

**MINUTES OF CASTLE CARY TOWN COUNCIL MEETING HELD ON MONDAY 15th
September 2014 at the Market House, Castle Cary**

Present:

Town Councillors: Mrs E Stokes,(Chairman), Ms P Peppin, Mrs P Steiner, Miss L Tilling, Ms A Piggott, Mrs J Morison, Mr T Philpott, Mrs S Snook, Mr R Arnold,
Officers in attendance: Mrs S Hake (Town Clerk)
County Councillor Mr M Lewis
District Councillor Mr Hobhouse
Fire & Rescue Service Two representatives-Mr Martin Lock and Mr Andy Cole
Members of the public: Mr Robert Angell, Mr Michael Bainbridge representing small group of residents working with a group of Town Councillors on the Neighbourhood Plan

	<u>Minutes</u>	
107	Apologies for absence Apologies received from Mr C Simcox, Mr B Gilbey, Mr N Weeks	
108	To approve the minutes of the Town Council Extra ordinary meeting held on 11th August 2014	
108.1	Ms Peppin proposed approval of the minutes for the extra ordinary meeting held on 11 th August, Seconded by Mrs Steiner, agreed by those who attended	
108.2	To approve the minutes of the Town Council Meeting held on Monday 18th August 2014 Miss Tilling proposed approval of the minutes for the Town Council Meeting held on 18 th August, seconded by Mr Arnold, All agreed	
109	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>). No declarations made	
110	Public Session (<i>if any member of the public wishes to speak</i>) No members of the public present	
111	Community Safety and Security-Fire and Rescue Service	
111.1	Station Manager-Mr Lock attended the meeting with Mr Cole explaining the elements of Risk Management, Response, Prevention and Protection. Mr Lock is Local Risk Manager for Castle Cary and requested if the Council would like to notify him of specific items they would like to see included in the Local Community Plan currently being created Mr Cole is responsible for the Protection and reported statistics and details of some of the calls responded to. Mrs Stokes requested fire education to schools. Mr Lock informed Councillors about a variety of educational visits that are carried out aimed at all age groups in schools, with job centre plus and one to one visits. These are in addition to fire cadet schemes taking place in Frome, Exmouth and Yeovil. Councillors were given details of the education website www.dsfrs.go.uk . Mr Lock explained the existing Chief Officer was looking more at efficiency savings rather than cut backs to maintain high levels of support throughout the service.	
111.2	Mr Cole confirmed the infrastructure had now been fitted at the station in preparation for the defibrillator to be active from the Open Day being held on 11 th October and that the fire fighters would be holding a charity car wash.	

<p>111.3</p> <p>111.4</p>	<p>Fire information leaflets will be distributed to be available from the information point.</p> <p>Miss Tilling enquired if station could provide training on the defibrillator. Mrs Morison advised a first aid course is being held at the Market House.</p> <p>Mr Philpott enquired about traders and the Pavilion receiving a fire inspection but had not received any further information since the visit around August 2013.</p> <p>Mr Lock offered to look into and respond to Mr Philpotts enquiry. Councillors thanked Mr Lock and Mr Cole for attending the meeting and providing the first of their quarterly reports to the Council.</p>	
<p>112</p> <p>112.1</p> <p>112.2</p> <p>112.3</p> <p>112.4</p> <p>112.5</p>	<p>Neighbourhood Plan- Group to update the Council Documents distributed for Council to approve next steps</p> <p>Mr Angell and Mr Bainbridge attended the meeting as representatives of a small group of local residents who would very much like to support the Town Council with the creation of a neighbourhood plan. The minimum timescale would be 6 months with a more comprehensive time of 12 months to include a designated boundary which could be Castle Cary Parish boundary or possibly include the Ansford Parish boundary that would need to be formerly approved by SSDC. Significant Community involvement and engagement is required for all age groups. A local referendum has to be held by SSDC with more than 50% who vote needing to be in agreement. There is a cost for the referendum by SSDC, room hire and printing but offer of time would be free as they are keen for it not to be a burden on local taxpayers.</p> <p>Mrs Snook enquired if engagement is happening with Ansford PC and Mrs Stokes explained she would be meeting with the Chair of Ansford Parish Council</p> <p>Mrs Stokes proposed CCTC accept assistance towards producing a neighbourhood plan, Seconded by Mr Philpott – All Agreed. Mrs Stokes reminded councillors to review the three documents distribute for the neighbourhood plan.</p> <p>Mr Bainbridge offered a longer work session.</p> <p>Mr Angell offered to give regular updates to Councillors and informed them that the documents distributed are working documents and need to be updated.</p>	
	<p>Reports</p>	
<p>113</p> <p>113.1</p> <p>113.2</p>	<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 Mr Lewis reminded Councillors of the Health & Well Being funding for projects or new groups to assist residents of Castle Cary for an amount of £500-£1000 - Nick Weeks, District Councillor - Henry Hobhouse, District Councillor Mr Hobhouse informed Councillors that Government have asked all Councils to look at drainage funding that will have to come from existing budgets. Part of council tax goes to the drainage board that does not include outside of Somerset. The maintenance body will cover the Somerset Levels. - Mrs Snook enquired if local farmers will be involved. - Mr Hobhouse confirmed the NFU are involved. 	

<p>113.3</p> <p>113.4</p> <p>113.5</p> <p>113.6</p>	<p>Town Councillors Ms Peppin informed Councillors the Free legal help offer is a general offer and not specific to the neighbourhood plan.</p> <p>LT- Reports on Cary Mulfuria, CCTC Social Event and Pavilion Consultation Miss Tilling reported:-</p> <p>celebrations of 20years of the link with Mulfuria.</p> <p>CCTC Social excess monies will be retained and carried forward to the next event.</p> <p>The consultation for the Pavilion held at the end of August was well received.</p>	
<p>114</p> <p>114.1</p> <p>114.2</p> <p>114.3</p> <p>114.4</p>	<p>Youth Matters and Schools Renewal of SRYP contract 1 September 2014 & youth Development Plan</p> <p>Miss Tilling reported the contract with Somerset Rural Youth is currently being re-negotiated with young people being involved with the Youth Development Plan. It is hoped Castle Cary Town Council will continue to contribute the £4000.</p> <p>SRYP Music Project Mrs Morison informed councillors of funding for a Music Project in Castle Cary which will be initiated by James Brooks who will be working information point on one or two days a week. The project is aimed at engaging with sections of the Community for the duration of 3 years with the hope it will continue to be sustainable. Mrs Stokes confirmed she is very keen on the project and the fact that it covers a wide range of ages.</p> <p>Youth Matters AGM 13 November The AGM date has changed and will now be held on 2nd December Playfest is being held on 20th September Mr Hobhouse left at 19.55</p> <p>Reports on Holiday Activities and Castle Cary Primary School Miss Tilling will report on Castle Cary Primary School at a later date and incorporate any follow up from the meeting held with the County Council enquired for by Mr Philpott. Mrs Stokes reported Ms Pilgrim the Principal for Ansford Academy will be attending the October Town Council meeting.</p>	<p>Miss Tilling</p>
<p>115</p>	<p>Market Towns Investment Group Clerk requested to confirm date of next meeting. Miss Tilling to liaise with Ms Johnson in reference to the progress of the apps.</p>	<p>Miss Tilling</p>
<p>116</p>	<p>Clerk's Report E-mails forwarded request for volunteers at Ansford Academy –re mock interviews for year 11 e-mail from Graham House- re South St-to be discussed further at Properties/Infrastructure meeting Enquiry received to locate bench originally sited at bus stop location Eat Cary Annual report E-mail-Confusion regarding two hubs web site links incorporated http://www.thehubyeovil.co.uk/ for vulnerable young people with additional support needs and http://www.p2i.org.uk/ aimed at 16-24 year olds to provide information and advice around housing for young people, mediation and reconciliation services, short term accommodation, supported and move on accommodation.</p>	

	Major Projects	
117	Milbrook Car Park Toilets The Clerk informed councillors a plumber has been requested to visit the site.	
118	Pither Project Next phase-installation of ball wall	
118.1	Mrs Stokes still hopes the ball wall will be located on the Donald Pither Memorial Field	
118.2	Mr Philpott asked if funding could be used towards the ball wall. Mr Lewis confirmed an application could be requested	
118.3	Mrs Stokes will e-mail everyone with dates and Mr Arnold will liaise with Ansford Academy	
118.4	Consultation with young people-decision on how to progress Miss Tilling requested Youth Matters continue to be included.	
119	Market House <ul style="list-style-type: none"> • Reports from Joint Steering Group meeting 	
119.1	Miss Tilling explained to Councillors it is a joint meeting between SSDC and Town Council representatives Ms Peppin informed Councillors the group is also merging with discussions about the Asset Transfer. Mr Lewis explained the need to look at the date of 1 st January to allow time for the elections. Miss Tilling explained the groups are changing and Ms Pepping suggested the Steering Group and the Asset transfer amalgamated. Mr Lewis stated the snagging list is being worked at to finalise. A building survey is to be completed on the 24 th & 25 th September for the Market House.	
119.2	<ul style="list-style-type: none"> • Market House Management Group Report Miss Tilling informed Councillors the tea bar in the Shambles is warping & requires remedial works that will be actioned at the same time as the sink installation into the Undercroft area with the groups snagging list ongoing.	
119.3	<ul style="list-style-type: none"> • Recommendations from Market House Management Group re licences required and training-CCTC responsibilities Miss Tilling has looked at the licenses and plans to meet with Mr Philpott to ensure all of the Market House Management Group are up to speed with requirements. Mr Philpott proposed Miss Tilling to oversee as Manager of Market House Management Group, seconded by Ms Peppin – All Agreed	
119.4	<ul style="list-style-type: none"> • Learning in the Market Place programme Mrs Morison informed councillors there are 13 workshops & talks with a launch taking place on 30 th September. There will be a twitter session for Councillors with David Elson and Chris Edwards attending from Ansford Parish Council. The sessions will consist of two First Aid, Facebook, twitter for beginners, Heathers Flowers, Carymoor and Eat Cary. Yarlington have requested one of the events have their name against it.	

	Committee Reports and Recommendations	
<p>120</p> <p>120.1</p> <p>120.2</p> <p>120.3</p>	<p>Finance</p> <ul style="list-style-type: none"> • to approve the list of September payments • Mrs Morison proposed approving the payment list, seconded by Ms Piggott – All Agreed • Precept 2015/16. <p>Councillors reminded to consider Precept requirements for 2015/16</p>	
<p>121</p>	<p>Human Resources Committee</p> <ul style="list-style-type: none"> • Grounds maintenance contract update <p>Mrs Steiner informed councillors the document for the tender specification will be discussed later in the week at the HR meeting and distributed before the next meeting</p> <ul style="list-style-type: none"> • Cleaner recruitment update <p>There are elements of the minor works contract that include cleaning and Infrastructure have requested the Millbrook toilets are included into the contract.</p> <p>Mrs Steiner proposed the HR committee make the decision at the HR meeting, Seconded Mrs Snook – All agreed</p> <ul style="list-style-type: none"> • MH research contract update <p>The Research Contract person has resigned and agreement reached not to continue to progress. A report has been received.</p> <ul style="list-style-type: none"> • Training – code of conduct at Fire Station on Wednesday 22nd October for 7pm start-Opportunities to ask questions <p>The training session will be given by Justin from SALC from 7pm-9pm at the fire station as the Shambles is booked. Councillors will need to park in the car park as the station will be active on the evening.</p> <p>Mr Arnold enquired about progress on having a minute taker.</p> <p>Mrs Steiner stated this was to be discussed at the next HR meeting.</p>	
<p>122</p> <p>122.1</p> <p>122.2</p>	<p>Planning Committee</p> <ul style="list-style-type: none"> • Limestones: South Street <p>Ms Peppin reported the application was controversial with focus on traffic, result of votes were 2 abstained, 2 against and 2 for with casting vote made to approve</p> <ul style="list-style-type: none"> • Manor Farm: Solar Park <p>Recommended for approval</p> <ul style="list-style-type: none"> • Greenway close: extension <p>Recommended for approval</p> <ul style="list-style-type: none"> • Planning training for chair & vice chair <p>Training enquiry made but no sessions for training available at present.</p> <ul style="list-style-type: none"> • The proposed housing developments off Station Road & Liaising with other Parish Councils to lobby central government- re concerns of future development <p>Ms Peppin suggested the possibility of contacting other councils who are suffering from problems with proposed development with a view to putting pressure on government to minimise development of Greenfield sites rather than Brownfield.</p> <p>Mr Lewis responded by suggesting looking at other market towns, Wincanton and Milborne Port noting Castle Cary have the BMI brownfield site. Mr Lewis also advised Councillors to ask questions of MP's or Eric</p>	

	<p>Pickles as long as it does not cost money to the tax payer.</p> <p>Mr Philpott reminded councillors the building statistics are in the local plan.</p> <p>Ms Peppin proposed exploring the possibility of having a meeting with other councils, Seconded by Ms Piggott,- Agreed with two councillors abstaining.</p> <p>Mr Lewis suggested contacting David Norris and Paul Wheatley about policies that impact on Castle Cary and/or ask other communities of the impact on them.</p> <p>Ms Peppin does not believe SSDC planning are up to date on European Law.</p>	
<p>123</p> <p>123.1</p> <p>123.2</p> <p>123.3</p>	<p>Infrastructure Committee</p> <ul style="list-style-type: none"> The traffic problems in South Street. <p>In the absence of Mr Simcox, Ms Peppin raised concerns about Small Way Lane, Ash Lane, Cockhill and speeding in South Street stating a traffic calming scheme was urgently required.</p> <p>Mrs Stokes confirmed that she, Mr Simcox and Mr Gilbey had met in the area with Colin Fletcher to discuss the problems.</p> <p>Mrs Snook enquired about additional yellow lines, which Mrs Stokes informed Councillors Mr Fletcher had confirmed are planned to be actioned.</p> <p>Mr Lewis suggested contacting Colin Fletcher or Neil McWilliams to request a site visit to discuss and agree what would be appropriate.</p> <p>The Small Improvement Scheme has been used for pinch points at Queen Camel & speed humps at Norton St Philip.</p> <p>The County Council Safety Partnership action the CID and this can be used as evidence to support an application for the Small Improvement Scheme.</p> <p>Colin Fletcher to be contacted to be asked to progress.</p>	Clerk
<p>124</p> <p>124.1</p> <p>124.2</p>	<p>Properties Committee</p> <ul style="list-style-type: none"> Fairground Field-grass management & Fairground Field - Meeting with Ansford Parish Council <p>A meeting has been arranged to meet with Ansford Parish Council on Monday at 7.30pm with Town Councillors to meet at 6.30pm.</p> <ul style="list-style-type: none"> Horsepond -maintenance update <p>Mrs Stokes reported the recent removal of the weed has activated the nutrients in the pond and worsened the state of the algae. Advice received is to have one main clean a year with regular clearing of rubbish.</p> <p>Oxygenating plants should be planted in the Spring and a decision will need to be made whether to have fish in the pond or wildlife.</p> <p>Ms Peppin suggested a small article is put into the paper to explain what the council plan to do.</p> <p>Mrs Snook offered to obtain some Barley Straw to put in the pond.</p> <p>Mr Philpott proposed the contractor is setup to clear the surface of the pond, Seconded by Ms Piggott- All agreed.</p>	Mrs Snook Clerk
<p>125</p> <p>125.1</p> <p>125.2</p>	<p>Promotion and Communications Committee</p> <ul style="list-style-type: none"> Circus Visit re- correspondence distributed <p>Miss Tilling informed Councillors about the enquiry from a Human Circus suggesting the use of the fairground field .</p> <p>The Clerk was requested to pursue the enquiry.</p> <p>Mr Philpott confirmed a charge would need to be made if the field was used.</p> <ul style="list-style-type: none"> Approval-Review of Strategic Objectives, Policies & Committee Terms of Reference <p>Miss Tilling informed councillors the review documents will be distributed including reference to young people in the terms of reference for Strategic Objectives.</p>	Clerk

125.3	<ul style="list-style-type: none"> • Big Christmas plans (report circulated) <p>Mrs Morison confirmed there will be a Big Christmas Coffee Morning held on Saturday 8th November and informed Councillors it is too late to progress with the large Christmas light proposal however the Town Council will</p>	Mrs Stokes
125.4	<p>supply matching trees and lights for use in existing holders.</p> <p>Mrs Snook requested if everyone around the town centre could put upstairs lights on to assist with illumination of the streets for the Big Christmas</p>	
125.5	<p>event.</p> <p>Mrs Stokes will thank Gerald Davidson for his hard work obtaining the information for the large light proposal.</p>	
125.6	<ul style="list-style-type: none"> • WW1 November 11th event and Council representation <p>The WW1 commemoration will include on the hour every hour a silent moment for reflection.</p> <p>Mr Philpott informed the council that previously the Chair of the Council will lay the wreath on behalf of the Town Council.</p> <p>Mrs Stokes will be attending a meeting and come back to the Council as she is also responsible for overseeing the Poppy Appeal and may find this difficult</p>	
125.7	<ul style="list-style-type: none"> • Tourism Group report <p>Mrs Snook reported the group has additional voluntary assistance and the</p>	
125.8	<p>Information signs are being considered by planning.</p> <ul style="list-style-type: none"> • Newsletter deadline 23 October 	
126	<p>Christmas Social Event</p> <p>It was decided not to arrange a meal out but possibly have nibbles in the Shambles.</p>	
	<p>The meeting closed at 21.15pm</p>	

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 October 2014 meeting of the Town Council will be held on Monday 20th October 2014 in the Market House at 7:00pm

Approved as a correct record.....E Stokes 20 October 2014

September 2014 Payment List Appendix i					Net	VAT	Total
A/C	Date	Ref	Ex.Ref	Details			
Viking	01/09/2014	Office supplies	103601	Paper, labels, misc equipment	100.59	20.12	120.71
SALC	01/09/2014	Publication ref Liz Stokes	103602	Local Councils explained	52.89		52.89
Local World	01/09/2014	Business Directory entry	103603	Dorset Business Directory August entry	15.00	3.00	18.00
Castle Cary Cricket Club	01/09/2014	Grass cutting provisiion	103604	Donald Pither Memorial Field grass cutting & maintenance 2014	2500.00		2500.00
Dave Marsh	01/09/2014	Maintenance & cleaning supplies`	103605	Scraprer blades, brush, key etc	16.32	3.26	19.58
Liz Stokes	01/09/2014	Dug out project paint	103606	Decorating and anti vandal paint (Bradford & B&Q)	230.19		230.19
SSDC	01/09/2014	Car Park Compensation	103607	Payment under agreed compensation scheme	3309.33	661.87	3971.20
Marilyn Simcox	03/09/2014	Minor Contract works	103608	Minor works August 14	219.83		219.83
John Hatton	01/09/2014	Reimbursement	103609	Hammer finish paint & varnish	17.12		17.12
John Hatton	13/09/2014	Reimbursement	103609	cordless combidrill,s/driver bits,safety glasses,hammer & tool kit	119.95		119.95
Judi Morison	02/09/2014	Learning in the Market Place	103610	Postage, refreshments	9.02		9.02
Judi Morison	02/09/2014	Big Christmas Ad	103610	Ad in Carnival programme`	15.00		15.00
Judi Morison	02/09/2012	Materials	103610	Materials for bunting workshop	27.61		27.61
Youth Matters	03/09/2014	Youth Matters	103611	Contribution April 14 - March 15	4000.00		4000.00
Julian Shave	05/09/2014	Maintenance Contract	103612	August hours on contract	793.00	158.60	951.60
CE Line	09/09/2014	Wash basin for general use	103613	Portable wash basin-now due 1st week October	399.00	79.80	478.80
IVC Technologies Ltd	15/09/2014	WIFI adapters Shambles	103614	IVC Install WIFI adapters to improve signal in Shambles	246.25	49.25	295.50
Martins of Castle Cary	01/09/2014	Martins of CC	103615	cleaning materials-cheque not issued-replacement cheque to be raised			
Joy Streetin	30/09/2014	CCTC Market Manager J.Streetin	103616	CCTC Monthly payment to Market Manager	220.00		220.00
Salary Costs Sept14	25/09/2014	Salary Costs Sept14	103617-21	Salary Costs Sept 14	3093.12		3093.12
Wendy Silver	15/09/2014	Research work	103622	35 hours of research work re Shambles	350.00		350.00
					15734.22	975.90	16710.12
British Gas	01/09/2014	DD British Gas Sept14	DD British Gas	24 July - 27 August	26.39	1.31	27.70
EDF	01/09/2014	DD EDF MH Sept 14	DD EDF MH Sept 14	EDF DD Sept MH Electric	153.00	0.00	153.00
SCOTTISH	01/09/2014	DD Scottish Power Sept 14	DD Scottish Power Sept 14	Pavilion Scottish Power DD Sept 14	30.69	6.31	37.00
SAGE SUPPORT	01/09/2014	DD SAGE Sept14	DD SAGE Sept14	DD monthly SAGE Instant Accounts & Payroll support Sept 14	28.28	5.65	33.93
Chess Ltd	01/09/2014	DD Chess Sept	DD Chess Sept 14	Chess DD Sept 14 phone charges for August 14	24.47	4.89	29.36
Elite Telecom	01/09/2014	DD Elite Telecom Sept14	DD Elite Telecom Sept 14	Elite Telecom Information Point telephone line charges to 29 August	12.53	2.50	15.03
BARCLAYS	01/09/2014	DD Barclays C/a Sept 14	DD Barclays C/a Sept 14	Barclays Bank Charges DD Sept14	6.66	0.00	6.66
BARCLAYS	01/09/2014	DD Barclays DP Sept 14	DD Barclays DP Sept 14	Barclays Bank Charges DD Sept 14	6.66	0.00	6.66
					288.68	20.66	309.34
					16022.90	996.56	17019.46