

**MINUTES OF THE CASTLE CARY TOWN COUNCIL MEETING
HELD ON MONDAY 17th MARCH 2014 IN THE SHAMBLES,
MARKET HOUSE, CASTLE CARY**

Present:

Town Councillors: Mr T Philpott (Chairman) Mrs S Snook, Mrs P Steiner, Mr B Gilbey, Ms P Peppin, Mrs E Stokes, Mr N Weeks. Miss L Tilling, Mr C Simcox
County Councillor: Mr M Lewis
Officers in attendance: Susan Hake (Town Clerk),
No members of the public were present at the meeting
Western Gazette representative Stephen Davy-Osborne

<u>MINUTES</u>	
232	Apologies for absence- Mr G Hayes, Ms A Piggott, Mr H Hobhouse
233	To approve the minutes of the Town Council Meeting held on 17th February 2014 Clerk requested to redistribute to all councillors
234	Declarations of personal or pecuniary interest (<i>these must be declared BEFORE the agenda items concerned are discussed. Persons with a declared pecuniary interest must leave the meeting room when these are discussed</i>). None
235	Public Session (<i>if any member of the public wishes to speak</i>) Two members of the public were present at the start of the meeting with a third arriving to observe during the meeting.
235.1	Mr Haskins thanked councillors for the good work on providing the additional new venue in the Market House. He wished to raise concern about the proposal to relocate the bus stop from Fore Street to Milbrook Car Park, as the road entering it is used by the fire and medical services, therefore urging the Town Council to retain the bus stop at the current location in Fore Street. He also requested the Town Council to support Ansford Parish Council with a view to re-instating the lighting that has been removed by Network rail on the footpath from the train station, Mr Weeks explained the bus re-location proposal had originally been suggested by the bus companies and that the new area had been built specifically to be DDA compliant.
235.2	Mr Smilie wished to raise concerns about the newly proposed development being made behind Torbay Road before the planning application is considered and was concerned not all people were aware about the development. Some of his concerns were based on the proximity to the footpath and his boundary, the quality of the housing, impact form additional congestion, access to the town and shops, potential drop in houses prices and possible anti-social behaviour. He also noted possible strains to existing employment should businesses relocate and bring in their own staff. Mr Philpott informed Mr Smilie the Town Council had met with the company prior to the public consultation and anticipates the Town Council will arrange for a larger venue to be hired to discuss the plans once they have been received.

	Reports
236	To receive any reports/items of information from Councillors (not listed separately on the agenda)
236.1	<p>- Mike Lewis, County Councillor</p> <p>Mr Lewis informed the Council he had been approached by an older member of the public who was concerned about moving the bus stop from the current location. It was hoped that double yellow lines will improve conditions stating he has requested double yellow lines from South Cary Lane to South Street. SCC have a project scheme for flood mitigation and are offering funds to communities affected by the floods.</p> <p>Mr Philpott enquired how communications could be improved going forward in reference to works being made. Mr Lewis informed the council there have been 23 road closures over the last 46 week period and suggested clarity when individuals are making their own enquiries and a protocol is in place to deal with contacting highways. Mr Lewis informed the Council that the Well Farm development has been deferred due to the key issue if no 106 monies being incorporated. He suggested the Council to copy him into Education linked queries and informed them Education and Highways have requested the education officers discusses future requirements with them.</p>
236.2	<p>- Nick Weeks, District Councillor</p> <p>Mr Weeks informed councillors he has requested Helen Rutter liaises with the head of schools and facilitates a meeting. Mr Lewis noted the head and governors will be key to any progression of any proposals being made. Mr Weeks informed Councillors concerns have been raised about the drop in footfall in the town centre. Mr Weeks reported back from the last district meeting amendments to the local plan are being put forward in June.</p>
237	Community Safety and Security No statistics had been received for distribution this month
238	Youth Matters and Schools Miss Tilling the Primary School Ofsted inspection result was good.
239	Market Towns Investment Group Mr Philpott reported an appointment had been made to progress the apps project and the next meeting will include a talk on town centre markets. He has offer Castle Cary as a venue for the next meeting being held.
240	Clerk's Report The Clerk informed Councillors communications had now been received in response to the proposal of relocating the bus stop. These will be discussed further at the end of the next planning meeting.
	Major Projects
241	CCTV Mrs Stokes confirmed she is in contact with SES and agreed this no longer needs to be monitored and can now be removed from future Town Council Agendas.

242	Milbrook Car Park Toilets Mr Simcox informed Councillors of continuing to pursue the progress of the Milbrook toilet handover, noting the dowry has not yet been received by the Council.
243	Pither Project Mrs Stokes notified Councillors she is currently working on progressing the dug out design and consultation.
244	Catherines Close Toilets The opening of the toilets is being organised by the toilet group and will take place on Saturday 5 th April at 11am
245.1	Market House Mr Weeks reported the snagging list is progressing and the tap for the undercroft being pursued. There are problems with progressing the netting due to the listed building status.
245.2	Market House Management Group Report Miss Tilling reported Judi Morison and Lyn Johnson are now part of the group.
245.3	Market House Project Group Miss Tilling has circulated the notes and continues to make minor decisions.
245.4	VSOS & Community Learning budget confirmation Miss Tilling reported the VSOS budget to be £18k for Capital and £21k for revenue and will also be overseeing the expenditure for the Community Learning Partnership.
245.5	Market House Launch Thanks were made to everyone involved with the launch.
Committee Reports and Recommendations	
246.1	Finance – to approve the list of March payments Proposed by Mrs Steiner, Seconded by Miss Tilling – agreed
246.2	It was noted Paul Parsons has agreed a contribution of £200 towards the signage discussed with Ms Peppin.
246.3	Minutes of finance meeting to be distributed by the Clerk
247	Human Resources Committee -Caretaker/Handyperson position & Job specification confirmation -Additional cleaning role confirmation
247.1	-Approval of advertisement leading to interviews. Mr Weeks suggested amending wording for discussions with contractors. Proposal to appoint Caretaker/handyperson & a cleaner by Ms Peppin, seconded by Mr Weeks – agreed it was noted Mrs Stokes declared an interest and therefore is backing out of the recruitment process.
247.2	-Clerks-Out of Office Wednesday 19th March – re Data Protection session SSDC Mr Philpott requested expression of interest on becoming chairs of committees.
247.3	Mr Weeks noted the website is not currently up to date. Mrs Snook is happy to take over updating once Catherines Close toilet project has finished if agreed by councillors – All Agreed

248	Planning Committee- Not discussed
249	Properties Committee Mr Gilbey informed Councillors he had spoken to Alison Target about the cemetery. .
250 250.1 250.2	Infrastructure Committee The Setts have now been completed by the horsepond with the Pitchings being looked at. The street lighting on the corner of the Place was considered to be too bright
251 251.1 251.2 252.3 252.4 252.5 252.6	Promotion and Communications Committee -Town Gateway Signs Ms Peppin notified Councillors she had been advised the suggested design and wording would not be permitted and will need to be investigated further. -Forces March 2014 Miss Tilling informed Councillors the Forces March (Fund raising event for Veterans Charity) will be taking place on the 24 May and Councillors have been invited to lead the March leaving Cary at 14.00 hours to arrive at Bruton at 15.30. Miss Tilling offered to telephone to discuss further and offer support, ascertaining how best this can be done. -Safe Places Scheme Mrs Snook offered to contact PCSO Hayley Barber to progress and enquire about suitability due to restricted time of opening. -Annual Town Meeting Date Miss Tilling has made a provisional booking at Caryford Hall for Tuesday 20 th May with the suggestion of looking at bringing forward the deadline of the Newsletter by one week and will discuss with the Deputy Clerk. Mr Weeks suggested the use of the Constitutional Club as a more accessible location to Cary residents which was agreed to be considered for the next meeting as Caryford was now provisionally booked. -World War 1 Project Mrs Stokes informed Councillors Ann Brittain has agreed to chair the meetings going forward with participants from the living history group, use less share more, the churches and the poppy appeal. Mr Hayes is currently looking into funding availability with Miss Tilling and Mr Hayes looking at the form relating to applying for grant funding for the next meeting being held in the museum at 2.30pm on Thursday 10 th April. 252.6 Tourist information leaflet was produced in time for the opening with thanks to Bridget and Fiona on progressing and distributing the leaflets. The meeting was closed to the public at this point.
253	Confidential Item-Closed to the public- Recreational Land Miss Tilling declared an interest prior to the discussion and left the room.

Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of its functions, that "No member of the public, job applicant, elected member or employee shall receive less favourable treatment on the grounds of gender, race, sexual orientation, marital status or disability".

The April Meeting 2014 meeting of the Town Council will be held on Monday 28th April 2014 in the Market House at 7:00pm

Approved as a correct recordT J Philpott 28 April 2014

March14 Payment List								
A/C	Date	Ref	Ex.Ref	Details	Net	VAT	Total	
SSDC	03/03/2014	Catherines Close SSDC B/contrl	103388	Catherines Close toilet building control plan approval	195.83	39.17	235.00	
THECONDU	03/03/2014	inv 4550	103389	The Conduit mag ad March+Apr,MayJun14	196.80	0.00	196.80	
CHARACTE	03/03/2014	inv 11124	103390	What's On Somerset Advertising Spring Ed issue 27	280.00	56.00	336.00	
AJMULLET	03/03/2014	inv 55	103391	Market House redecoration Feb14 - rch	120.00	0.00	120.00	
LARRYMAR	01/03/2014	Newsletter Deliv	103392	Newsletter Deivery Feb 2014	160.00	0.00	160.00	
KINGSSCH	03/03/2014	Kings School donationOpen day	103393	Kings School Bruton - Donation-MH opening music	50.00	0.00	50.00	
SCC	10/03/2014	Market- Road Closure	103394	Market Road Closure Request-Bailey Hill	200.00	0.00	200.00	
DAVEMARS	01/03/2014	inv291	103395	Key lock,paint, bin liners keys etc	60.95	12.19	73.14	
HEATHERS	01/03/2014	inv 6450	103396	Flowers for open day	100.00	0.00	100.00	
RITAHOLL	01/03/2014	inv40	103397	Bus Shelter Window Cleaning 26/11, 7/1, 25/2	24.00	0.00	24.00	
JULIANSH	01/03/2014	inv2274	103398	Grounds Maintenance Feb 2014	793.00	158.60	951.60	
JULIANSH	01/03/2014	inv2282	103399	J Shave Flower for troughs - open day event	421.60	84.32	505.92	
MENDIPTI	01/03/2014	inv4796	103400	Mendip Times 1/4 page ad March 2014	155.00	31.00	186.00	
ARCHANTO	01/03/2014	inv 54536271	103401	Somerset Life Ad Mar issue	256.00	51.20	307.20	
LOCALWOR	01/03/2014	inv 59023933	103402	Blackmore Vale Mag ad Feb 14	178.15	35.63	213.78	
LOCALWOR	01/03/2014	inv 59041647	103403	County Magazine for Yeovil Feb	200.02	40.00	240.02	
LOCALWOR	01/03/2014	inv 59102385	103404	Blackmore Vale Mag as Mar 14	231.43	46.29	277.72	
SECURITY	01/03/2014	inv 88849	103405	SES CCTV cable work MH	222.00	44.40	266.40	
SECURITY	01/03/2014	inv 89222	103406	SES CCTV Annual Maint Jan-Dec14	215.00	43.00	258.00	
A.PIGGOT	01/03/2014	reimb A Piggott SSDC TEN notic	103407	reimb A Piggott re SSDC Ten	21.47	0.00	21.47	
MARILYNS	14/03/2014	Minor Works Feb 14	103408	Minor Works Feb 14	118.56	0.00	118.56	
FWBPRINT	01/03/2014	inv 32679	103409	Tourism leaflet 12000	1770.00	0.00	1770.00	
DAVIDBRA	13/03/2014	inv 4001	103410	Crown Reduction Sycamore in Childrens Play Area	280.00	56.00	336.00	
MRPETERP	04/03/2014	inv Mar	103411	Grave Digging and Back filling 1842, 1830, 1597	840.00	0.00	840.00	
MARTINSO	01/03/2014	Market House Launch	103412	M-House Launch-refreshments	303.92	34.36	338.28	
SSDC	04/03/2014	04710054038	103413	Car Park Income compensation-				
IVC	01/03/2014	4883	103414	MH Av facilities	5199.69	1039.94	6239.63	
1STIMAGE	01/03/2014	4835	103415	Market House wooden sign	425.00	85.00	510.00	
GLENDACO	09/03/2014	photographs	103416	Photographs of MH Shambles Refurb	284.88	0.00	284.88	
MARTINSO	23/12/2013	CCBC wine-choc	103417	wine and choc supplied CCBC	20.00	0.00	20.00	
Payroll Costs	17/03/2014	Payroll costs MAR14	103418/21	Payroll costs MAR14	2107.06	0.00	2107.06	
SSDC	12/03/2014	SSDC	103422	Car Park Income compensation less credit amount	3124.00	624.80	3748.80	
SOMERSET	01/03/2014	CCS Somerset Flood donation	103423	Somerset Flood donation -Somerset Community Foundation	100.00	0.00	100.00	
LOCALWOR	01/03/2014	inv 59061815	103424	Business Directory Dorset GFWV Feb14	15.00	3.00	18.00	
APIGGOT	07/03/2014	inv SI 123608	103425	reimburse A Piggott - Trader Supplies G/W Tarpaulin	76.53	15.30	91.83	
CAMELOT	12/3/2014	inv CTL103004	103426	repair PC, recover data setup, configure install new HD	340.00	68.00	408.00	
CAMELOT	27/03/2014	inv CTL 103010	103427	Laptop, Rescue and restore Booking software and admin data	180.00	36.00	216.00	
A PIGGOTT	31/03/2014	reimb A Piggott Lizzy the fire Lizard	103428	reimb A Piggott re Stilt walking at CC Market	50.00	0.00	50.00	
SCC	31/03/2014	SCC Traffic Reg Order -Market	103429	SCC Traffic Regulation Order - Road Closure for Tuesday Market	423.00	0.00	423.00	
1STIMAGE	31/03/2014	4839 VSOS Market Signs	103430	VSOS Market - 6 Correx Signs @£30 each	180.00	36.00	216.00	
JOY STREETIN	31/03/2014	VSOS Market Manager P1	103431	VSOS Market Manager Contract March14	220.00	0.00	220.00	
SARAHJANE STREE	31/03/2014	VSOS Market House R&D ext work	103432	VSOS Market House R&D ext work	320.00	0.00	320.00	
T BARKER	31/03/2014	Christmas Lights	103433	Christmas Lights Electric contribution	50.00	0.00	50.00	
S.ROBINSON	31/03/2014	inv9 CC Website	103434	S.Robinson -Domain registration and hosting	72.00	0.00	72.00	
LOCALWOR	31/03/2014	59139361	103435	Caretaker/Handyperson Ad	276.49	55.30	331.79	
SSDC	31/03/2014	0471005444x	103437	SSDC Insurance recharge 1/7/13-30/6/14	1112.21	0.00	1112.21	
					21969.59	2695.50	24665.09	
EDF	25/03/2014	DD EDF MH Mar14	DD EDF Mar14	EDF DD Mar 14 MH	91.00	0.00	91.00	
SCOTTISH	01/03/2014	DD Scottish Power Mar14	DD Scottish Power Mar14	Pavilion Scottish Power DD	32.81	4.19	37.00	
BARCLAYS	01/03/2014	DD Barclays	Dd Barclays ca Mar14	Barclays Bank Charges DD	6.66	0.00	6.66	
BARCLAYS	01/03/2014	DD Barclays	DD Barclays DP ac Mar14	Barclays Bank Charges DD	6.66	0.00	6.66	
Chess Ltd	24/03/2014	DD Chess Mar14	DD Chess Mar14	Chess DD phone charges Mar14	22.38	4.48	26.86	
					159.51	8.67	168.18	
				TOTAL Cheques and DD	22129.10	2704.17	24833.27	

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					21969.59	2695.50	24665.09
EDF	25/03/2014	DD EDF MH Mar14	DD EDF Mar14	EDF DD Mar 14 MH	91.00	0.00	91.00
SCOTTISH	01/03/2014	DD Scottish Power Mar14	DD Scottish Power Mar14	Pavilion Scottish Power DD	32.81	4.19	37.00
BARCLAYS	01/03/2014	DD Barclays	DD Barclays ca Mar14	Barclays Bank Charges DD	6.66	0.00	6.66
BARCLAYS	01/03/2014	DD Barclays	DD Barclays DP ac Mar14	Barclays Bank Charges DD	6.66	0.00	6.66
Chess Ltd	24/03/2014	DD Chess Mar14	DD Chess Mar14	Chess DD phone charges Mar14	22.38	4.48	26.86
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