.

Apologies for absence were received from Cllr Anderton and Robinson.

It was RESOLVED [6-0-0] to receive and approve the apologies and the reasons submitted.

T24/22: Declarations of interest.

Declarations of Interests 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 written requests from members for dispensations that accord with the Localism Act 2011 s33 (b-e) (This does not preclude any later declaration).

None.

This meeting was suspended at 7:33pm to permit the public session to take place, and the meeting resumed at 7.39pm.

T24/23: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).

To agree [the minutes of the last meeting](#) on 21st May 2024 as a true and accurate record.

It was RESOLVED [6-0-0] to accept, approve and sign the minutes of the meeting held on 21st May 2024 as a true and accurate record of that meeting.

Cllr Buckland signed the minutes.

T24/24: To receive a short written report from the clerk and an update regarding actions from the previous meeting.

This report was circulated and is available on the Bruton Town Council website for future reference. Eastfields play area was mentioned for prompt consideration.

T24/25: Footpaths working group.

To receive an update from the last meeting and to consider and agree any recommendations as required.

Notes were circulated and there were no recommendations for consideration.

T24/26: Abbey Ponds working group.

To receive an update from the recent working group meeting and to agree any recommendations as required.

Cllr Jones reported back from a recent meeting, there are agenda items for consideration.

T24/27: Abbey Ponds.

- a. Footpath Signage to Hauser & Wirth via Abbey Ponds.
Further to a meeting recently with Hauser and Wirth, suggestions are required for the signage to better highlight the pedestrian footway from Dropping Lane up through Abbey Ponds and the allotment field.

Cllr Jones and the Town Clerk met with representatives of Hauser and Wirth, to discuss the Hoggin footpath extension, update to be provided at a later date.

Members of the public continue to use the road rather than the footpath and there needs to be improved clear signage directing towards the footpath, but also a deterrent from continuing up along the road. The information board needs to be updated also with a new map and with the BTC information included.

- b. Request for Dog Waste Bin and signage at Abbey Ponds.
To discuss a request for a dog waste bin, and signage, to be installed at Abbey Ponds.

This was discussed at length, and the suggestion was that there should be a bin installed at Hauser and Wirth, with a plan of who would be responsible for emptying and managing.

The clerk overviewed that BTC would need to source emptying the bin if BTC installed it, and the location would have to be considered.

It was proposed to ask if BTC supplied the dog waste bin, would Hauser & Wirth deal with emptying it?

It was RESOLVED [6-0-0] to approach Hauser & Wirth with the suggestion of BTC supplying a dog waste bin with their agreement to manage the emptying.

- c. To discuss the additional maintenance (report from November 2023) and to consider ongoing maintenance as an addition to the existing grounds maintenance contracted works.

After some discussion, it was considered to clear the walls and to establish if any remedial works to the walls are necessary.

It was proposed that the main wall area is kept clear, and also the area down by the sluice for future inspection by the contractor.

It was RESOLVED [5-0-1] to go ahead with the major clearance and to incorporate the regular maintenance with the grounds maintenance contract when reviewed next year.

T24/28: Allotments

To receive a report by Assistant Town Clerk for Cuckoo Hill Allotment site following review with Grounds Maintenance contractor, and to agree any recommendations as required.

The report was circulated before the meeting and noted.

- a. To receive report from Cllr Crawford for both allotment sites
An Allotment holder bbq took place, which was quite successful. Inspection took place. Constant turnover of raised beds, now all are let out. Currently there is no waiting list for either allotment site.
- b. To discuss the recent allotment inspections and action to be taken.
The Town Clerk gave a verbal report.
- c. To discuss and decide the best way to manage unoccupied allotment plots and raised beds.
This was discussed, and the consideration of using plastic sheeting to suppress the weeds after the area was strimmed and cut back.
Councillors discussed taking on the strimming themselves.
The general consideration was to generate a waiting list, and then discuss this at a later meeting.

T24/29: Cuckoo Hill Cemetery

- a. To review the current cemetery regulations. The [current cemetery regulations](#) are available on the town council website, and have been circulated to councillors for consideration.

It was RESOLVED [6-0-0] to agree the recommended changes.

- b. To review report produced recently by Assistant Clerk following site visit with the grounds maintenance contractor and to discuss recommendations.
The Assistant Clerk's report was circulated.

It was RESOLVED [6-0-0] to obtain a sign proof to bring back to the September meeting to consider installing the sign in due course.

T24/30: Jubilee Park

- a. To discuss damage to one wall area and decide upon next actions.
The general state of the walls was discussed. A short report had been circulated previously, highlighting three crucial areas for immediate repair. It was agreed that these three areas need to be addressed as soon as possible to avoid further disrepair. The perimeter wall to Jubilee Park will need to be assessed to guide us with any future necessary maintenance/repair requirements.

It was proposed and RESOLVED [6-0-0] to obtain a quote for the repairs to the three areas as highlighted on the report.

- b. To consider formal condition survey of the perimeter walls to Jubilee Park area.

It was RESOLVED [6-0-0] to recommend to full council to consider a full condition survey of the perimeter wall of the Jubilee Park, and obtain quotes to consider at a future full council meeting.

- c. To discuss a quote to repaint the two memorial benches in Jubilee Park.

It was RESOLVED [6-0-0] to commission the works to go ahead as per the quote received (£525) to be met from the maintenance budget.

T24/31: Library Junction Area Enhancement

To discuss next actions after response to recent sponsorship request. A positive response has been received. Cllrs Fradley and Taylor will meet with the local business that has responded, and then meet with the councillor group nominated to discuss further.

T24/32: Tree Work Required

- a. To review summary of Tree quotes for Packhorse Bridge and decide next action. Any works agreed for this location will be undertaken as part of the 24/25 budget.
The quotes were discussed, and Contractor A was agreed to be the preferred quote. It is recognised that there may be fluctuation in the pricing. The quote received will be used as a guide, and there will be engagement with the contractor regarding any potential increase, nearer to the time.

It was RESOLVED to agree in principle with engaging contractor A at a price of £680 in the 25/26 budget.

T24/33: Maintenance of Town Council assets

- a. To discuss maintenance spreadsheet currently being compiled, of all Bruton Town Council areas of responsibility, and decide upon next steps.
Cllr Buckland shared and talked through the spreadsheet he has been working on, which all agreed is a very detailed and cohesive approach to improve management of the areas of BTC responsibility. The next step is to consider engaging a contractor to manage the cleaning items – for example sign cleaning, benches etc – at an arbitrary level of hours per month, to address graffiti. To investigate further and obtain three quotes to be brought to next meeting.

- b. To receive a short update about an asset management app (in connection with Scribe software) currently being trialled.
The Town Clerk gave a demonstration of this new software officers have been using, which is free for 12 months. The software is excellent, but the future cost unknown. Should the town council not continue use the software after the free period, a spreadsheet of all data collated will be produced for the town council to continue to use.

- c. Bruton’ road signs. To discuss next steps to upgrading the signs at various locations on main roads into Bruton.
This item was deferred to the next meeting.

T24/34: Memorial Plaque for Carol Kahil.

To finalise the wording and location.

It was RESOLVED [6-0-0] to a metal plate design with the wording agreed as circulated, to be mounted on the railings at the back of the raised beds.

T24/35: Notice Boards.

To review quotes for two replacement Notice Boards – one to be attached to the side of the Pavilion, and the other to be at Eastfields site with posts already in position.

It was RESOLVED [6-0-0] to order two of the wonderwall noticeboards directly from the manufacturer, and arrange installation.

T24/36: Speed Indicator Device (SID) and Speeding concerns.

- a. A request has been received to consider a new SID location on Silver Street/Plox.
The clerk is to speak with the traffic engineer to obtain further details as to where precisely the SID could be located, and bring that information back to this committee for further consideration

- b. To consider the current schedule for SID placement within the parish. To increase the frequency of positioning the SID at the Shute Lane location. In view of the increased reports of speeding at Shute Lane it was agreed to increase the frequency of the SID placement there to once every 12 weeks.
- c. The Planning and Consultation Response Committee resolved that 'the matter of speeding and road safety on Shute Lane be referred to Town Committee'. To discuss and determine any next steps.
This agenda item is no longer required, and therefore not discussed.

T24/37: Town Committee Budget.

The spend to budget for Town Committee, from 1st April to 30th June 2024 was presented for overview.

Noted

T24/38: Date of next meeting 17th September 2024.

Agenda items to the clerk by 3rd September 2024.

Meeting ended at 9:30pm

END OF MINUTES