

**MINUTES OF CASTLE CARY TOWN COUNCIL MEETING HELD ON
MONDAY 17th NOVEMBER 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, Miss L Tilling, Ms A Piggott.

Officers in attendance: Mrs M Fletcher (Deputy Clerk)

County Councillor Mr M Lewis

District Councillor Mr Hobhouse

Members of the public: Two –Mr & Mrs Joy

Press: - Western Gazette

	<u>Minutes</u>	
147	Apologies for absence Apologies received from PCSO Ms Barber.	
148	To approve the minutes of the Town Council Meeting held on Monday 20th October 2014 Item 135.3 should read Youth Club not Youth Girls Mrs Steiner proposed approval of the minutes for the meeting held on 20 October 2014, Seconded T Philpott and agreed (L Tilling not voting as not present at October meeting) Item 143.3 – P Peppin asked if the letter referred to had been sent to County Archaeologist. More information was need by the clerks on the content of the letter. Nest boxes for swifts – N Weeks asked if a reply had been received, as there had been none he asked that contact be made with the Planning Officer to obtain confirmation of action.	Dep CLERK
149	Declarations of personal, prejudicial or pecuniary interest There were none.	
150 150.1	Public Session (if any member of the public wishes to speak) Mrs Joy referred to the sudden appearance of double yellow marks on the kerb edges in parts of the town. The visual effect of these in a conservation area and the practical impact were totally unacceptable, the town appeared to be under siege. Mrs Joy questioned how traders were supposed to deal with deliveries and collections, an essential part of their business. If loading restrictions were needed she felt that a single yellow mark would have been the lesser evil as this at least allowed deliveries before 8.30 a.m. Liz Stokes said that the Town Council had been inundated with complaints and she had personally contacted Somerset Highways and was hoping to meet with them shortly to discuss the situation. The public session was closed.	
151	Community Safety and Security Statistics received from Ms Barber were distributed showing 47 incidents in Castle Cary and Ansford during October. The number of incidents has increased.	
152	Neighbourhood Plan-A joint neighbourhood plan Confirmed that this plan would be a joint plan prepared with Ansford Parish Council. There is a meeting scheduled for 26 th November which would include representatives from both the Town Council, Ansford Parish Council (as this is a joint project) and volunteers from the community who had offered their expertise.	

153	<p>Reports To receive any reports/items of information from Councillors (not listed separately on the agenda)</p>	
153.1	<p>• Mike Lewis, County Councillor Mike referred to the consultation documents issued recently for both library and bus services. He encouraged the Council and Community to respond to the County Council. He stressed that the library in Castle Cary was not under threat but the mobile service was likely to be halved. He reported that he too had been contacted by people concerned about the double yellow kerb markings.</p>	
153.2	<p>• Henry Hobhouse, District Councillor Following a directive from the Inspector of Planning a local plan will need to be in place soon</p>	
153.3	<p>• Nick Weeks, District Councillor Nick referred to the huge planning decisions that were likely to be made in the near future and his intention to resist any decision making before Christmas. He would encourage Area East meetings to be scheduled for January on large developments. He also pointed out that observations can be given to the Planning Inspectors during the period of their consideration. Mike Lewis reminded the meeting that Planning Officers were obliged to meet deadlines when dealing with applications.</p> <p>Nick reminded Councillors of the Area East Parish meeting set for 27th January, 6.30 p.m.at Churchfields, Wincanton. an interesting agenda which should provide an informative meeting.</p> <p>He also reported that more enforcement action is taking place regarding Hillcrest School to ensure roof repairs are completed.</p>	
153.4	<p>• Town Councillors Constitutional Club – Nick Weeks and the Area Development Officer had met with 3 local business men who were considering a possible purchase of the Constitutional Club with a view to re-opening based on previous and extended use. Their request to view the premises had been refused by the agents. As the sale was being made under a liquidation order enquiries were currently being made about this failure to follow up a prospective purchase. (Discretion was sought from those present in reporting this issue for the time being).</p> <p>Nat West Bank –Liz Stokes had written to Nat West protesting about the closure of the bank, the effect on our community and businesses alongside the difficulty for some people in visiting other branches. An acknowledgement had been received implying that the decision had been made and there would be no change to this. Similar closures had occurred in other Somerset towns. There was no indication if the ATM would be relocated in the town.</p>	
154 154.1	<p>Youth Matters and Schools Judi Morison reminded the meeting of the Youth AGM on Tuesday 2nd December. There will be music and a buffet and everyone is welcome to attend.</p>	

154.2	Liz Stokes has a meeting planned with the Head of Ansford Academy to review future plans. Richard Arnold also hoping to attend.	
154.3	Angela Piggott and other Councillors had taken part in mock interviews for Year 11 students recently. This had been a very worthwhile experience.	
154.4	Nick Weeks reported that North Cadbury PC have indicated their intention to continue some financial support for Youth Matters.	
155	<p>Market Towns Investment Group</p> <p>Due to a clash of dates no representative had attended the October Meeting. Laura Tilling felt the Town Council needed to ensure attendance at these meetings to take advantage of excellent funding opportunities made available. Arising from this Judi Morrison highlighted the need to work out how we apply for grants available which are linked to such things as work units and opportunities for self-employment. It was suggested that these meetings should be added to the meetings calendar for 2015.</p> <p>Angela Piggott felt this was a prime example of where a Chamber of Commerce or similar could help rather than leave everything to the Town Council to move forward. Agreed to refer the promotion of this suggestion to the Planning Committee.</p> <p>Nick Weeks suggested that Helen Rutter is an ideal person to provide advice on any grant applications.</p>	<p>LS</p> <p>PP</p>
155.1	Judi Morison drew attention to the Wessex Funding Workshops to be held on 25 th November in Bridgwater and 27 th In Wincanton. Castle Cary has been included in the eligible area this time and we need to be represented.	
156	<p>Clerk's Report</p> <p>e-mailed information</p> <p>Somerset Libraries Consultation</p> <p>SID report relating to Cumnock Road</p> <p>Closure of Nat West Bank petition.</p>	
156.1	Additional information shared with the meeting. SSDC Policy on audio/visual recording of meetings – agreed to refer this to Proms and Comms committee. Judi Morrison reported that enquiries were already being made regarding a multi directional microphone.	
156.2	Letter of thanks from the Museum Society regarding the waiving of fees for the use of The Shambles to celebrate their 40 th anniversary.	
	Major Projects	
157	<p>Milbrook Car Park Toilets</p> <p>It was clarified that Nick Weeks was now dealing with the possibility of solar panels in the toilet block. Nick confirmed he was meeting a representative during this current week.</p> <p>Sally Snook referred to the idea of using water from the brook for flushing purposes. It was agreed to look at this once the solar issue was sorted.</p>	NW
158	<p>Pither Project</p> <p>One of the young people involved in the last project had expressed an interest in being involved again. It is intended to reform the group of Councillors to look at the Ball Wall including students from Ansford Academy and the Youth Group. Nick Weeks suggested it might be worth considering a site on the Five Acre Field for this and perhaps encourage the group to provide ideas about suitable use of the field.</p>	

	<p>Laura Tilling stressed that the group needed to be kept relatively small as this worked well. Year 11 students likely to be involved alongside Years 9 & 10 who have recently completed a leadership course.</p> <p>A report is expected from Michael Eavis shortly regarding the skate park cost and installation in Pilton.</p>	
159 159.1	<p>Market House</p> <p>Nick Weeks commented on problems with the heating system which are going to be looked at. The sink for the Undercroft was on site and would be installed shortly. A template would be taken of the tea bar work top and a replacement made. A meeting is planned for 19th November to review the snagging list.</p>	NW
159.2	<p>Clarification was sought on the proposed position and role of the Market House Management Group. Terry Philpott felt that the Management of the Market House needs its own group and should operate as such. Nick Weeks agreed that the MHMG should not report to the Proms and Comm committee but direct to the Town Council.</p>	
159.3	<p>In connection with the proposed Asset Take Over Peter Biggenden (SSDC) had submitted a structural report on the Market House. Agree to issue a copy of this to all councillors. A business plan will be needed before we move forward with the asset transfer.</p>	Dep CLERK
159.4	<p>Laura Tilling reported that the Village SOS report had been accepted. There will be information on the VSOS website shortly detailing how this money has been used. There were still some funds available to support further sessions. Laura gave examples of how the funded sessions could lead on to paid bookings in The Shambles, e.g. Floral Workshops.</p>	
160	<p>Market</p> <p>Angela Piggott asked if this could be an agenda item under Major Projects in the future.</p> <p>Angela commented that the number of stalls would vary from week to week and as a Council we need to be consistent in our response that we do expect this and we cannot change this. At the stallholders request the majority of stalls will continue right through the winter months.</p>	
	<h2>Committee Reports and Recommendations</h2>	
161 161.1	<p>Finance</p> <ul style="list-style-type: none"> The November payment sheet had been circulated, there were three additions to the list and one deletion. Liz Stokes proposed, Laura Tilling seconded that the payments be approved, agreed unanimously. 	
161.2	<ul style="list-style-type: none"> Terry report on the finance meeting earlier in the week, full minutes would be available shortly. Considerable time had been given to precept discussion and a formal proposal will be ready for the Council meeting in January. 	
161.3	<ul style="list-style-type: none"> Terry proposed approval of a grant of £50 towards a defibrillator to be housed on the Donald Pitcher Memorial field, seconded Angela Piggott and agreed. 	
161.4	<ul style="list-style-type: none"> SAGE – Judi Morrison asked if the SAGE upgrade was installed and operational. This was confirmed. 	
162 162.1	<p>Human Resources Committee</p> <ul style="list-style-type: none"> Code of Conduct - Richard Arnold proposed, Terry Philpott seconded that the Code of Conduct be adopted, agreed unanimously. 	

162.2	<ul style="list-style-type: none"> • Grounds Maintenance Contract – The adverts had been placed and there has been a good response. Tenders would be opened and shortlisted on 24th November, Penny Steiner, Bob Gilbey, Terry Philpott, Liz Stocks and the Clerk involved. Interviews would take place on 3rd December. Nick Weeks asked that all tenders are securely kept at all times and not left on a desk. 	
162.3	<ul style="list-style-type: none"> • Property Manager – A total of 5 hours was originally allocated for this post, 1 has been added to assist with market preparation. The HR Committee suggests that the Council precept allows for an increase to 15 hours, 10 hours of which would be allocated to the post holder and 5 held by The Clerk to use at her discretion when the need arose. It was confirmed that maintenance requests are made through Sue who then meets with the Property Manager to allocate tasks. A revised form for recording tasks, dates and time taken was agreed. Terry Philpott proposed that we cost this in at 15 hours per week but the agreement that we need to revisit this if the budget becomes tight, seconded Sally Snook and agreed unanimously. 	
162.4	<ul style="list-style-type: none"> • Bookings and Promotion Manager – The temporary contract for 7 hours per week will run out shortly and it was proposed that this be extended to 31st March 2015. Originally the intention was include marketing in the remit to build up the bookings and this part of the role needs to be developed. Penny Steiner requested that the hours be increased to 20 per week on flexible time to allow the post holder to meet and greet for evening events. In answer to a question Penny confirmed that long term this would be funded from lettings but at present needed to be included in the precept. Agreement proposed by Judi Morrison, seconded Richard Arnold, with the same provision re budget as above, agree unanimously. Consideration needs to be given as to whether the post is offered as a contract or on a contract of employment. It was pointed out that the wide range of skills needed might warrant the employment of 2 people. 	
162.5	<ul style="list-style-type: none"> • Market Toby – Angela Piggott pointed out that the contract for the Market Toby also expired in the new year and requested that the HR committee review this at its next meeting. 	PS
162.6	<ul style="list-style-type: none"> • Cleaner – Penny reported that 3 applications had been received and interviews would be held on 26th November. She also intended to meeting with our current cleaner to clarify what hours and areas she preferred. Penny felt it was essential that we employ a total of 2 cleaners to ensure cover in case of absence or extra requirements. 	
162.6	<ul style="list-style-type: none"> • Councillor co-option – details of our two vacancies had been publicised in the Western Gazette and a recruitment banner would be placed at the Market House shortly. Laura asked if an information pack for prospective councillors could be available on the Information Desk. 	CLERK
162.7	<ul style="list-style-type: none"> • Vice- Chair of Town Council – Penny Steiner was willing to undertake this role, proposed by Terry Philpott, seconded Angela Piggott and agreed unanimously. 	
163 163.1	<p>Planning Committee Pek Peppin reported that an amendment to the Foxes Run application had been discussed at the November meeting relating to the footpath.</p>	

	<p>The Planning Committee had maintained its opposition to the development with no further comment.</p> <p>The Committee had also voted against supporting the proposed concrete batching works at Dimmer, and also opposed retrospective permission for a hobby room and car port in Torbay Road. An application for an agricultural building at Priddles Hill Farm, a distance from other outbuildings, had also been opposed.</p>	
163.2	<p>Pek referred to a new application received which proposed the loss of a retail premises to allow a terrace of 3 homes. The Town Council policy has always been to encourage shops to remain. This application will be discussed at the December Planning meeting.</p>	
164	<p>Infrastructure Committee This committee to merge with Properties. Bob Gilbey to remain as chair.</p>	
164.1	<p>Terry Philpott raised the issue of the double yellow kerb markings and yellow lines in the town. He felt that as we had contacted Highways we needed to be clear about what we actually wanted. Once the appropriate sign is posted anyone parking between the Hairdressers and the Co-op is liable to a fine, an almost impossible situation for traders needing to load and unload. The same applies to the area alongside the Barclay's ATM machine. Had there been single yellow markings there would at least have been some lea way early and late for loading. Yellow markings had also been added on Bailey Hill at the top of the cobbles.</p> <p>Mike Lewis confirmed that an order would have been applied for before the lines were added. Recent yellow lines in South Cary Lane, in response to our request, had helped but do not extend far enough.</p> <p>Nick Weeks commented on the unsightly appearance of these lines in a conservation area and felt the whole situation was incongruous.</p> <p>Agreed that the yellow lines in our area should be referred to the next Properties Meeting.</p> <p>Liz Stokes was meeting with representatives from Highways on Thursday 20th November to discuss the current situation. She would include in this meeting concerns about the poor road markings at the top of North Street where it joins the A371. Judi Morison asked that when yellow lines are looked at next the situation in South Street should also be reviewed.</p>	
165	<p>Properties Committee</p>	
165.1	<p>Five Acre Field – Bob Gilbey reported that the next meeting regarding the field is planned for 8th January. Nigel Begg is currently looking into the history of the field to see if there was reference to an original name.</p>	
165.2	<p>Formal Acceptance of Shared Field – Terry Philpott proposed that Castle Cary Town Council and Ansford Parish Council have shared ownership of 'Five Acre Field' on a 2/3rd 1/3rd ratio, seconded Liz Stokes and agreed. Legal paperwork would now need to be completed.</p> <p>Ansford's share of loan re-payment would have to be made to the Town Council as it took the original loan out.</p> <p>The Steering group will meet at 6.30pm on the 8th January 2015 with 3 Councillors each from CCTC and Ansford PC and 5 independent members.</p> <p>Richard Arnold, Penny Steiner and Liz Stokes to be part of this group.</p> <p>Five Acre Field to be added to Major Project section of the agenda.</p>	CLERK
165.3	<p>Bob also informed the meeting that the donated tree planted in the Children's Play Area had been vandalised but would be replaced.</p>	

165.4	A Christmas Tree has been offered, free of charge, to the town and Bob was intending to collect this.	
165.5	Bob would collect supplies of salt for both Castle Cary and Ansford in the coming week. It was agreed that petrol costs could be paid but Bob declined the offer.	
165.6	Wildlife Cameras – Bob said these were currently out of stock but he would continue to source for the cemetery and the Catherines Close Toilet Block.	BG
166	Promotion and Communications Committee	
166.1	Laura Tilling reported a good interest in the Big Christmas event on 17 th December, 6.30 – 8.30 p.m.	
166.2	No further information had been received from the Circus Company proposing to visit Castle Cary. Laura to follow up.	LT
	The Meeting closed at 9.01pm	

The December 2014 meeting of the Town Council will be held on Monday 8th December 2014 in the Market House at 7:00pm

Approved as a correct record.....E Stokes 8th December 2014

November 2014 Payment List							
A/C	Date	Ref	Ex.Ref	Details	Net	VAT	Total
The Moat Garden	01/11/2014	Moat Garden Fund	103647	Moat Garden Donation	50.00		50.00
Simon Messenger	01/11/2014	Plumbing	103648	Cistern and flush repairs at the Pavillion	55.00	11.00	66.00
William Vaughan	01/11/2014	Medieval Cary	103649	Market House Session on Medieval Cary	100.00	0.00	100.00
Local World	01/11/2014	Advert	103650	Grounds Maintenance Contract Tender Advert	180	36	216.00
Sage	01/11/2014	Software	103651	Upgrade to Sage 50 programme			
TutorPro	01/11/2014	Smartphone App	103652	SS Market Towns App - Heritage Trail	140.00	28.00	168.00
Affinity Fine Art	01/11/2014	Picture Frames	103653	Re-framing of 10 pictures	220.00		220.00
Milborne Port Computers	01/11/2014	Memory upgrade	103654	PC memory upgrade	42.50	8.50	51.00
Local World	01/11/2014	Adverts	103655	Business entry (S Lewis £15)+ Ground Maint Contract advert	254.80	50.96	305.76
Dave Marsh	01/11/2014	Maintenance supplies	103656	Cleaning/maintenance supplies	57.94	11.58	69.52
Martins	01/11/2014	Grocery account	103657	Cleaning supplies	79.88		79.88
Royal British Legion	03/11/2014	Wreath	103658	Remembrance wreath	21.00		21.00
Rita Hollis	08/11/2014	Window cleaning	103659	Bus shelter windows	18.00		18.00
Jenny Alderson	10/11/2014	Newletter preparation	103660	Typesetting	75.00		75.00
Stocksigns	10/11/2014	Fire action sign	103661	Fire sign for the Market House	13.55	2.71	16.26
Castle Cary Ceramic Group	10/11/2014	Refund	103662	Shambles Cancellation of booking, refund	26.70	5.30	32.00
Julian Shave	10/11/2014	Maintenance Contract	103663	October	793.00	158.60	951.60
Marilyn Simcox	03/11/2014	Contract payment	103664	Minor works contract October	194.66		194.66
Kier Services	13/11/2014	Waste sacks	103665	Waste sacks - Kier Services min 20 @ £3 +VAT	60.00	12.00	72.00
Joy Streetin	31/10/2014	CCTC Market Manager J.Streetin	103666	CCTC Monthly payment to Market Manager Nov14	220.00		220.00
Salary costs for November 2014	25/11/2014	Salaries & HMRC	103667/671	Salary costs November 2014	2781.08		2781.08
CC Bowls Club	17/11/2014	Bowls Club	103672	Bowls Club Defib Donation	50.00		50.00
Viking	14/11/2014	648600	103673	Viking-Stationery	72.06	14.41	86.47
Larry Mercedes	17/11/2014	Newsletter deliv Nov14 1/2	103674	Newsletter delivery Nov14 1/2	80.00		80.00
R Dale	17/11/2014	Newsletter deliv Nov14 2/2	103675	Newsletter delivery Nov14 2/2	80.00		80.00
					5665.17	339.06	6004.23
EDF	01/11/2014	DD EDF MH Nov 14	DD EDF MH Nov 14	EDF DD Oct14 MH Electric	93.00	0.00	93.00
SCOTTISH	01/11/2014	DD Scottish Power Nov 14	DD Scottish Power Nov14	Pavilion Scottish Power DD Nov14	37.00	0.00	37.00
SAGE SUPPORT	01/11/2014	DD SAGE Nov 14	DD SAGE Nov 14	DD monthly SAGE phone support Nov 14 Plus upgrade to Sage50	78.28	15.65	93.93
Chess Ltd	01/11/2014	DD Chess Nov 14	DD Chess Nov 14	Chess DD Nov 14 phone charges for Oct 14	31.40	6.28	37.68
Elite Telecom	01/11/2014	DD Elite Telecom Nov14	DD Elite Telecom Nov 14	Elite Telecom Information Point Nov14 DD phone charges for Oct14	13.38	2.67	16.05
BARCLAYS	01/11/2014	DD Barclays C/aNov14	DD Barclays C/a Nov14	Barclays Bank Charges DD Nov14	6.66	0.00	6.66
BARCLAYS	01/11/2014	DD Barclays DP Nov14	DD Barclays DP Nov 14	Barclays Bank Charges DD Nov14	6.66	0.00	6.66
					266.38	24.60	290.98
					5931.55	363.66	6295.21