

**MINUTES OF CASTLE CARY TOWN COUNCIL MEETING HELD ON
MONDAY 8th DECEMBER 2014 at the Market House, Castle Cary**

Present:

Town Councillors: Mrs E Stokes, LS,(Chairman) Mr N Weeks, NW, Ms P Peppin, PP, Mr B Gilbey, BG, Mrs P Steiner, PS, Mr R Arnold, RA Mr T Philpott, TP, Miss L Tilling, LT

Officers in attendance: Mrs S Hake (Clerk)

County Councillor Mr M Lewis

District Councillor Mr Hobhouse

Members of the public: One –Mr Toop

167	<p>Apologies for absence Sally Snook, Angela Piggott, Judi Morison, PCSO Hayley Barber</p>	
168	<p>To approve the minutes of the Town Council Meeting held on Monday 17th November 2014. Miss Tilling requested inserting the words (of Councillors) for item 158 for the Pither Project and VSOS (website) for 159.4 Mrs Steiner proposed approval of the November minutes once amended, Seconded Mr Philpott – All agreed.</p>	
169	<p>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>). None Declared</p>	
170	<p>Public Session (<i>if any member of the public wishes to speak</i>) Mr Toop addressed the Council to express his hope the maintenance work is monitored. He also wished to report the light in Blind Lane is still not working and also obscured by overgrowth. The Clerk confirmed this has been reported but will request again.</p>	Clerk
171 171.1 171.2 171.3 171.4	<p>Neighbourhood Plan-A joint neighbourhood plan There will be a Consultation with members of the community in January to take into consideration their views. The group have agreed to meet every 2 weeks over the next 4-6 months. David, Barry, Castle Cary Town Council and Ansford Parish Council have agreed to join as one to look at key objectives & principals for a master plan. The group will meet on a fortnightly basis and will be joining with Care for Cary on 10th January to inform residents about the work so far. Many of the issues are also covered by Care for Cary. Employment opportunities are planned to be looked at before housing.</p> <p>Ms Peppin informed Councillors there will also be a coffee morning on the 10th which will be represented by both Councils. Miss Tilling informed Councillors the coffee morning will be from 10am to 12 noon.</p> <p>Mrs Stokes explained the coffee morning is only the start of the consultation Mr Weeks informed Councillors of his fight for industrial land, highlighting developers may be able to not continue with 106 payments. There are already 3 plots of land that have been sold, with the situation being caused from the lack of a local plan.</p> <p>Mr Philpott requested the group ensure there are no flaws in the plan. Mr Weeks highlighted there is a risk of losing funds. Ms Peppin explained the group are contributing their expertise for free and Mrs Stokes stated she is confident the plan will be viable. Mr Weeks warned Councillors to be aware that whilst SSDC appear to be supportive at present this could change in the future.</p>	

172	Community Safety and Security Statistics provided by PCSO Hayley Barber were distributed to Councillors.	
	<h2>Reports</h2>	
173	To receive any reports/items of information from Councillors (not listed separately on the agenda)	
173.1	<ul style="list-style-type: none"> • Henry Hobhouse, District Councillor-(Prior to item 4 as needed to leave) 	
	<p>Mr Hobhouse reported the local plan will be adopted in February or March as this has now been confirmed by the inspector. Councillors were also informed that Mr Hopkins has applied to the County Council to use his land for an inert waste landfill and advised the Council that letters from residents would need to be forwarded to County. He went on to explain the legal position was that it was not necessary to notify neighbours as a notice only needed to be displayed on the gates of the property.</p>	
173.2	<ul style="list-style-type: none"> • Mike Lewis, County Councillor 	
	<p>Mr Lewis informed Councillors that elected members of a regulation committee can be requested to attend the site at Priddle Hill The County Council website have the details for all consultations in progress. The Somerset Rivers authority, 1 member from the District Council, drainage board and the County Council are looking at part of a 20 year action plan to be put in place solely for Somerset.</p>	
173.3	<ul style="list-style-type: none"> • Nick Weeks, District Councillor 	Clerk
	<p>Mr Weeks informed Councillors there are a number of applications being made for converting farm buildings and there is currently an appeal lodged by a farmer against a refusal that has been made. It was suggested a letter be sent from the Town Council to SSDC to request to be informed about any proposals. Up to 3 buildings per farm can be converted with permitted development rights being removed for a period of 10 years. Mr Weeks reminded Councillors the Parish meeting is being held in Wincanton on 27th January.</p>	
173.4	<ul style="list-style-type: none"> • Town Councillors 	
	<p>Miss Tilling notified Councillors the Childrens Advisory board council are taking over from the Balsam Centre and that Castle Cary is to become a de-designated centre. The Head of the Primary School has confirmed increased numbers of children are from forces families. There are areas of deprivation in Wincanton and Castle Cary. The Balsam centre will no longer manage the Swainson building from April 2015.</p>	
174 174.1	Chairs Report Feedback from meeting with Ms Pilgrim at Ansford Academy Mrs Stokes reported back to Councillors Ansford Academy have a learning partnership with local Primary Schools. The Town Council are to contact Ellie King to arrange to attend the School Council in the New Year. Mr Arnold informed Councillors he has requested details of future meetings dates for the school council.	

174.2	Mrs Stokes discussed the Pither Project, five acre field and the vandalism that is happening at the play park and Catherines Close toilets.	
174.3	Ms Pilgrim has offered the use of the school as a venue for James Brooks if needed.	
174.4	Schedule of 2015 meetings to be distributed Market House Management group meeting time to be amended to 6.30pm and HR meetings to be convened on alternate months. Mrs Stokes to look into election purdah before distributing the meeting schedule	LS
174.5	Proposal to provide open surgery to local residents at the Market House Mrs Stokes informed Councillors aims to make herself available on the 1 st Tuesday of every month and offer appointments up to 10 minutes starting in January on the first Tuesday of every month from 2pm. Ms Peppin to put onto Town Crier before Christmas	PP
175	Youth Matters and Schools	
175.1	Youth Matters AGM Miss Tilling reported music from James music project is going well. His steering groups are to be held at the Shambles and Youth Matters plan to cover the cost initially.	
175.2	The young person who painted the dugout on the Memorial Field received an award from SRYP.	
175.3	Mr Weeks is pleased the Councils have committed to the project and stated numbers are improving and so there may be a need to consider looking at increasing funding as a percentage.	
176	Market Towns Investment Group Miss Tilling is concerned councillors are not attending the meetings and so will contact Andrew Gillespie to obtain future meeting dates.	LT
177	Clerk's Report	
177.1	Request for parking permits from local resident. Mr Philpott informed the Clerk Parking Permits are not supported by the Town Council.	
177.2	The Clerk informed Councillors of an enquiry redirected by highways from a relation of a local resident to request the installation of a hand rail on a steep slope entering a housing estate. Mr Weeks suggested telephoning Tim Cook about the possibility of using the community safety fund and offered to contact Tim to enquire	NW
	Major Projects	
178	Milbrook Car Park Toilets Mr Philpott highlighted the water charges received for the toilet block. The Clerk was requested to contact SSDC to query the charges and levels of water being used and continue to monitor. Mr Weeks suggested turning everything off to ensure the meter has stopped	Clerk
179	Pither Project Not discussed at this meeting	
180	Market House	
180.1	Councillors were informed progress had been delayed as let down by Architecton and Spillers contractors as they have not attended the site. It is planned for the sink unit to now be removed for the modifications to be made and plans to be agreed. The underfloor heating is now working and it is planned to have a second thermostat control panel to be installed so that the underfloor heating and radiators can be worked independently. Apollo netting should be progressed shortly.	

<p>180.2</p> <p>180.3</p>	<p>The Market House management meeting was inquorate. Using the Shambles as a wedding venue was discussed with the cost of a 3 year license would be in the region of £1750.</p> <p>This was asked to be put onto the next Full Council meeting to request approval of payment in advance.</p> <p>A Business plan should be completed with Miss Tilling, Ms Peppin and Mr Philpott to look at in greater detail to incorporate discussion with Annie Morley.</p> <p>Christmas decorations are not planned to be put up in the Shambles as the Undercroft will be decorated.</p>	<p>Clerk /LS LT,P P,TP</p>
<p>181</p>	<p>Market</p> <p>Miss Tilling stated the Market is doing well and wished to thank Ms Piggott for all of her hard work.</p> <p>Offers of help were requested for the Big Christmas taking place on Thursday.</p>	
<p>182</p> <p>182.1</p> <p>182.2</p>	<p>Five Acre Field</p> <ul style="list-style-type: none"> • Meeting with Ansford Parish Councillors to decide on additional committee members <p>Town Councillors Mrs Stokes, Mr Arnold and Mrs Steiner will meet with Ansford Parish Councillors to decide additional committee members.</p> <ul style="list-style-type: none"> • Circus visit enquiry for June 2015 <p>Miss Tilling reported the Circus have expressed an interest to use the field which would be for less days than the fair and therefore proposed a £200 fee for the field plus a £250 deposit.</p> <p>Mr Weeks stated the deposit should be the same amount as the fair i.e £500</p>	
<p>Committee Reports and Recommendations</p>		
<p>183</p> <p>183.1</p> <p>183.2</p>	<p>Finance</p> <p>Approve December 2014 payment list</p> <p>Mr Weeks proposed approval of the December payment list, Seconded by Miss Tilling- All agreed.</p> <p>Mr Philpott will be delivering finance training to councillors on Thursday 29th January at 6.30pm.</p>	
<p>184</p> <p>184.1</p> <p>184.2</p> <p>184.3</p>	<p>Human Resources Committee</p> <ul style="list-style-type: none"> • Cleaner – update <p>Mrs Steiner confirmed references had been obtained and so could now progress with training programme</p> <ul style="list-style-type: none"> • Maintenance Contract - Tender update and proposal <p>To be discussed under closed session</p> <ul style="list-style-type: none"> • Bookings and promotion Manager – update <p>A temporary contract will be required for the period 1 January to 31 March 2015.</p> <p>Mrs Steiner proposed hours should be increase to 10 hours per week totalling £1250</p> <p>Mr Weeks asked if this would incorporate publicity.</p> <p>Ms Peppin suggested weddings may be included.</p> <p>Mr Weeks raised concerns that time is being wasted where no one is actively seeking commercial bookings such as no enquiries being made to contact Crown Petfoods.</p> <p>Mr Weeks requested the report for promotions work completed to date.</p> <p>Mrs Steiner would like to think it may be possible for the current person to look at promotional work</p> <p>Mrs Steiner proposed to vote on extending the contract, Mr Philpott seconded, all agreed.</p>	

<p>185</p> <p>185.1</p> <p>185.2</p>	<p>Planning Committee</p> <ul style="list-style-type: none"> • Planning meeting 1st December <p>Ms Peppin reported the proposal to build 3 cottages at Studio 13 was turned down due to being very small and no parking.</p> <p>Priddle Hill Farm issues, Ms Peppin has made contact with the Chair of Pitcombe Parish Council.</p> <p>She informed Councillors a diary is being kept and photographs taken and sent to SSDC</p> <p>Ms Peppin to write a letter to County Council.</p>	
<p>186</p> <p>186.1</p> <p>186.2</p>	<p>Properties & Infrastructure Committee</p> <ul style="list-style-type: none"> • Mr Gilbey reported a battery operated camera has been purchase for the Cemetery. • Mrs Stokes notified Councillors she had attended a meeting with Highways and had been informed the pavement markings were not being enforced by Enforcement Officers and the kerb markings are now planned to be removed. <p>She had also discussed reinstating the road markings at the top of North Street and received confirmation that a loading bay would go ahead in the location of Dave Marsh's hardware store.</p>	
<p>187</p> <p>187.1</p> <p>187.2</p> <p>187.3</p> <p>187.4</p> <p>187.5</p> <p>187.6</p>	<p>Promotion and Communications Committee</p> <ul style="list-style-type: none"> • Preliminary work is being made in reference to the Social Event with most people invited being able to attend. • Miss Tilling enquired when the Annual Town Meeting will be held, Mrs Stokes to contact Ansford Parish Council to discuss. • Mrs Stokes reported the New Consti Club Owner will not object to the Community listing. • Ms Peppin had received a call from Simon Westworld re the ConstiClub • Mr Weeks informed the Council permission is currently being sought by 3 local gentlemen to view the property with the agents having stated they would be looking to receive in the region of £395,000 and enquired if the Council would support such a purchase. • Mr Gilbey believes more figures need to be obtained <p>Mr Weeks went on to say the 3 investors may cover the cost of the purchase but enquired if there was a shortfall if the Council thought the money could be obtained from the Community.</p> <p>Mr Philpott stated the Town Council would need to have some assurance this would not happen again.</p> <p>Mr Weeks went on to explain that it was expected a young couple would be sought to live and manage the building with guidance and support from the 3 owners.</p> <p>The Town Council agreed they would support the proposal for the 3 investors.</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 January 2015 meeting of the Town Council will be held on Monday 19th January 2015 in the Market House at 7:00pm

Approved as a correct record.....E Stokes 19 January 2015

December 2014 Payment List							
A/C	Date	Ref	Ex.Ref	Details	Net	VAT	Total
SSDC	24/11/2014	CCBC Temp Event Notice	103676	SSDC - CCBC Temp Events notice x 2	42.00	0.00	42.00
Essential Supplies UK	01/12/2014	Lamps	103677	Lamps and lights (ref: A Piggott)	209.20	41.84	251.04
Somerset Playing Field	01/12/2014	Som-Playing Fields Subscption	103678	Somerset Playing Fields Association -Subscription	15.00	0.00	15.00
Local world	01/12/2014	59788475	103679	Market Ad Nov14	15.00	3.00	18.00
FWB	01/12/2014	FWB Printing	103680	1720 winter Newsletters	449.00		449.00
SSDC	01/12/2014	Plants	103681	Winter pansies for Market House	49.64	9.93	59.57
R Smith	01/12/2014	Hedge Trimming	103682	Ansford Football Field Lane	140.00	28.00	168.00
Heather's Flowers	01/12/2014	Flower Demonstration	103683	Floral Evening in the Shambles	150.00		150.00
Penny Steiner	01/12/2014	Banner	103684	Councillor vacancy banner	41.62		41.62
Conduit Magazine	01/12/2014	Advert	103685	Conduit-Big Christmas ad-JM	35.00		35.00
Wessex Water	01/12/2014	Standing Charge	103686	Trough in Fair Ground Field 19/11/2014 - 24/06/2014	11.75		11.75
Wessex Water	01/12/2014	Water usage	103687	Catherine's Close Toilet Block	76.72		76.72
Julian Shave	01/12/2014	3112-BC Christmas Trees	103688	41+ 7 Christmas trees	1272	254.4	1526.40
Julian Shave	01/12/2014	3111 Maintenance Contract	103689	October Grounds Maintenance	793.00	158.60	951.60
Dave Marsh	01/12/2014	Christmas lights + maintenance	103690	Lights for trees (£400) - rake,(horsepond) Wheelbarrow,cemetery screw	493.36	98.67	592.03
Mary Fowler	08/12/2014	Prom&Booking Manager Oct-Dec14	103691	Promotions & Bookings Manager -Contract Oct-Dec14	910.00	0.00	910.00
SSDC	04/12/2014	04710059400-Millbrook T Jul-Sept14	103692	SSDC recharge-Millbrook Toilets 1 Jul-30Sept14	4588.42	330.06	4918.48
Colin Simcox	08/12/2014	reimb C,Simcox Chapel meter	103693	reimburse C Simcox Chapel Multimeter	9.99	0.00	9.99
Bob gilbey	08/12/2014	reimb B. Gibley Cemetery Camera	103694	reimb B. Gilbey Cemetery Camera MVF, rope, chain, hooks	86.57	16.25	102.82
Liz Stokes	08/12/2014	reimb Liz Stokes-vision of Frome	103695	reimb L. Stokes-re attned Vision of Frome Oct14	10.00		10.00
Joy Streetin	31/12/2014	CCTC Market Manager J.Streetin	103696	CCTC Monthly payment to Market Manager Dec 14	220.00		220.00
Sue Hake	08/12/2014	Reimb Shake	103697	reimburse Shake purchase of stamps and SD card for cemetery camera	46.32		46.32
John Hatton	24/12/2014	JH Property Mgr Mileage	103701	JH Property Manager-Mileage claim Nov14	14.00		14.00
Salary Costs Dec14	24/12/2014	Salary Costs Dec 14	103698-700 &702-703	Salary Costs Dec 14	2850.43		2850.43
					12529.02	940.75	13469.77
BARCLAYS	01/12/2014	DD Barclays C/aDec14	DD Barclays C/a Dec14	Barclays Bank Charges DD Dec14	6.66	0.00	6.66
BARCLAYS	01/12/2014	DD Barclays DP Dec14	DD Barclays DP Dec14	Barclays Bank Charges DD Dec14	6.66	0.00	6.66
EDF	01/12/2014	DD EDF MH Dec 14	DD EDF MH Dec14	EDF DD Dec14 MH Electric	93.00	0.00	93.00
British Gas	01/12/2014	DD British Gas Pavilion Dec14	DD Bgas Dec14	British Gas DD Dec 14 Pavilion	59.30	2.96	62.26
CNG	01/12/2014	DD CNG	DD CNG	CNG Gas DD Dec Pavilion	2.92	0.15	3.07
SCOTTISH	01/12/2014	DD Scottish Power Dec 14	DD Scottish Power Dec14	Pavilion Scottish Power DD Dec14	31.98	5.02	37.00
SAGE SUPPORT	01/12/2014	DD SAGE Dec14	DD SAGE Dec 14	DD monthly SAGE phone support Dec 14 Plus upgrade to Sage50	78.28	15.65	93.93
Chess Ltd	01/12/2014	DD Chess Dec 14	DD Chess Dec 14	Chess DD Nov 14 phone charges for Dec 14	34.17	6.83	41.00
Elite Telecom	01/12/2014	DD Elite Telecom Dec 14	DD Elite Telecom Dec 14	Elite Telecom Information Point Dec 14 DD phone charges for Nov14	13.55	2.70	16.25
					326.52	33.31	359.83
					12855.54	974.06	13829.60

Water1606.84, sewage 1272.58, electric 78.22, legionella 91.32, cleaning 1341.90, maintenance rechg197.56

notified after meeting

notified after meeting

notified after meeting