

**MINUTES OF CASTLE CARY TOWN COUNCIL MEETING HELD ON MONDAY 18th
AUGUST 2014 at the Market House, Castle Cary**

Present:

Town Councillors: Mrs E Stokes,(Chairman) Mr N Weeks, Ms P Peppin, Mr B Gilbey, Miss L Tilling, Mrs P Steiner, Mrs J Morison, Mr R Arnold, Mr Simcox
 Officers in attendance: Mrs S Hake (Town Clerk)
 County Councillor Mr M Lewis
 District Councillor Mr Hobhouse
 Members of the public: one

	<u>Minutes</u>	
89	Apologies for absence Apologies received from Mr T Philpott, Ms A Piggott, Mrs S Snook	
90	To approve the minutes of the Town Council Meetings held on Monday 21st July 2014 Mrs Morison proposed the approval of the minutes, Seconded Mr Gilbey – Agreed with exception of Mr Arnold & Miss Tilling who did not attend	
91	Declarations of personal, prejudicial or pecuniary interest (<i>these must be declared BEFORE the agenda items concerned are discussed. Persons with a declared pecuniary or prejudicial interest must leave the meeting room when these are discussed</i>).	
92	Public Session (<i>if any member of the public wishes to speak</i>) The member of the public did not wish to speak	
93 93.1	Community Safety and Security PCSO Hayley Barber read through the statistics and explained to councillors how the newly imposed changes will affect the ability to cover the Wincanton area which now incorporates from Henstridge to Ilchester, also answering questions from Councillors. Answers to questions included confirming the decision for the change is a National Directive and that if the Council are unhappy or disagree with the policy to forward to PC Sara Stevenson and Sue Mountstevens who is the police commissioner.	
93.2	Ms Barber explained there is still confusion about the role of neighbourhood manager although there is a new neighbourhood inspector and they are currently awaiting a new beat manager	
	Reports	
94	To receive any reports/items of information from Councillors (not listed separately on the agenda)	
94.1	- Mike Lewis, County Councillor Mr Lewis confirmed applications are still being accepted for small flood alleviation if any are required in the Castle Cary area. He also notified Councillors the Health & Well being fund is still open for the possibility of new projects.	
94.2	- Nick Weeks, District Councillor Mr Week informed Councillors the District Exec and Full Council are meeting as there is a question about not having a local plan in place that may not be available until January.	
94.3	Mr Weeks informed Councillors of a new initiative from Government to fund amounts upto £50k for costs that be used for Brownfield Sites.	

<p>94.4</p> <p>94.5</p>	<p>He advised the Council the BMI site did not have a current planning application as the previous application had lapsed although Hillcrest site could be eligible.</p> <p>Miss Tilling enquired how the process worked and Mr Weeks believed the money would be held by the District Council similarly to the £25K obtained from Government by Queen Camel Town Council for their neighbourhood plan.</p> <p>- Henry Hobhouse, District Councillor</p> <p>Town Councillors</p> <p>Mrs Stokes requested an update from the fairground field meeting.</p> <p>The clerk was requested to ensure notes are distributed.</p> <p>Mr Weeks asked Councillors if anyone knew of someone with animals that could graze on the field as he had not managed to find a replacement to the herd that were now contained because of TB.</p>	
<p>95</p> <p>95.1</p> <p>95.2</p> <p>95.3</p> <p>95.4</p>	<p>Youth Matters and Schools</p> <p>Mrs Morison notified Councillors a group of young people had been taken paintballing aswell as a sports activities day had been held on the Donald Pither Field. The Dugout was still planned to be completed by the young people once the roof had been repaired by the football club.</p> <p>The contract with Somerset Youth will continue with Ms Pilgrim replacing Mr Hackett. Mr David Elson will also be involved.</p> <p>Miss Tilling, Mrs Stokes and Mr Arnold to arrange to meet with Ms Pilgrim</p> <p>Mrs Stokes informed councillors she has invited Ms Pilgrim (Ansford Academy Principal) to attend the Town Council meeting in September or October.</p>	<p>LT,LS,RA</p>
<p>96</p>	<p>Market Towns Investment Group</p> <p>Nothing to report</p>	
<p>97</p> <p>97.1</p> <p>97.2</p> <p>97.3</p>	<p>Clerk's Report</p> <p>Forwarded e-mail to councillors -New Policing Operating Model on Somerset East from Sara Stephenson</p> <p>Scanned Letter distributed to Councillors in ref to request to remove tree from field- deferred to next Properties meeting.</p> <p>The Clerk also informed Councillors of notification from Diane Layzell in reference to an appeal being submitted from the prospective owner to the District Council against the Consti Club being listed as a Community Asset.</p>	
<p>Major Projects</p>		
<p>98</p> <p>98.1</p> <p>98.2</p> <p>98.3</p> <p>98.4</p> <p>98.5</p>	<p>Milbrook Car Park Toilets</p> <p>Mr Simcox informed Councillors the locks at the Millbrook toilets were being changed by the District Council so that keys could then be issued to the Town Council.</p> <p>Mr Simcox is to discuss the current cleaning contract with Mrs Steiner explaining that we are not tied into the new contract that has recently been set up with the District Council.</p> <p>Mr Hobhouse reminded councillors that Ilminster and Ilchester had used the dowry to make payments to the pubs to allow use if their facilities to the general public.</p> <p>Mr Simcox is investigating the feasibility of solar panels on the roof of the toilet block.</p> <p>Miss Tilling and Ms Piggott are keen to visit the block to ascertain if there is any capacity for additional storage.</p>	
<p>99</p>	<p>Pither Project</p> <p>Nothing to report group to meet again from September any councillors wishing to be part of the group to provide names to Mrs Stokes</p>	

<p>100</p> <p>100.1</p> <p>100.2</p> <p>100.3</p> <p>100.4</p> <p>100.5</p>	<p>Market House Market House Management Group Report <i>Please note: the MHMG meets on Wednesday 13th August, and its detailed recommendations to full Council will be circulated as soon as possible after that, but too late to include in this agenda. Below is a summary of the expected areas of discussion and recommendation that will need to be reported to full council.</i></p> <p>Item 5: Specific actions and recommendations regarding the Council's subcontracts in relation to the management of the Shambles and Street Market</p> <p>Item 6: Recommendation for clearer defining of charging bands for bookings. Recommendation re delegation of decision making with regard to bookings.</p> <p>Mr Weeks informed Councillors they are trying to get the last piece of pigeon netting installed.</p> <p>The delay on the installation of the sink has been caused by the design of one hinge being inadequate and has to be reviewed and amended. The issues with the worktop are being looked at and the provision for the fridge area awaiting quotes.</p> <p>The grant for the disabled lift has been agreed in principal with further documents to be completed.</p> <p>Miss Tilling is overseeing the list to progress outstanding items. Mrs Morison informed Councillors Sean from IVC had forwarded some details for improving the Wifi in the Shambles.</p> <p>Mr Lewis informed the council Vodafone have a scheme for rural communities called Notspot scheme inviting communities to apply for support. Mrs Morison and Mrs Steiner thought this would be a good idea as it would highlight the problem of the town not having a Vodafone signal.</p> <p>Miss Tilling reported looking at contracts funded by VSOS with exception of the contract with Mary Fowler and would like to extend the contract which was requested to go onto the Finance Agenda.</p>	
<p>Committee Reports and Recommendations</p>		
<p>101</p> <p>101.1</p> <p>101.2</p>	<p>Finance</p> <ul style="list-style-type: none"> •to approve the list of August payments •Mr Weeks proposed approving the August payment list, Seconded Mr Arnold- All Agreed. •finance reports •The bank reconciliation along with a detailed summary of all income and expenditure to the end of July was distributed. 	
<p>102</p> <p>102.1</p> <p>102.2</p> <p>102.3</p>	<p>Human Resources Committee</p> <ul style="list-style-type: none"> •Grounds Maintenance and Minor Works Contracts Renewal. Contracts expire in April 2015 with opportunity to extend for a further year but HR have proposed that tender process conducted and new contracts issued in April 2015. •Mr Simcox declared an interest in the Minor Works contract and left the room at this point. •Mrs Steiner explained there is a crossover between Properties and HR which needs to be discussed further. The initial two year contract period is due to come to an end in March 2015 and so the HR group have voted to put the contracts out to tender with a view to amalgamating the two contracts and incorporating any additional works required. •Mrs Steiner proposed the contracts are put out to tender, Seconded by Ms Peppin, agreed with Mr Weeks abstaining. •Review of wages for existing and proposed new cleaner. Currently paid £6.72 per hour. HR propose that rate increased to £7.50 per hour 	

102.4 102.5	<ul style="list-style-type: none"> • Mrs Steiner proposed to increase the cleaners rate of pay to £7.50 per hour, Seconded by Mr Gilbey – all agreed. • Proposal to increase clerks working hours from 20 to 30 hours per week. Time management exercise has been conducted and established that more hours needed to complete all tasks. <p>The Clerk left the room at this point and councillors voted in favour to approve increasing the Clerks hours from 20 to 30 hours per week starting from 1st September 2014</p>	Clerk
102.6	<ul style="list-style-type: none"> • HR discussed that it would be desirable for an official note taker and minute writer to attend meetings. To be discussed by TC. <p>Mrs Steiner and Miss Tilling to discuss at a further meeting</p>	
102.7	<ul style="list-style-type: none"> • Town rep for museum <p>No Councillors felt they had the capacity to commit to attending the museum meetings on a regular basis and so it was suggested by Miss Tilling and agreed by councillors to have a rota for Councillors to attend. The Clerk was requested to obtain dates of all museum meetings</p>	
103 103.1	<p>Planning Committee Refer to minutes</p> <ul style="list-style-type: none"> – Limestones application withdrawn on advice of planning officer – Millbrook-window will overlook carpark – Two Swans 2 bed property to increase to 4 bed property with a frontage to be set back 2 feet- agreed although no parking – Alma Field field development – refused – 75 residential development in Ansford-concerns about accumulation of individual developments 	
103.2	<ul style="list-style-type: none"> – Ms Peppin has called Jeanette Cronie to ascertain response for Ansford PC 	
103.3	<ul style="list-style-type: none"> – Ms Peppin expressed concerns about the Pantry by the Pond being approved by the District Council. 	
103.4	<ul style="list-style-type: none"> – Thankyou letter to be sent to Jeanette Cronie to thank her for her commitment over the 26 years with Ansford Parish Council 	
103.5	<ul style="list-style-type: none"> – Both Mr Hobhouse and Mr Weeks suggested both the Town Council and Ansford Parish Council should work together with Mr Weeks stating bot Councils should be permitted to comment on developments in both areas that are not currently considered as an overall impact to both by District Planning. 	
103.6	<ul style="list-style-type: none"> – Mrs Stokes is to meet with the Chair of Ansford PC to discuss planning. 	
104 104.1	<p>Infrastructure Committee</p> <ul style="list-style-type: none"> • Report from meeting concerning traffic issues with Highways. Further Lines to be made on the road surface in the South Street area shortly. 	Mr Simcox
104.2	<p>Highways to reinstate town names on road surface when exiting Castle Cary.</p>	
104.3	<p>Mr Lewis explained there are only two small improvement schemes available explaining that one has been agreed for Clanville/Lovington. A request can be put forward for South Street but thought the speed watch would be a quicker method. Mr Simcox to get back to Graham House to discuss progressing.</p>	

105	Properties Committee	
105.1	<ul style="list-style-type: none"> The Consti Club-following extraordinary meeting held 11th August 2014 	
105.2	<ul style="list-style-type: none"> Pavilion Lease-Clubs The Pavilion lease will assist the Clubs to support funding applications The drawings of the Pavilion are currently held in the Clerks office that will be on display for the consultation being held in the Shambles on 30th August. 	
105.3	The swings and glass in the Chapel have been repaired.	
106	Promotion and Communications Committee	
	<i>Please note: P & C meets on Monday 11th August, and its detailed recommendations to full Council will be circulated as soon as possible after that, but too late to include in this agenda. Below is a summary of the expected areas of discussion which will need to be reported to full Council.</i>	
106.1	<ul style="list-style-type: none"> Item 3.4 Council committee protocols and procedures; lines of communication; timeline for review of committee terms of reference, policies and Council Strategic Objectives. Miss Tilling suggested minutes should be issued within 10 days of meetings, Chairs to discuss Clerk actions with the Clerks and an action date should also be included in the Minutes. 	
106.2	<ul style="list-style-type: none"> No objections were raised. Timelines for review of Terms of reference of committees to be looked at. 	
106.3	<ul style="list-style-type: none"> Item 3.8 Representative for Moat Garden committee –not discussed Item 7.1: Proposed renewal of SRYC contract- not discussed Item 7.2: Proposed public consultations: Plans for new Pavilion, Fairground Field, Donald Pither Memorial Field. - and in particular in relation to young people –Pavilion raised under Properties 	
106.4	<ul style="list-style-type: none"> App representative Lyn Johnson to make contact with Kerry to progress. 	
106.5	<ul style="list-style-type: none"> Footpaths Officer – Clive Hooper to liaise with Ansford PC to cover full area. 	
106.6	Mrs Stokes informed councillors Code of Conduct training could be held on 23/24 th September at 7pm. Additional dates to be obtained from Justin	Mrs Stokes
106.7	Mr Weeks reported Solar Sense have visited the Chapel & installed an additional unit.	
106.8	Town Signs – Lyn Johnson will come back to Full Council	
Meeting closed at 8.45pm		

Approved as a correct recordE Stokes 15 September 2014

August 2014 Payment List Appendix i										
A/C	Date	Ref	Ex.Ref	Details	Net	VAT	Total			
T J Philpott	04/08/2014	Reimb T.Philpott	103471	reimb T Philpott CPALC registration	30.00	0.00	30.00			
CCACS-CC&Ansford Carnival ad	04/08/2014	Info Point and CCTC carnival prog a	103572	CC&Ansford Carnival Programme ad for Information Point & CCTC	15.00	0.00	15.00			
S G Vaux	01/08/2014	2093 Pavilion emerg lighting	103573	Emergency light units supplied, fitted and tested at Pavilion	140.00	0.00	140.00			
Camelot Tech	01/08/2014	Reinstall software Ms Office	103574	re-Installation ofMS Office software	60.00	12.00	72.00			
Julian Shave	01/08/2014	Grounds maintenanceContract	103575	Grounds maintenance contract - July	793.00	158.60	951.60			
A Piggott	01/08/2014	reimb A Piggott Gazebo Part	103576	Reimb A.Piggott-New joint for gazebo	13.90	0.00	13.90			
Walker Fire	01/08/2014	Chapel Fire Check	103577	Extinguisher replacement, install etc	177.90	35.58	213.48			
Walker Fire	01/08/2014	Pavilion Fire Check	103577	Extinguisher & Fire Blanket service/inspection	30.00	6.00	36.00			
Somerset County Council	01/08/2014	Training	103578	Food Hygiene Courses - June 3rd & 10th	440.00	34.00	474.00			
Somerset County Council	01/08/2014	Training	103579	Food Hygiene Courses - July 4th	320.00	34.00	354.00			
Somerset County Council	01/08/2014	Training	103580	Food Hygiene Courses - July 16th	320.00	34.00	354.00			
Jenny Alderson	01/08/2014	Newsletter	103581	Typesetting and proofing	75.00	0.00	75.00			
P Parfitt	01/08/2014	Grave preparation	103582	Digg and backfill 2 graves	560.00	0.00	560.00			
P Parfitt	14/08/2014	Grave preparation	103582	P Parfitt Grave digging and backfilling August 14th & 16th 1840 and 1780	560.00	0.00	560.00			
Local World	01/08/2014	Market Ad	103583	Ref Sarah Lewis Ad in Dorset	15.00	3.00	18.00			
Southern Electric	01/08/2014	Adjustment	103584	Catherines Close Electric	33.69	0.00	33.69			
Julian Shave	01/08/2014	Horse Pond	103585	Additional Clean as requested	180.00	36.00	216.00			
Julian Shave	01/08/2014	Grave Markers	103585	Install grave markers	15.00	3.00	18.00			
Dave Marsh	01/08/2014	Goods	103586	Cleaning materials, padlock, etc	61.10	12.22	73.32			
FWB	11/08/2014	Newsletter Aug14	103587	Newsletter printed Aug2014	430.00	0.00	430.00			
G.B. Sports & leisure	13/08/2014	Replacement parts	103588	Lion Seesaw and swing parts (£30 post and package)	258.06	51.61	309.67			
Grant Thornton	14/08/2014	7022221	103589	External Audit fee Annual Return 2014	400.00	80.00	480.00			
Cash-Petty Cash	18/08/2014	Petty Cash Cheque	103590	Petty Cash Cheque	100.00	0.00	100.00			
Wendy Silver	18/08/2014	reimb W.Silver contact list purch	103591	reimb W.Silver purch of 396 contact list	100.00	20.00	120.00			
Marilyn Simcox	18/08/2014	Minor Works July 14	103592	Minor works July14	172.90	0.00	172.90			
Joy Streetin	30/08/2014	CCTC Market Manager J.Streetin	103593	CCTC Monthly payment to Market Manager	220.00	0.00	220.00			
Larry Mecedes	25/08/2014	inv to be raised	103598	Newsletter delivery August 14 1/2	80.00	0.00	80.00			
R Dale	25/08/2014	inv to be raised	103599	Newsletter delivery August 14 2/2	80.00	0.00	80.00			
Salary Costs Aug14	25/08/2014	Salary Costs Aug14	103594-97&600	Salary Costs Aug14	2370.32	0.00	2370.32			
					8050.87	520.01	8570.88			
British Gas	01/08/2014	DD British Gas	DD B Gas Aug14	21 June - 23 July	25.70	1.28	26.98			
EDF	01/08/2014	DD EDF MH Aug 14	DD EDF MH Aug 14	EDF DD Aug MH Electric	153.00	0.00	153.00			
SCOTTISH	01/08/2014	DD Scottish Power Aug 14	DD Scottish Power J	Pavilion Scottish Power DD Aug 14	37.00	0.00	37.00			
SAGE SUPPORT	01/08/2014	DD SAGE Aug14	DD SAGE Jul 14	DD monthly SAGE Instant Accounts & Payroll support Jul 14	28.28	5.65	33.93			
Chess Ltd	01/08/2014	DD Chess Aug 14 inv to be raised	DD Chess Jul 14	Chess DD Aug14 phone charges for Jul14	22.07	4.41	26.48			
Elite Telecom	01/08/2014	DD Elite Telecom Aug14	DD Elite Telecom Jul	Elite Telecom Information Point telephone line chrgs ro Jul14	13.13	2.62	15.75			
BARCLAYS	01/08/2014	DD Barclays C/a Aug 14	DD Barclays C/a Jul	Barclays Bank Charges DD Aug14	6.66	0.00	6.66			
BARCLAYS	01/08/2014	DD Barclays DP Aug 14	DD Barclays DP Jul	Barclays Bank Charges DD Aug 14	6.66	0.00	6.66			
					292.50	13.96	306.46			
					8343.37	533.97	8877.34			