

**MINUTES OF THE CASTLE CARY TOWN COUNCIL MEETING
HELD ON MONDAY 28th APRIL 2014 IN THE SHAMBLES,
MARKET HOUSE, CASTLE CARY**

Present:

Town Councillors: Mr T Philpott (Chairman) Mrs S Snook, Mrs P Steiner, Mr B Gilbey, Mrs E Stokes, Mr C Simcox, Ms A Piggott, Mr G Hayes

Officers in attendance: Susan Hake (Town Clerk),
5 members of the public were present at the meeting

<u>MINUTES</u>	
1	Apologies for absence- Ms Peppin, Miss Tilling, Mr Weeks, Mr Lewis, PCSO Hayley Barber
2	To approve the minutes of the Town Council Meetings held on 17th February Proposed by Mrs Steiner seconded Mr Simcox, - agreed and 17th March 2014 Proposed Mrs Stokes seconded Mr Simcox - agreed
3	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 The Chair adjourned the meeting at this point for members of the public to speak.
4	Public Session (<i>if any member of the public wishes to speak</i>) 5 members of the public to attend Joss Mullinger, Richard Brewer, Nancy Lynd , Kelvin Toop, Judi Morison
4.1	Mr Toop expressed his concerns to the Town Council about the new fitness equipment installed in the Childrens Play area and does not believe it should have been installed in this area. He went on to state that in the early 70's the Town Council at that time tried to sell the play area and money was raised by the community to maintain and obtain equipment. Mr Gilbey responded to say that a recent playground inspection of the area had been completed and that no issues were raised in the report. Ms Piggott explained that the fitness equipment was aimed at teenagers in the community and notified additional fencing was currently being considered. Mrs Stokes also informed him that consultation had been made with pupils from Ansford Academy and Castle Cary Primary school.
4.2	Mr Toop also raised concerns about the cleaning of the war memorial and did not believe it was being cleaned as moss was growing around it. In addition to this, he stated dead flowers are not being removed and are building up behind the shed at the Cemetery. Mr Philpott responded the memorial has been cleaned and that the flower removal would be looked into.
4.3	Mrs Morison spoke on behalf of the Childrens Centre and notified the Council about two consultations taking place at the Swainson Building on Tuesday 6 th May at 6-7.30pm and Friday 9 th May 9.30-11am. The consultations are to discuss the use of the Swainson building which is at risk and currently being used by the Childrens Centre that is run by SCC via the Balsam Centre. Ms Piggott suggested this is recorded on the Cary Crier.

<p>4.4</p> <p>4.5</p>	<p>Mr Mullinger enquired about a copy of an e-mail he had seen stating the design for a replacement Town sign does not meet regulations. Mr Phipott explained County Councillor Mr Lewis was not present at the meeting and this will be progressed on his return.</p> <p>Mr Brewer questioned the urgent need for Castle Cary Town Council to purchase the fairground field. Mr Philpott explained the Field was advertised to go to auction on 25th March 2014 and a Town Councillor made an enquiry to the land owner, about the possibility of the Town Council purchasing the land. The land owner agreed to withdraw the field from the auction with further enquiries being made.</p> <p>Mr Brewer noted an e-mail sent out about the responses received by the Town Council made him raise concerns that some members of the public were still not aware of the proposed purchase of the land. He also raised concerns about funding the purchase after analysing some of the options previously distributed that had also been supplied at the consultations. Looking the option to borrow the money over a 50 year period and the interest that could be charged he suggested considering requesting donations would be a cheaper option, stating he believed the purchase was a done deal.</p> <p>Mr Philpott explained responses to the consultation had been positive for the Town Council to purchase the land and explained that Solicitors are currently seeking additional information, noting the purchase had not been finalised and a draft report is planned to be discussed.</p> <p>Mr Philpott reconvened the meeting at this point.</p>	
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Fairground Field Report to follow (TP)</p> <p>Discussion of the distributed report to consider the options to borrow the money for the purchase of the land. The report would first need to be approved by SALC and DCLG before proceeding the request for the 70K from the public works loans board.</p> <p>Mr Philpott wished to make Councillors aware of a new development for the possibility of obtaining the full amount of funding from Viridor but proposed to still look at the loan options.</p> <p>He went on to explain the land was predominantly on the side of Ansford linked to Well Farm and owned by Mr Graham Clothier and family.</p> <p>The proposal is to keep the land as a recreational site with cycle, footpaths, skate park, muga, general recreation land and not to profit and sell on. The price quoted is £50-£70k and the Town Council have employed the services of a district valuer who has confirmed the value to be in the region of £50-£75k.</p> <p>The purchase is supported by Ian Clark with a suggested purchase price of £70k with a public consultation held at the Market House on the 12th and 19th April. There have also been leaflets, notices displayed in the Post Office, Market House, Shop Window, Town website, Castle Cary past and present, Castle Cary Town Crier, a press release in the Western Gazette for the 12th and 19th Public consultation and the Blackmore Vale week ending the 12th April.</p> <p>183 forms have been returned of which 171 forms have been in favour of the purchase with the feedback planned to be recorded on the Town Crier and Website.</p>	<p>Mrs Steiner</p>

5.4	<p>Based on the assumption £70k is borrowed the High Street Bank RBS indicative rate of 3.5-4% over base rate for a 10 & 20 year period. For a 10 year period the amount would be £8520 per annum compared to £8058 from the public loans board.</p>	
5.5	<p>The finances of the Town Council precept for 2014-15 is £108k projected to be £110 with no more than a 2% increase reaching £127k by 2023. The Council Tax support grant incorporated with the precept will disappear over the next 3 years. It is however expected we will have more houses which should counterbalance any loss of grant. There is currently £6k allocated per annum for any projects that arise with reserves of 40k allocated for contingency and 41k earmarked reserves. Projects for future consideration are the Donald Pither Field, extending the cemetery and not including Market House figures at present until final figures have been raised. It was noted that capping is more likely to be made for towns such as Somerton and not Castle Cary.</p>	
5.6	<p>The risks for purchasing the land are that it could be devalued are low as it is not planned to be developed. Mr Philpott asked Councillors if they could think of any further risks that may be applicable. Mr Hayes thought ground contamination may be a risk and Mr Philpott confirmed Mr Clothier believed only soil had been added to the area. Mrs Snook suggested an indemnity. Mr Philpott had been informed regular checks had been made by building inspectors during the course of building works taking place in the area.</p>	
5.7	<p>The valuation has been made in the region of £70k of which the cost can be met out of the current reserve funds with an ongoing maintenance cost estimated to be £300 per year with the plan to permit grazing to continue with an income of £300 per year with a possible £300 from the fair. Insurance premiums are not known at present. There will be future discussions with Ansford Parish Council.</p>	
5.8	<p>Mr Philpott enquired of councillors if they are largely in favour of the purchase, whereby further discussion was made on what time period would be suitable and if overpayments could be made & if penalties would be incurred with fund raising not being quantifiable at this point. Mr Philpott confirmed the preference would be not to use the contingencies with the number of projects just starting with Milbrook toilets and the Market House advising that there is £6k per year that could be used for the repayment over a 14-15 year period with the response preferred not to comit the £6k as the funds could be needed for additional projects.</p>	
5.9	<p>A vote was taken for a loan period of 10 and 15 years, 3 councillors voting for 10 year repayment and 4 councillors voting for 15 year repayment.</p>	
5.10	<p>Mr Philpott proposed to go with the 15 year period to start with a lower repayment amount for the full £70k, seconded Ms Piggott, 4 councillors voted in favour & 2 against. Mr Philpott will move forward urgently with the request of funding from Viridor who meet 3 times a year but may consider as under the threshold of £75k.</p>	Mr Philpott
5.11	<p>Mr Philpott proposed to pursue the Viridor funding urgently, Seconded Mrs Snook – All Agreed.</p>	Mr Philpott
5.12	<p>Mr Philpott to progress the Viridor application and prepare final report to be submitted to SALC for consideration.</p>	Mr Philpott

5.13	Mr Philpott proposed acceptance of the reports, seconded Ms Piggott – all agreed.	
	Reports	
6	<p>To receive any reports/items of information from Councillors (not listed separately on the agenda)</p> <ul style="list-style-type: none"> - Mike Lewis, County Councillor - Nick Weeks, District Councillor - Henry Hobhouse, District Councillor <p>Town Councillors No reports made as no District or County Councillors were in attendance. No further Town Councillors reports</p>	
7	<p>Community Safety and Security Statistics that had been provided by PCSO Hayley Barber were distributed.</p>	
8	<p>Youth Matters and Schools Ms Piggott re-affirmed Councillors about the Childrens Centre consultation</p>	
9	<p>Market Towns Investment Group Mr Philpott informed councillors the MTIG representative will be attending the next Prom and Comm meeting advising councillors to look at the Minehead site as an example. Mrs Snook also suggested anyone with a smartphone to download the Southsomerset market towns app.</p>	
10	<p>Clerk's Report The clerk reported a complaint had been made in reference to the McCauls delivery lorry taking up valuable parking space in Fore Street enquiring if they could be requested to have an earlier delivery has previously agreed by the Co-Op who receive deliveries between 8-8.30am. Mrs Stokes offered to contact McCauls to request if they could arrange to have an earlier delivery in line with the agreement with the Co-Op.</p>	Mrs Stokes
	Major Projects	
11	<p>Milbrook Car Park Toilets Mr Simcox reported now having the Milbrook toilet lease which will be taken to the next properties meeting on Monday 12th May 2014.</p>	
12	<p>Pither Project Mrs Stokes reported designs had been made for painting the dug out on the Donald Pither field which will be overpainted by anti-graffiti paint and the football club are planning to look at sorting the roof of the dug- out and further consultation will be made with the young people.</p>	
13	<p>Catherines Close Toilets Wallgate Contract</p>	
13.1	Mr Simcox explained the need for the Wallgate hand wash facilities and proposed the wallgate contract for 3 units at the Milbrook toilets and 1 at the Catherines Close facility at a cost of £193 per unit. Seconded by Mrs Snook – All agreed.	
13.2	Mrs Snook wishes to thank the builder, plumber and electrician for the completed works in time for the opening of the toilet facility on 5 th April. It was noted the cleaner has reported the theft on toilet rolls at the facility and alternative storage is currently being looked into. The Clerk was requested to look at obtaining figures	
13.3	Mr Philpott thanked Mrs Snook for working on the project.	Clerk

14	Market House	
14.1	Tourist Leaflet – Mrs Steiner requested the removal of the tourist leaflet as this has now been distributed	
14.2	Market House Management Group Report Mrs Steiner confirmed a logo has now been completed. Interviews will be held on Friday for a cleaner and Property manager Bookings for the Market House are currently slightly under significantly for commercial bookings. The market is going very well and the Market Toby is taking over the management with an extension to the current contract to be discussed on the Agenda for the next HR meeting.	
14.3	Market House Project Group Snagging for phase 1 items still outstanding Apology to be put on the website while the handover for the site is being made. Ms Piggott reported it is planned to have a specific page on the website for the Market,	
14.4	VSOS & Community Learning budget confirmation Not reported at this meeting	
	Committee Reports and Recommendations	
15	Finance	
15.1	Mrs Stokes confirmed the next finance meeting will be held on 8 th May at 6.30pm	
15.2	- to approve the list of April payments and March additions Mrs Stokes proposed the approval of the payment list and additions, Seconded by Mr Hayes – all agreed	
15.3	- transfer of funds The clerk has requested the transfer of funds from the saving accounts to the cover the invoices from SSDC for the Market House.	
15.4	-Mr Philpott proposed the asset register to record items of £100 & multiple items reaching this value, seconded Mrs Steiner – all agreed.	
16	Human Resources Committee	
16.1	Recommendation re extension of contract of Market Manager	
16.2	Mr Philpott notified councillors of the plan to re-adopt the Code of Conduct on an annual basis and re-affirm the same good practice at June's Committee meetings.	
16.3	Mr Philpott will circulate the committee spreadsheet to be completed.	
16.4	Interviews for two new councillors to take place in May with the plan to Co-Opt at the June meeting.	
17	Planning Committee	
17.1	Mr Hayes reported the pop up restaurant on Fridays from 7-11pm was supported unanimously.	
17.2	The 180 house development discussion included the proposed new Primary School and the possibility of extending the existing Primary School investigating the ownership of the drill hall which is owned by the Cadets Force in Taunton. There is currently no date for the submission of the application.	
17.3	The retrospective change of use approval was not supported by the Town Council but has been approved by Area East.	

17.4	Councillors were informed the Inspector will begin to hear revised plans on 10 th June at Brympton Way at 10am	
18	Properties Committee	
18.1	Mr Gilbey informed Councillors the recently completed Playground inspection feedback is good.	
18.2	There is currently no date for the planned painting at the Cemetery Chapel. Mr Philpott to pursue the date and inform councillors at the properties meeting to be held on 12 th May.	Mr Philpott
19	Infrastructure Committee	
	The next meeting will be held following the Properties meeting on the 12 th May	
20	Promotion and Communications Committee	
20.1	Recommendation that we spend up to £1,000 on "Triptych" to go on wall outside front door of Market House, to advertise detailed opening hours, events, exhibitions etc in the Market House. Sections to be allocated on a loan or rent basis to the Museum and the Dance School. Mrs Stokes reported Two quotes have been obtained the first received by Ms Peppin requested £900 + £50 delivery + £100 oiling making a total of £1050 and the second quote obtained by Mrs Stokes was £880 delivered and fitted + a further £200 for oiling making a total of £1080 A Further quote was requested to be obtained as both quotes exceeded the original £1000 requested.	Mrs Stokes / Ms Peppin
20.2	Mr Hayes raised concerns from the museum about the size of the boarding and how visible the opening times were very far from the building.	
20.3	Phone and lines have now been sorted in the information Point and the Clerks office.	
20.4	Disability awareness session was attended by the Information Point volunteers.	
20.5	European elections are to be held here at the Market House on Thursday 22 nd May.	
20.6	Chairs of committees were reminded of the newsletter deadline.	
20.7	The forces March will be coming through the town on 25 th May. The Meeting was closed to members of the public at this point to enable the discussion of a confidential item.	
	Discussion of Confidential Item	
	Date of Next Meeting Monday 19th May 7pm at The Market House	

Approved as a correct recordT J Philpott 19 May 2014

April 2014 Payment List Appendix i								
A/C	Date	Ref	Ex.Ref	Details	Net	VAT	Total	
SSDC	01/04/2014	08310003939	103436	SSDC payment for Shambles Building Works	181917.00	36383.60	218300.60	
SJ Wilton	02/04/2014	Wilton CC Close toilet	103438	S Wilton Catherines Close toilet project	5360		5360	
Wallgate	01/04/2014	51177 CC Close toilet& M/Brook	103439	Wallgate Hand wash unit service annual Service contract Apr14-Mar15 4 units	772	154.4	926.4	
BG Murtagh	02/04/2014	B Murtagh CC Close toilet	103440	B Murtagh supply and fit water heater, hand rail, drop down bar & plumbing works	473	94.6	567.6	
Bell-Chem Products Co I	01/04/2014	69858 CC Close toilet	103441	Bell-Chem Productst Co Ltd Dolphin Baby Changing Table	171.75	34.35	206.1	
Debra Holmes	01/04/2014	D. Holmes CC Close toilet signage	103442	Debra Holmes reimburse purch signage for Catherines Close toilet	50.19	0	50.19	
AC Electrical	23/04/2014	646 Catherines Close toilet	103443	AC Electrical-Install magneistic door lock with time contrl,sensor light+emerg+ wa	496.21	99.24	595.45	
SSDC	01/04/2014	607-074103 CC Close Rates14-15	103444	Catherines Close toilets Non Domestic Rates Apr14-Mar15	529.88		529.88	
Dave Marsh	07/12/4752	292 Dave Marsh	103445	Market House gates keys and gloves	25.05	5.01	30.06	
Mr D Newton	03/04/2014	42 Roof clean MH	103446	D Newton Glass roof clean MH	60		60	
SSDC	01/04/2014	6007-024379 Pavilion Rates14-15	103447	Pavilion Non Domestic Rates Apr14-Mar15 1120.65 -CR 896.52	224.13		224.13	
SSDC	01/04/2014	607-073889 MH Rates 14-15	103448	Market House Non Domestic Rates Apr14-Mar15 2967.30-2818.94 SBRR	148.36		148.36	
SSDC	01/04/2014	607-030461 Cemetery 14-15	103449	Cemetery Non Domestic Rates Apr14-Mar15	1130.4		1130.4	
SSDC	03/04/2014	4710056137	103450	SSDC Recharge of valuation costs for land	699.35	139.87	839.22	
Wessex Water	01/04/2014	U03186088	103451	Wessex Water DP Pavilion Apr14-Mar15	504.03		504.03	
Wessex Water	01/04/2014	U03187154	103452	Wessex Water Market House Apr14-Mar15	116.43		116.43	
SSDC	07/12/4752	SSDC	103453	SSDC Market House rent groundfloor Apr14-Jun14	1125		1125	
Martins	01/04/2014	Martins c mtrls	103454	Cleaning materials Mar14	17.47		17.47	
Julian Shave	01/04/2014	2330	103456	Grounds Maintenance contract Mar2014	793	158.6	951.6	
Marsall's Metal Fabricatio	02/04/2014	520	103457	Marshall's Metal Fabrication Ltd Childrens Play area Iron Bench repair	200	40	240	
SALC	01/04/2014	SALC membership 2014-15	103458	Somerset Association of Local Councils memberhsip £474.69 & NALC £105.11	579.8		579.8	
ICO	15/04/2014	ICO 075F6850015E Data Protectio	103459	ICO Data protection registration	35		35	
Keinton Mandeville PCC	15/04/2014	VSOS Keinton Parish Mag ad re SJ	103460	Keinton Madeville PCC parish mag ad May14-Apr15	80		80	
SLCC	15/04/2014	SLCC membership renewal 2014-1	103461	Society of Local Council Clerks membership 2014-15	147		147	
Anna Baker	01/04/2014	52 Anna Baker MYEC childcare CLI	103462	Anna Baker MYEC childcare CLP 4,11,18,25 March14	40		40	
Marilyn Simcox	01/04/2014	Minor Works Mar14	103463	Minor Works Contract March 2014	128.44		128.44	
Midwest Office Supplies	11/04/2014	37409 Midwest Office supplies	103464	Midwest Office Equipment Ltd	50.49	10.1	60.59	
GB Sport & Leisure LTd	11/04/2014	14-482-LP Playground insp	103465	GB Sport & Leisure playground inspection	75	15	90	
FWB printing Ltd	17/04/2014	32931 VSOS advert SJL	103466	VSOS FWB advert pdf mono	10	2	12	
Terry Philpott	10/04/2014	T Philpott-Spiller Key reimb	103467	Market House reimb T Philpott purchase of keys	190.44	38.09	228.53	
Nick Weeks	23/04/2014	N Wks reimb MH steering grp refres	103468	reimb N Weeks Market House Steering grp meeting refreshments	18.05		18.05	
Payroll Costs Apr14	28/04/2014	Payroll costs Apr14	103469-72	Payroll costs Apr14	2148.66		2148.66	
Judi Morison	09/04/2014	1 J Morison CLP	103473	J Morison CLP-outreacch activitties 10hr@£10+MYEC 2hrx5wk@£20ph +refres	301.7		301.7	
A Piggott	30/04/2014	VSOS R&D A Piggott	103474	VSOS A Piggott R&D work Market House Project	600		600	
A Piggott	28/04/2014	wheel chocks reimbVSOS	103475	VSOS A Piggott wheel chock Mrs Chinn	21.99		21.99	
Joy Streetin	28/04/2014	Market Manager	103476	Market Manager Payment	220		220	
SSDC	28/04/2014	SSDC Planning	103477-103480	Planning application £192.50 replaced by cheque 103480 to revised amount £55	55		55	
Laura Tilling	02/042014	VSOS reimb L Tiling - storage bxs	103478	VSOS reimb L Tilling storage boxes	7.47		7.47	
					199522.29	37174.86	236697.15	
APIGOTT	28/04/2014		replace cheque 103479	For information purposes £91.83 replacing cheque 103425 prev raised Mar14				
EDF		DD EDF MH Apr14	DD EDF Apr14	EDF DD Apr 14 MH	91.00	0.00	91.00	
SCOTTISH		DD Scottish Power Apr14	DD Scottish Power Apr	Pavilion Scottish Power DD Apr 14	37.00		37.00	
BARCLAYS		DD Barclays	Dd Barclays ca Apr14	Barclays Bank Charges DD Apr14	6.66	0.00	6.66	
BARCLAYS		DD Barclays	DD Barclays DP ac	Barclays Bank Charges DD Apr14	6.66	0.00	6.66	
BRITISH GAS		DD BGAS	DD BGAS	BGAS DD April 14	131.10	6.55	137.65	
SAGE SUPPORT		DD SAGE	SS SAGE Apr14	DD monthly SAGE Instant Accounts & Payroll support	25.00		25.00	
Chess Ltd		DD Chess Apr14	DD Chess Apr14	Chess DD phone charges Apr14	22.38	4.48	26.86	
					319.80	11.03	330.83	
CORONA GAS		CORONA MH GAS chq HOLD	CORONA MH GAS Oct	Corona MH GASOct13- Apr14 NB meter reading higher-payments to be queried	599.42	29.97	629.39	
transfer to DP a/c				for information purposes £79 92 to be transferred from CCTC Savings ac to DP ac				