

**MINUTES OF CASTLE CARY TOWN COUNCIL MEETING HELD ON MONDAY 20th
OCTOBER 2014 at the Market House, Castle Cary**

Present:

Town Councillors: Mrs E Stokes,(Chairman) Mr N Weeks, Ms P Peppin, Mr B Gilbey, Mrs P Steiner, Mrs J Morison, Mr R Arnold, Mr T Philpott, Mrs S Snook

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>	
127	Apologies for absence Apologies received from Miss Tilling, Ms Piggott, Mr Simcox & PCSO Ms Barber, Mrs Stokes informed councillors Mr Simcox had resigned from the council with immediate effect but has offered to continue researching solar panels installation for the Millbrook toilet block.	
128	To approve the minutes of the Town Council Meeting held on Monday 15th September 2014 Mr Arnold proposed approval of the minutes for the meeting held on 20 October 2014, Seconded Mrs Morison – All Agreed	
129	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>).	
130 130.1 130.2 130.3	Public Session (if any member of the public wishes to speak) Mr Kelvin Toop requested to speak stating he was happy to see the horsepond is much cleaner. He also wished to enquire about street lighting and why there are a number of lights that have been replaced and are now bright white in the area between Churchfield Drive and the old Ambulance Station. Mr Weeks responded explaining he thought the reason was likely to be that they are slowly being replaced by LED lights as they are more economical. Both Mr Weeks and Mr Lewis offered to make enquiries to confirm this. Mr Toop also stated the trees needs cutting back on Blind Lane adjacent to St Johns Priory. Mrs Morison offered to contact Mr Stephen Rymer for this and councillors were reminded Mr and Mrs Hooper have also taken on the roll of Footpath officer.	Mr Weeks Mr Lewis Mrs Morison
131 131.1 131.2	Ms Shonagh Pilgrim – Ansford Academy Principal with Emily Mitchell Ms Pilgrim and Emily Mitchell (Head Prefect) were introduced to the Council and spoke about Ansford Academy and the School Council, of which Emily is a member. The School Council are looking to focus on three items which are, a Summer uniform, school planner and length and structure of lessons & breaks. The students will write Councillors were asked to raise any questions they had. Mr Weeks enquired what Ms Pilgrim feels about the Sports facilities at the	

<p>131.3</p> <p>131.4</p>	<p>Academy. Ms Pilgrim confirmed an all weather pitch would be a nice to have and that swimming is not offered to the students. She also went on to explain there is a falling roll which is down to 609 students.</p> <p>Mrs Stokes enquired if the Academy would like a representative for the School Council. Mr Arnold offered to meet with the School Council which is held on Thursdays every three weeks and provided contact details to arrange to attend.</p>	<p>Mr Arnold</p>
<p>132</p>	<p>Community Safety and Security Statistics received from Ms Barber have been distributed by e-mail. Mrs Stokes explained that she is planning to make comparisons on the statistics that are provided. Mrs Snook stated she would like to know that actions are made. Ms Peppin informed councillors of areas where there is less street lighting having lower burglaries.</p>	
<p>133</p>	<p>Neighbourhood Plan-A joint neighbourhood plan Mrs Stokes informed councillors that Ansford Parish Council are joining with CCTC to do the neighbourhood plan, having had a positive meeting between both Councils moving forwards. Mrs Stokes thanked Mr Lewis for chairing the original meeting. Ms Peppin suggested informing members of the public about the plan as it progresses.</p>	
	<p>Reports</p>	
<p>134</p> <p>134.1</p> <p>134.2</p> <p>134.3</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 <p>Mr Lewis reported he is arranging dates to meet Colin Fletcher to discuss South Street and that Phil Langs (highways officer) will be making a site visit surrounding the Foxes Run development. Lines were confirmed to have been painted in the South Street area.</p> <ul style="list-style-type: none"> • Vice Chairman of Carymoor Parish Council (Martin Roberts) <p>Reported from the meeting he attended that Dimmer has been looking to close, proposing to stop biodegradable black bag waste. The biggest concern is the proposal to use Dimmer as a transfer site which would mean waste is stored at the site before distribution to other site which would significantly increase the number and size of lorries entering and leaving the site. Mr Weeks enquired if they were going to continue to use the buildings which was confirmed. Mr Hobhouse declared he is on the waste board and that planning approval will be required for a change of use at the site. Councillors were informed that a further Concrete batching plant planning application had been made and a question raised as to whether there is a limit to the number of applications that be made. Mr Hobhouse informed councillors there is no limit to the number of applications that can be submitted.</p> <ul style="list-style-type: none"> • Nick Weeks, District Councillor <p>Mr Weeks notified Councillors that parking charges are likely to be reduced by the District Council over the Christmas period. He also informed Councillors that he has requested feedback on the large planning applications with a view to the District Council holding meetings in the evening in Castle Cary for this.</p>	

<p>134.4</p> <p>134.5</p>	<p>Councillors were reminded to be vigilant about what is happening at Priddle Hill Farm. The dumping of subsoil in Castle Cary, Old Green Lane, Galhampton & Priddle Hill was raised as it is not being taken to Dimmer and should be properly licensed. Mr Lewis responded that there are permitted amounts and that this is a County Council and SSDC Planning Officer Matter, he will research further and come back to the Council.</p> <ul style="list-style-type: none"> • Henry Hobhouse, District Councillor <p>Mr Hobhouse informed councillors the Local Plan will go to Council in November.</p> <ul style="list-style-type: none"> • Town Councillors <p>Mrs Stokes attended the Somerset Forum in Frome and informed Councillors the cost of their neighbourhood plan was in the region of £32,000 although they believed it was worth the cost. Mr Phillpott also attended, adding that the Vision for Frome group had not initially worked with the Town Council at the onset.</p>	<p>Mr Lewis</p>
<p>135</p> <p>135.1</p> <p>135.2</p> <p>135.3</p> <p>135.4</p> <p>135.5</p> <p>135.6</p>	<p>Youth Matters and Schools</p> <p>Mrs Morison confirmed Somerset Rural Youth have the contract for a further year and The Methodist Church have agreed to contribute £1000 for the next three years.</p> <p>The Music Project session would be taking place at the Market House on Saturday morning that week.</p> <p>The Youth Club group were reported to be increasing in numbers.</p> <p>There will be young people joining the Fairground Field group as members.</p> <p>The Swainson building transfer is progressing.</p> <p>Mr Weeks informed Councillors pupil numbers at Wincanton are falling more than at Ansford Academy</p>	
<p>136</p>	<p>Market Towns Investment Group –next meeting 23 October</p> <p>Both Mrs Morison and Ms Piggott informed Councillors they would be unable to attend the meeting on 23rd October.</p>	
<p>137</p> <p>137.1</p> <p>137.2</p> <p>137.3</p> <p>137.4</p> <p>137.5</p>	<p>Clerk's Report</p> <p>e-mailed information</p> <p>Priddle Hill Farm concerns</p> <p>The Clerk confirmed planning concerns have been raised relating to Priddle Hill Farm which comes under Pitcombe Parish Council.</p> <p>Cary Consti Club</p> <p>The Clerk has informed Councillors the District Council Legal department has confirmed the appeal against the Consti-Club recording as being a Community Asset, has been upheld and there is a further 28 day period where a further appeal against the listing can be made. Mr Weeks believes an appeal is being made.</p> <p>MTIG meeting date & invite</p> <p>Details of the next MTIG meeting have been distributed, Possible Circus visit.</p> <p>The Clerk is awaiting further contact for the Circus to visit the field site to ascertain if it may be suitable for use in the following summer.</p> <p>Transport Hub meeting.</p> <p>Details of the next Transport Hub meeting have been distributed</p>	

	Major Projects	
138	<p>Milbrook Car Park Toilets</p> <p>Mr Simcox has been looking into Solar Panels for the toilet block and believes the brook could be used for flushing facilities. Mrs Stokes will write to Mr Simcox to request he continues to research the Solar Panels and produce any information by 1st December.</p>	Mrs Stokes
139	<p>Pither Project</p> <p>Mrs Stokes will be working with Ms Pilgrim for the Pither Project.</p>	Mrs Stokes
140	<p>Market House</p> <p>Report from MHMG</p>	
140.1	Mr Weeks informed Councillors snagging was continuing in reference to problems with the heating, cement works to the floor and still has no date for the works to the tea bar.	
140.2	<ul style="list-style-type: none"> Market House Management Group. Recommend that with the near completion of building works that MHMG should fall in future under the remit of Prom and Com, with issues directly to do with maintenance of the building referred to Properties. <p>Mrs Steiner proposed the recommendation of the Market House Management Group to come under Prom and Comm, Seconded Mrs Morison- Agreed with Mr Weeks suggesting retaining until the completion of works overseen by himself and Pam Williams.</p>	
140.3	<ul style="list-style-type: none"> Request for approval of the signing of a Service Level Agreement with "Learning at the Market Place", covering the utilisation of the remaining training elements of the VSOS grant and the CLA grant. <p>Mrs Morison informed Councillors the grant from VSOS has now come to an end and requested the ringfencing of £4320 outstanding amount and the signing of a Service Level Agreement for Learning at the Market Place. Seconded Mrs Snook – All agreed</p>	
140.4	<ul style="list-style-type: none"> Approval of final VSOS report and financial analysis of expenditure (circulated) <p>Mrs Morison proposed the approval of VSOS report and financial expenditure, Seconded Mrs Steiner-All agreed</p>	
	Committee Reports and Recommendations	
141	Finance	
141.1	<ul style="list-style-type: none"> To approve the list of October payments <p>Mrs Snook proposed approval of the payment list, Seconded Mrs Steiner- All agreed</p>	
141.2	<ul style="list-style-type: none"> Electric supply for Chapel <p>As the cost of the Wind Turbine obtained by Mrs Middleton exceeded £1000, requiring two further quotes to be obtained. Mr Philpott enquired if Councillors wished to consider amending standing orders for this item or would prefer to have three quotes. Councillors confirmed preference to obtaining additional 2 quotes. Mr Philpott to inform Mrs Middleton</p>	Mr Philpott
141.3	<ul style="list-style-type: none"> Finance reports <p>Clerk to distribute reports</p>	Clerk
142	Human Resources Committee	
142.1	<ul style="list-style-type: none"> Grass Cutting and Maintenance Contract (Copy distributed prior to meeting) <p>Mrs Steiner Proposed the changes to the Grass Cutting & Maintenance</p>	

<p>142.2</p> <p>142.3</p> <p>142.4</p>	<p>contract, Seconded by Mr Philpott. – All Agreed</p> <ul style="list-style-type: none"> • Contracts for Clerk, Deputy Clerk, Property Manager <p>The Property Manager contract was confirmed to be signed but will now need amending.</p> <p>The Deputy Clerk and Town Clerks amended contract to be signed by the end of the week.</p> <ul style="list-style-type: none"> • Minute taker for council meetings <p>Mrs Steiner proposed £1500 precept to employ minute taker to take notes of all Monday meetings.</p> <p>Mr Philpott suggested taking to Precept meeting for consideration.</p> <p>Mr Weeks suggested a volunteer may wish to consider doing and Mr Hobhouse suggested recording and having typed from the recording.</p> <ul style="list-style-type: none"> • Code of conduct & Induction/Refresher training 22nd October at the Fire Station 7PM <p>Councillors were reminded of the training session at the Fire Station.</p>	<p>Clerk</p> <p>Mrs Steiner</p>
<p>143</p> <p>143.1</p> <p>143.2</p> <p>143.3</p> <p>143.4</p>	<p>Planning Committee</p> <ul style="list-style-type: none"> • Planning Meeting • Revised plan drawing showing footpath for Foxes Run -for information <p>Foxes run development result was unanimous refusal due to traffic and will be looked at for the next planning meeting.</p> <p>Clerk to request extension</p> <p>Access road to the Nurseries site amendment to the Cumnock Road application was refused.</p> <p>Permission has been granted by SSDC for the Limestones application with rigid conditions if used for a holiday let.</p> <p>Mr Weeks requested letter be sent to David Norris to request pre-application Swift nesting boxes to be incorporated for new developments.</p> <p>Ms Peppin has requested a letter to be sent to County Archeologist and asked the Clerk to ascertain if actioned by the Deputy Clerk</p> <ul style="list-style-type: none"> • Is it possible to have some/all joint planning meetings? <p>Mrs Stokes to contact David Elson to discuss.</p>	<p>Clerk</p> <p>Clerk</p> <p>Mrs Stokes</p>
<p>144</p>	<p>Infrastructure Committee – Not Discussed</p>	
<p>145</p> <p>145.1</p> <p>145.2</p> <p>145.3</p>	<p>Properties Committee</p> <ul style="list-style-type: none"> • Horsepond volunteer, Cemetery Silo Emptying requested <p>Mr Huggins and Mr Fowler have offered to clear the pond voluntarily.</p> <p>Mrs Stokes recommend the Council accept the offer which was agreed with Mrs Stokes to send formal thankyou letter and acceptance</p> <ul style="list-style-type: none"> • Working with APC-Approval of the committee to run the fairground Field <p>Mrs Stokes informed Councillors the Fairground Field Committee will have a joint meeting between Ansford PC and Castle Cary Town Council with three councillors from each council attending.</p> <p>Ms Peppin enquired if decision of community membership could be fed back.</p> <p>Friday meeting will agree terms of reference.</p> <p>Mr Gilbey reported Playground inspection has been completed.</p>	<p>Mrs Stokes</p>

146	Promotion and Communications Committee	
146.1	<ul style="list-style-type: none"> • Friends of the Cemetery Chapel - Recommend to Full Council that the weekend opening of the chapel continue on a permanent basis subject to the availability of volunteers. <p>Mrs Steiner enquired if Councillors were happy for this to continue-All agreed</p>	
146.2	<ul style="list-style-type: none"> • Town Council Christmas Social - Recommend this takes form of drinks and nibbles event for councillors, council staff and council volunteers and their partners, 6.30pm in the Shambles on Wednesday 17th December. (If Council agree date, P&C members will organise) <p>Councillors agreed for P&C to organise drinks and nibbles for the 17th December.</p>	
146.3	<ul style="list-style-type: none"> • Issues Board - Recommend that use of this be put on hold for the time being. <p>The use of the issues board was requested to be taken back to the next P&C</p>	Miss Tilling

146.4	<ul style="list-style-type: none"> Moat Garden Grant Application Recommend that discussion and decision concerning this be deferred until Council receives further information about the use of the garden and an independent valuation of the land to be purchased. <p>The Council received further information and Mr Philpott proposed approval of £50 funding request, Seconded by Mrs Morison- All agreed Also letter of support to be issued by the Clerk</p>	Clerk
146.5	<ul style="list-style-type: none"> Small grants in general - Recommend that grants discussions come under remit of the Finance Committee in future, and that consideration be given to increasing the level of funding for small grants, and to setting specific deadlines for small grant applications. <p>All request for funding to continue to be referred to the Finance Committee.</p>	
146.6	<ul style="list-style-type: none"> Website - Recommend that we purchase a new, easier user friendly website continuing as a combined council and community website, and that funding in the region of £1,500 plus hosting costs of £30 to £50 per month be earmarked to implement this. <p>This was deferred to the Precept meeting</p>	Mrs Snook
146.7	<ul style="list-style-type: none"> Sage Accounts - Recommend that Full Council consider urgently the purchase of a higher level Sage accounting package to facilitate the clerk's work. (Cost in region of £300 plus monthly support package). <p>Mr Philpott proposed the upgrade of the finance software to Sage 50-All agreed with the suggestion of having phone support to June 2015.</p>	Clerk
146.8	<ul style="list-style-type: none"> WW1 Commemoration event and Remembrance Day. Request help for wreath laying at full Council & possible assistance with Poppy appeal <p>Mrs Stokes enquired if the Council would object to larges poppies being placed on the railings at the front of the Market House. No Objections were raised. Councillors were informed there will be a variety of organisations throughout the day on Tuesday November 11th between 9am and 9pm The Clerk was asked to request the Market House Clock is looked at. Ms Peppin enquired if the flag would be displayed or remembrance. Mrs Stokes to look into.</p>	Clerk
146.9	<ul style="list-style-type: none"> Newsletter deadline & editorial <p>Councillors were reminded of the newsletter deadline. OTHER ISSUES flagged up Vice Chair of Council.</p>	Mrs Stokes
146.10	<p>Mrs Steiner was asked if she would consider becoming Vice Chair. She will consider and notify the Council at the next meeting</p>	
	The Meeting closed at 9.15pm	

The October 2014 meeting of the Town Council will be held on Monday 17th November 2014 in the Market House at 7:00pm

Approved as a correct record.....E Stokes 17th November 2014

October 2014 Payment List								
	A/C	Date	Ref	Ex.Ref	Details	Net	VAT	Total
after meeting	Wendy Silver	18/09/2014	VSOS	103622	VSOS Wendy Silver Research survey	350.00		350.00
	Cary Live	01/10/2014	replace chq 103521	103623	Cary Live replace chq 103521 £100			
	Walker Fire	01/10/2014	replace chq 103577	103624	Walker Fire replace chq 103577 £249.48			
	SSDC	01/10/2014	Big Christmas Road closure	103625	SSDC Big Christmas Road Closure	55.00		55.00
	Terry Philpott	20/10/2014	Consultancy fees	103626	March to June	300.00		300.00
	John Hatton	20/10/2014	Mileage Claim	103627	3 trips to Yeovil 72 miles	28.80		28.80
	Common Farm	20/10/2014	Talk on Twitter	103628	Talk to Councillors and other staff	80.00	20.00	100.00
	Furniture Work	20/10/2014	Office Chair	103629	Chair for information desk	65.00	13.00	78.00
	Solarsense	20/10/2014	Solar Panel	103630	Additional solar panel to Cemetery Chapel	285.00	57.00	342.00
	Mary Fowler	20/10/2014	Contract payment	103631	Promotions and Booking Manager June - September	800.00		800.00
	Local World	20/10/2014	Business directory entry	103632	September	15.00	3.00	18.00
	Dave Marsh	01/10/2014	Maintenance supplies	103633	No smoking signs, wood preserve, descaler	31.38	6.27	37.65
	Julian Shave	08/10/2014	Maintenance Contract	103634	September	793.00	158.60	951.60
	G B Sport & Leisure UK	08/10/2014	Playground Inspection	103635	September	75.00	15.00	90.00
	SSDC	08/10/2014	Rates	103636	Millbrook Car Park Toilets to 31 Mar 2015	990.00		990.00
	Marilyn Simcox	09/10/2014	Contract payment	103637	Minor works contract September	155.61		155.61
	P Parfitt	12/10/2014	Grave digging	103638	2 graves	560.00		560.00
	Community Life Design	15/10/2014	Training & travelcosts	103639	IT & Social media course	323.00		323.00
	Simon Messenger	15/10/2014	00959 MBT leak	103640	replace leaking stop tap in Millbrook gents toilets	52.00	10.40	62.40
	Joy Streetin	31/10/2014	CCTC Market Manager J.Streetin	103641	CCTC Monthly payment to Market Manager	220.00		220.00
	Payroll Costs Oct14	25/10/2014	Payroll Costs Oct14	103646	Payroll Costs Oct14	2873.18		2873.18
						7701.97	283.27	7985.24
	EDF	01/10/2014	DD EDF MH OCT 14	DD EDF MH Sept 14	EDF DD Oct14 MH Electric	97.00	0.00	97.00
	SCOTTISH	01/10/2014	DD Scottish Power OCT 14	DD Scottish Power Sept 14	Pavilion Scottish Power DD Oct 14	37.00	0.00	37.00
	SAGE SUPPORT	01/10/2014	DD SAGE OCT 14	DD SAGE OCT 14	DD monthly SAGE Instant Accounts & Payroll support Oct 14	28.28	5.65	33.93
	Chess Ltd	01/10/2014	DD Chess OCT14	DD Chess OCT 14	Chess DD Oct 14 phone charges for September 14	35.92	7.18	43.10
	Elite Telecom	01/10/2014	DD Elite Telecom Oct14	DD Elite Telecom Oct 14	Elite Telecom Information Point Oct14 DD phone charges for September	13.24	2.64	15.88
	British Gas	01/10/2014	DD Bgas MH	DD Bgas Oct 14	British Gas DD Oct 14 NB Corona Gas ref rcvd £909.96	794.44	158.88	953.32
	BT	01/10/2014	DD BT Oct14	DD BT Oct14	BT DD Oct 14	42.00	8.40	50.40
	BARCLAYS	01/10/2014	DD Barclays C/a Oct14	DD Barclays C/a Oct 14	Barclays Bank Charges DD Oct14	6.66	0.00	6.66
	BARCLAYS	01/10/2014	DD Barclays DP Oct 14	DD Barclays DP Oct 14	Barclays Bank Charges DD Oct14	6.66	0.00	6.66
						1061.20	182.75	1243.95
						8763.17	466.02	9229.19