

MINUTES OF CASTLE CARY TOWN COUNCIL ANNUAL & MONTHLY MEETING
Held MONDAY 19th MAY 2014 at the Market House

Present:

Town Councillors: Mr T Philpott (Chairman), Mrs E Stokes, Mr N Weeks, Ms P Peppin, Mr B Gilbey, Miss L Tilling, Mr G Hayes, Mr C Simcox, Mrs P Steiner, Mrs S Snook
 County Councillor Mr M Lewis
 Officers in attendance: Mrs S Hake (Town Clerk)

	<u>Minutes</u>	
21	<p>Election of Chair of the Town Council for the 2014/15 Municipal Year & Declaration of Acceptance of Office Mr Philpott proposed Mrs Stokes to become the New Chair for Castle Cary Town Council Seconded by Mr G Hayes- Agreed by all Mrs Stokes declared her acceptance of office.</p>	
22	<p>Apologies for absence Ms Piggott</p>	
23	<p>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>).</p>	
24.1	<p>To approve the minutes of the EGM held on 28th March 2014. Proposed by Mr Hayes, Seconded Mr Gilbey, -All agreed</p>	
24.2	<p>To approve the minutes of the Town Council Meetings held on 28th April 2014 proposed by Mr Weeks, Seconded Mrs Steiner – agreed with Miss Tilling, Ms Peppin abstained as had not attended not at the meeting.</p>	
25	<p>Community Safety and Security PCSO Hayley Barber went through the Statistics distributed. Councillors were informed that the heading of suspicious/ wanted, generally refers to unknown callers etc.</p>	
26	<p>Code of Conduct re-confirmed Mr Philpott explained it is good practice to re-adopt the code of conduct on an annual basis and requested all committees an Full Council to re-adopt their Standing Orders by September.</p>	
27	<p>Public Session (<i>if any member of the public wishes to speak</i>) No members of the public attended the meeting</p>	
28.1	<p>Election of Vice-Chair Mrs Stokes proposed Ms Peppin, Seconded Mrs Steiner – All agreed and</p>	
28.2	<p>Committee Chairs – Finance – Mr Philpott proposed by Ms Peppin, Seconded Mrs Snook – all in favour</p>	
28.3	<p>– Properties Mr Philpott proposed Mr Gilbey, Seconded Mr Hayes – All in favour</p>	
28.4	<p>– Planning – Mrs Stokes proposed Mr Hayes, Seconded Miss Tilling – All in favour</p>	
28.5	<p>– Promotion & Communications Mrs Steiner proposed Miss Tilling, Seconded Ms Peppin- All in favour</p>	

<p>28.6</p> <p>28.7</p> <p>28.8</p> <p>28.9</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p>	<p>– Infrastructure Mrs stokes proposed Mr Simcox, Seconded Mr Hayes –All in favour</p> <p>Miss Tilling noted the problems with minute taking at meetings. Mr Weeks suggested putting a request for a minute taker. Mrs Snook enquired if the person would need to be part of the Council and suggested the possibility of a person who has recently enquired about becoming a volunteer. Mrs Snook to make further contact</p> <p>– Human Resources Mrs Stokes proposed Mrs Steiner, Ms Peppin Seconded- all in favour</p> <p>– Market House Management Mr Philpott proposed Miss Tilling, Seconded by Mrs Steiner – all in favour Miss Tilling requested the position of chair should be changed annually.</p> <p>Review and membership of external groups The air training corp have requested a town council representative, however non of the councillors were able to add to existing commitments</p> <p>Committee membership MTIG – Mr Philpott agreed to continue to attend for a further year with Mr Gilbey to also attend. Somerset Market Towns to be removed Crown Pet Foods to be removed Caryford Hall is attended by Mr Simcox Ansford School Council Miss Tilling Museum attended by Mr Hayes Allotments not attended, Mr Weeks requested annual accounts Mrs Stokes to make contact Youth Forum Miss Tilling and Ms Piggott Area East Forum to be removed Primary School – Miss Tilling CC Charities – Chair and Vice Chair Viridor Landfill – Mr Philpott Dimmer Liaison Group- links to parishes meeting twice a year Mrs Snook Parish Environment Warden/Tree Officer-Mr Weeks Footpath Officer – Ms Peppin suggested Cary Ramblers are contacted. Mrs Snook and Miss Tilling to raise with Cary Ramblers</p> <p>Mr Philpott informed councillors that Mr Hayes plans to retire next year and suggested the Vice Chair of Planning this year is happy to take the chairs role of planning next year. Mr Philpott will update committee memberships and distribute</p> <p>Mrs Stokes reminded chairs of committees are required to attend the finance meetings.</p>	<p>Mrs Snook</p> <p>Mrs Stokes</p> <p>Mrs Snook Miss Tilling</p> <p>Mr Philpott</p>
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	Reports	
	<p>To receive any reports/items of information from Councillors (not listed separately on the agenda)</p> <p>33.1 - Mike Lewis, County Councillor</p> <ul style="list-style-type: none"> - Mr Lewis congratulated Mrs Stokes on becoming Chair of the Town Council and thanked Mr Philpott for overseeing a number of completed projects including the free parking, extension of the car park, renovation of the Market House and taking on two set of toilets, seeking the purchase of the recreational ground and the Expansion of the Tuesday Market. <p>33.2 - Market Towns initiative – local action group with funding from DEFRA</p> <ul style="list-style-type: none"> - are looking at the needs of the Eastern part of Somerset to consider the needs of Castle Cary from the 303 to the A30 at Crewkerne to encourage economic activity in the area. <p>33.3 - Mr Philpott enquired about road closing in the town when the evening works start and wondered about the possible impact of daytime access.</p> <p>34.1 - Nick Weeks, District Councillor</p> <ul style="list-style-type: none"> - Mr weeks informed councillors he had spoken to John Nicholson about the water no longer running down the street, noting the water has appeared at different points further down, but that there is no intention of doing any works on the drains to investigate further. <p>34.2 - On receiving the suggestion to defer the Wells Farm application, Area East did not feel able to do this at present. However there may be a 5 year housing supply plan that may assist on future applications. Mr Hayes queried if this applied to all of Somerset which Mr Weeks confirmed.</p> <ul style="list-style-type: none"> - Mr Philpott explained it related to a rolling 5 year housing plan. - Mr Lewis explained the regional spacial strategy put forward thus include figures for housing using a previous census which is 13 years out of date, based on a 5 year land supply plus an additional 5%. <p>34.3 - Mr Weeks informed the council that Rimpton had taken a parish plan to the council and suggested a plan would be a great help to Castle Cary.</p> <ul style="list-style-type: none"> - Mr Philpott agreed, but stated it needed to be linked to the Local Plan with preliminary work required and a consultation. - Mr Weeks suggested Tim Cook from Area East could advise and to obtain a copy, as he has already dealt with 8-10plans. - Mrs Stokes offered to make contact with Tim and request he comes to a planning meeting. - - Mr Weeks thanked Mr Philpott for his work as Chair stating it had been a pleasure working with him. <p>- Henry Hobhouse, District Councillor</p>	Mrs Stokes

35	<p>- Town Councillors</p> <p>Mr Philpott informed Councillors the Swainson building consultation appeared to be more about changing Ofsted regulations on groups who use the building.</p> <p>Miss Tilling agreed to continue to monitor what is happening in relation to the building.</p> <p>Mr Lewis informed councillors that questions about the structure had been looked into by Robert Sampson, who had spoken to an appropriate person and that there are no concerns about the building.</p>	
36	<p>Youth Matters and Schools</p> <p>36.1 Miss Tilling informed councillors the Youth Matters are going well and currently looking at a Summer Programme, stating SRYP are making more plans for outside of school terms.</p> <p>36.2 The Youth Club is a vibrant environment which she believes is important to the community.</p> <p>36.3 Ansford Academy Youth Leader has good rapport with the youths</p> <p>36.4 Zoe's Monday club is still ongoing.</p> <p>36.5 Mr Weeks queried future funding and Miss Tilling replied the Churches continue to fund, but there is a need for someone to seek additional funding.</p> <p>36.6 Mr Philpott reported County Education are to meet with councillors on Wednesday morning.</p> <p>36.7 Miss Tilling notified councillors it is planned to invite the Ansford Academy Principal to the Town Council meeting in September.</p> <p>36.8 .Mr Weeks suggested communities could contribute to our of hours transport to school.</p>	
37	<p>Market Towns Investment Group</p> <p>Mr Philpott informed the council there is a new app coming up</p>	
38	<p>Clerk's Report</p> <p>The Clerk informed councillors of the Lovington and Evercreech primary schools proposal to work together as a federation and are offering consultations to discuss further.</p> <p>Documentation has now been received to confirm the Dimmer application has been declined.</p> <p>The Clerk requested councillors make an appointment to see either of the clerks</p>	

	Major Projects	
39	<p>Milbrook Car Park Toilets Mr Simcox has the lease to be signed for the Town Council to take over the Milbrook toilets. Mrs Stokes informed councillors she had received good feedback from visiting tourists to the town about having free parking and standard of cleanliness of the open toilets.</p>	
40	<p>Pither Project Mrs Stokes notified councillors the dug out will be painted at the end of July and the Football club will repair the roof at the end of June. Other items relating to the project are on hold at present.</p>	
41	<p>Catherines Close Toilets Mr Philpott confirmed a new toilet roll dispenser and toilet rolls have been purchased for the Catherines Close toilets.</p>	
42.1	<p>Market House -Market House Management Group Report Mr Weeks informed councillors that there are a few items outstanding for phase 2 including looking into the purchase of a lift and the installation of a sink and drainage in the undercroft with Miss Tilling looking at outstanding phase 1 items.</p>	
42.2	<p>-Market House Project Group On speaking to Pam Williams, the budget is slightly over so it is not possible to progress the lift until Spillers final payments have been made. Mr Weeks confirmed there is a drawing for the sink unit that is currently being priced up. Mrs Steiner informed councillors that the coffee mornings and markets have been visited by an environments health officer. Mr Weeks will contact Pam Williams to pursue obtaining the sink plan and requested the plan is sent to the Clerk for distribution. Mr Philpott raised the issue of unlocking the side door and Mr Weeks will raise the issues with Pam.</p>	
42.3	<p>Miss Tilling notified councillors she is planning to cover the damage on the Shambles door where the fire sign has been removed and the group are trying to catch up with works relating to the Shambles.</p>	
42.4	<p>-VSOS & Community Learning budget confirmation</p>	
43	<p>not discussed</p>	
44	<p>-Asset Transfer The proposal is to be taken to the District Council by Mr Weeks for a meeting later in the month.</p>	
45	<p>Fairground Field Mr Philpott confirmed the Fairground Field report has gone to SALC and DFLG which will take approximately two weeks for a response. The Council are still awaiting information on the legal pack.</p>	

	Committee Reports and Recommendations	
<p>46 46.1</p>	<p>Finance</p> <ul style="list-style-type: none"> - to approve the list of May payments Mr Simcox enquired about rates payments made in April and Mrs Snook queried why rates are due on the Catherines Close public conveniences that do not bring in an income. Mr Lewis explained 80% is mandatory and 20% discretionary and will look into further. Mr Philpott explained it is possible to choose the highest rate property to receive rate relief. Miss Tilling proposed approval of the May payment list, seconded by Mr Gilbey – all agreed. <p>46.2</p> <ul style="list-style-type: none"> - Delignate approval cost for Insurance renewal - Mr Philpott proposed insurance renewal authority is made by the Clerk up to an amount of £3400. Seconded Mrs Snook – all agreed <p>46.3</p> <ul style="list-style-type: none"> - Expenditure Limits Mr Philpott proposed a change of wording for expenditure limit to delegate authority to the committee group, Seconded Ms Peppin – all agreed 	
<p>47.1</p>	<p>Human Resources Committee</p> <ul style="list-style-type: none"> - Properties Manager Contract - The properties manager (John Hatton) is expected to start work and commence his induction the day following the meeting and will initially doing 5 hours per week. Mr Philpott suggested all work requests are put through the Clerk. <p>47.2</p> <ul style="list-style-type: none"> - Market Manager Contract - The Market Managers Contract of employment was on a short term contract. It was proposed Joy is offered a fixed contract from July 2014 to the end of March 2015. Seconded by Mr Weeks – all in favour. <p>47.3</p> <ul style="list-style-type: none"> - Bookings and Promotions Manager Contract Mrs Steiner proposed a short term Contract of services, noting that two councillors have expressed an interest in the positions, and has sought guidance from SALC if this is permissible, who are now questioning NALC which will take approximately two week to get an answer. The proposal is to start from next week two 70 hours contracts through to August of 7 hours per week at £10 ph for each contract, Seconded Mr Weeks – Agreed with Ms Peppin and Miss Tilling abstaining Mrs Steiner will put onto Town Crier. 	
<p>48</p>	<p>Planning Committee</p> <p>One application that was requested to be deferred to SSDC was to permit further consideration due to conflict over change of use. Deferment declined and decision made by District with Town Council having to go with officers recommendation Mr Hayes reported attending Area East workshop in Torbay Road and informed councillors determinations are listed in the minutes distributed.</p>	

48.2	<p>- Bus stop relocation The bus stop relocation has been approved to take forward. Mr Simcox agreed to take forward and manage the project with Mr Hayes to forward all previous information. Minutes to be circulated late June early July</p>	
49.1	<p>Properties Committee Minutes have been circulated Mr Gilbey reported he has contacted SSDC who have no concerns in reference to the Fitness equipment in the play area.</p>	
49.2	<p>Painting has started at the Chapel and the Friends of the Chapel would like to open during the summer with a local couple offering to monitor. They are proposing opening from 10am to 4pm on Saturdays and Sundays with a padlock to be installed on the cupboard housing the batteries and storing the gas cylinder and keyboard. Mr Weeks queried the coffin rest and lectern and asked if these will be removed. Mr Gilbey proposed the opening of the chapel, seconded by Mr Simcox, voted in favour with 3 votes against The Clerk to obtain a valuation on coffin rest and lectern by Jenny Martin via Ms Peppin</p>	Clerk/ Ms Peppin
50.1	<p>Infrastructure Committee - First Notice for the South Somerset Parking Amendment No 2 Order 2014 This was received from Highways following previous correspondence from Mr Hayes, Mrs Stokes requested Mr Hayes responds in favour of restrictions.</p>	Mr Hayes
50.2	<p>Refurbishment of the Pitchings will be discussed at the next meeting on 14th July.</p>	
50.3	<p>Mr Weeks asked if the Town Council could liaise with RSPB to encourage swifts to return to the town. Mr Hayes enquired if they will use nest boxes. Mr Weeks will look into and come back to the next meeting. The handrail at the end of Ansford Road has now been promised to be installed by the end of May.</p>	
51	<p>Promotion and Communications Committee Mrs Snook is now updating the website and volunteers have offered to assist with identifying areas requiring updating. Mrs Snook will be happy to have assistance & guidance whilst becoming familiar with the system.</p> <p>-Amend Timescale for issue of Council Papers Mr Philpott proposed the timescale is reduced from 7days to 6 days, Seconded Mrs Steiner – All agreed</p>	

Approved as a correct record.....E Stokes 16 June 2014

May2014 Payment List Appendix i					Net	VAT	Total
A/C	Date	Ref	Ex.Ref	Details			
Julian shave Landscaping	30/04/2014	2407 Ground Maint contract	103481	Ground Maintenance Works Apr 2014	793	158.6	951.6
Local World	30/04/2014	59231791 VSOS re SJL	103482	Business Directory Dorset 11 Apr re SJL	15	3	18
Dave Marsh	01/05/2014	293	103483	Catherines Cloes cleaning equip/materials	45.86	9.17	55.03
WBSL	02/05/2014	C-Close toilet 26/11-24-4-14	103484	Catherines Close Water Services M R 1	35.57	0	35.57
1st Image Signs	02/05/2014	4871 Market Day amend signs	103485	Market Day sign amendments	30	6	36
Anna Baker	06/05/2014	57	103486	MYEC Childcare Costs	60	0	60
Marilyn Simcox	09/05/2014	Minor Works Apr14	103487	Minor Works Apr 14 Cem 7.25hr Chapel 2.5hr, CPA 4.5hr, MH 2hr + 1hr Weeding Ans	170.43	0	170.43
Southern Electric	08/05/2014	2630359011	103488	Catherines Close Electric 5/2-8/5/14	18.7	3.64	22.34
Jenny Alderson	12/05/2014	572 Typesetting newsletter	103489	J Alderson Typesetting summer newsletter	75	0	75
A Bishop Electricals	12/05/2014	14631	103490	A Bishop repair connections to Urn	5	1	6
Martins of CC	13/05/2014	purch of CC T roll holder	103491	Catherines Close T roll holder £36.40 + £3.50 postage	39.9	7.98	47.88
Martins of CC	13/05/2014	purch of 2 mob phones	103492	Reimb purchase of 2 mob phones - Property Manager + Market Manager	53.32	6.66	59.98
Elizabeth Stokes	14/05/2014	Reimb postage	103493	Reimb cost of recorded delivery postage to SALC - Fairground field purchase	6.4	0	6.4
Viking	15/05/2014	727349	103494	Viking-Easel bundle	49.99	9.99	59.98
FWB	15/05/2014	33046	103495	FWB Newsletter-£428 Caryford Hall £158 Chapel £79	665	0	665
CCS	19/05/2014	CCS renewal	103496	CCS renewal 2014-15	35	0	35
Joy Streetin	19/05/2014	VSOS Market Manager	103497	Monthly payment to Market Manager	220	0	220
Payroll Costs May14	19/05/2014	Payroll Costs May14	103498/501	Payroll Costs May14	2155.7	0	2155.7
Sage	15/05/2014	I007620046	13502	Sage Inst Payroll support	12.33	2.47	14.8
					4486.20	206.04	4694.71
EDF	01/05/2014	DD EDF MH Mayr14	DD EDF May14	EDF DD Apr 14 MH Electric	91.00	0.00	91.00
SCOTTISH	01/05/2014	DD Scottish Power May14	DD Scottish Power M	Pavilion Scottish Power DD May 14	37.00	0.00	37.00
BARCLAYS	04/05/2014	DD Barclays CaMay 14	Dd Barclays ca May1	Barclays Bank Charges DD May14	6.66	0.00	6.66
BARCLAYS	04/05/2014	DD Barclays DP May14	DD Barclays DP ac M	Barclays Bank Charges DD May14	6.66	0.00	6.66
BRITISH GAS	01/04/2014	DD B GAS May14	DD BGAS May14	Pavilion B/Gas DD May14	40.30	2.01	42.31
Chess Ltd	01/05/2014	DD Chess Apr14	DD Chess	Chess DD phone charges Apr14	24.75	4.95	29.70
SAGE SUPPORT	01/05/2014	DD SAGE	SS SAGE Apr+May14	DD monthly SAGE Instant Accounts & Payroll support Apr+May - not taken in Apr	28.30	5.66	33.96
					234.67	12.62	247.29
					4720.87	218.66	4942.00
CORONA GAS		CORONA MH Gas chq HOLD	CORONA MH GASOct13-Ma	Corona MH GAS Oct- May14 High charges being queried			

