

MINUTES OF CASTLE CARY TOWN COUNCIL MEETING HELD ON MONDAY 16th
February 2015 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, Mrs S Snook Ms A Piggott Miss L Tilling, Mr J Thompson
 Officers in attendance: Mrs S Hake (Town Clerk)
 District Councillor: Mr H Hobhouse
 Members of the public: Mrs Merrifield

	<u>Minutes</u>	<u>Actions</u>
209	Apologies for absence Mr Philpott, Mr Lewis, PCSO Hayley Barber, Andy Cole	
210	To approve the minutes of the Town Council Meeting held on Monday 19th January 2015. Amendments requested to the minutes to the HR section 205.1 to show applications for the post of Bookings & Promotion Manager to be received by 13 th February and interviews to be week commencing 16 th February. Also, to amend section 203.1 to state the fairground field will not be left as it is and that plans are being made for the use of the field. Subject to the above amendments Miss Tilling proposed approval of the minutes, seconded Ms Piggott – All Agreed	
211	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	
212	Public Session (<i>if any member of the public wishes to speak</i>)	
213	Community Safety and Security- Stats have been distributed.	
213.1	The Clerk notified councillors that PCSO Hayley Barber had confirmed she should be on duty on the date of the next Town Council meeting with the hope of attending unless called away.	
213.2	Mrs Stokes noted there was an increase for traffic stats from 6 to 16. Ms Piggott queried if this may be due to parking. Mr Weeks informed councillors he was aware of cars being raced around the car park.	
	Reports	
214	To receive any reports/items of information from Councillors (not listed separately on the agenda)	
214.1	<ul style="list-style-type: none"> • Mike Lewis, County Councillor-Apologies received • Nick Weeks, District Councillor-Mr Weeks informed councillors the owner of the two swans will submit an application to keep the footpath in same position and that it will go to planning as an amendment. 	
214.2	<ul style="list-style-type: none"> • Henry Hobhouse, District Councillor-Mr Hobhouse explained it is planned to curve the sharp corner on the path and would like people to contact him if they have problems with this. 	
214.3	Mr Hobhouse wished to note that the Rugby Club were in need of support to receive 106 monies from South Somerset District Council that would require agreement from Castle Cary Town Council and Ansford Parish Council, as the Rugby Club are located in the boundary of Mendip District Council. He went on to say they have not previously received 106 monies from this district and wished to note his support.	

<p>214.4</p> <p>214.5</p>	<ul style="list-style-type: none"> • Report from Fire Service-Andy Cole-Apologies received • Clive Hooper – Footpaths- Clive and Teena Hooper will now attend the Castle Cary Annual Town meeting at Caryford Hall in May. • Town Councillors Mrs Morison-UseLess Share More-Pre-Election questions – Request for Town Council support Mrs Morison explained the purpose of the session that would be chaired by David Osborne would be for members of the public to ask questions of all parliamentary candidates who would be attending. Councillors were asked to vote to agree their support of the session being held at 7pm on March 19th at Caryford Hall.- All councillors voted to agree support of the session. 	
<p>215</p> <p>215.1</p> <p>215.2</p> <p>215.3</p>	<p>Chairs Report</p> <p>Feedback reply from RBS about closure of NATWEST Mrs Stokes informed Councillors of the response letter received in connection with the decision to close the NATWEST bank. Ms Peppin agreed to formulate a letter to be raised to request funding from RBS as a legacy to the Market House. Ms Piggott enquired if Barclays could be asked to change their day of closure from the same day as half day closing for the Post Office. Mrs Stokes agreed to go to Barclays to request if this could be possible.</p> <p>Feedback from open surgery for local residents at the Market House Mrs Stokes reported no one has attended the sessions to date and that she will be holding one more in March but may need to look at changing the time of the sessions. She will also be including into her next column for the Western Gazette</p> <p>Mrs Stokes informed councillors she has attempted contacting Highways on many occasions about numerous items including signage at the Wagon and Horses junction but failed to receive any response to date. Mr Weeks suggested that if the Nurseries development goes ahead it may be planned to change the signage along that road and that he had also contacted Highways about signage that needs to be actioned as a number of lorries are going into the Town Centre. Miss Tilling expressed her concern about the timescale for not responding, with Mrs Morison suggesting going to a higher level and writing to the Chief Executive of Somerset County Council. Mrs Stokes agreed to write a letter the Chief Exec</p>	<p>Ms Peppin</p> <p>Mrs Stokes</p> <p>Mrs Stokes</p>
<p>216</p>	<p>Youth Matters and Schools</p> <p>Mrs Stokes-feedback from visit to Ansford Academy School Council Mrs Stokes gave feedback for her visit to Ansford Academy and requested Mrs Morison ask the youth club to attend a meeting of field group at the Market House on 10th March at 6.30pm. Mrs Stokes is awaiting contact from local students joining the field group.</p>	<p>Mrs Morison</p>
<p>217</p> <p>217.1</p> <p>217.2</p>	<p>Market Towns Investment Group</p> <p>Miss Tilling has previously forwarded the date of the next meeting to Councillors. Details of the Heart of Wessex grants are not yet available. Mrs Morison requested councillors attend a task group meeting to begin to look at possible applications to be held on Thursday 26th February at 10am. Numerous suggestions were made including looking at starter businesses, (Mrs Stokes confirmed will be included as part of the neighbourhood plan), broadband and utilising brownfield sites.</p>	

218 218.1	<p>Clerk's Report</p> <p>SSDC-Water Management Community Event early April-invite for two councillors to attend and raise any Flooding concerns or concerns about water runoff from new developments-confirmation of attendance required by 25th February</p> <p>Mr Weeks offered to attend Clerk to notify the organiser</p>	MrWeeks /Clerk
218.2	<p>The Factory- invitation to opening party 1st March Contact information</p> <p>INFO@THEFACTORYSOMERSET.COM WWW.THEFACTORYSOMERSET.COM Ms Piggott & Ms Peppin agreed to attend</p>	Ms Piggott & Ms Peppin
218.3	<p>Letter of complaint received from Catherines Close resident about parking on Market Day-Trader has agreed to park at alternative location.</p> <p>Ms Piggott and the Market Manager have spoken to the trader concerned who has agreed an alternative location to park.</p>	
218.4	<p>The Clerk informed councillors the clerks will not be in the office on the morning of Friday 27th February as they will be attending election training at South Somerset District Council.</p>	
	Major Projects	
219 219.1	<p>Neighbourhood Plan-A joint neighbourhood plan</p> <ul style="list-style-type: none"> Feedback from a member of the working group <p>Mrs Stokes reported a member from the group had drafted a letter that would be sent along with maps for the Parish of Ansford and Castle Cary. Mr Lane had written a piece about the economy of the area with other members doing other sections. Ms Peppin confirmed the group meet fortnightly. Miss Tilling requested details of meetings held to date. Mrs Stokes will forward copies of the minutes.</p>	Mrs Stokes
219.2	<p>Mr Weeks informed Councillors all monies relating to the Primrose Lane development are to be spent within the development and not within Mudford village and believes this needs to be monitored on what is happening in other areas. Mr Hobhouse advised it will be necessary to communicate what is required for 106 monies. Ms Peppin confirmed she is looking into this. Mrs Stokes to send notes from meetings and forward a copy of the letter being sent to Castle Cary Town Council and Ansford Councillors Mr Weeks confirmed 106 monies are for Health, Leisure and Play facilities and can only be allocated to Live projects.</p>	Ms Peppin Mrs Stokes
220 220.1	<p>Milbrook Car Park Toilets</p> <ul style="list-style-type: none"> Nick Weeks –Consider Quotes for solar voltaic Panels <p>Mr Weeks distributed the list of 4 quotes obtained for the solar panels noting two of the quotes included the cost of an EPC certificate. Queries raised for discussion related to the number of killewatts i.e 3kw and 4kw, warranty period, inverter replacement and maintenance contract after the initial first year. Mr Hobhouse noted the panels would need to be cleaned twice a year to remove dust etc.</p>	

220.2	<p>Mr Weeks was asked his opinion and suggested looking at TH White or Solar Sense. Miss Tilling proposed Solar Sense, seconded by Mrs Morison – all agreed. Mr Weeks to arrange to discuss with the Clerk</p> <ul style="list-style-type: none"> • Toilet and Urinal flushing Mr Gilbey reported the urinals and toilet flushing are working correctly. 	MrWeeks /Clerk
221	Pither Project- Nothing to report	
222	Market House	
222.1	Mr Weeks reported the servery unit from the undercroft has been removed for additional works to be completed. The lift will soon be installed in the Shambles.	
222.2	Miss Tilling reported hires charges are currently being reviewed.	
222.3	There will be a photographer coming to take photographs to produce marketing material for the Market House.	
222.4	LAMP programme of classes is progressing and Lettings from both community and commercial users are increasing.	
222.5	Miss Tilling will be looking to finalise VSOS monies with the Clerk.	
222.6	Mr Hobhouse informed councillors Laurence Willis will be making contact with the Council to arrange external works that need to be completed.	
222.7	Mr Weeks explained further checks need to be made in reference the erection of scaffolding. Mrs Stokes agreed to contact Mr Biggenden and report back to Council. Mr Weeks reported back from the Market House Steering group, on the proposed Asset transfer suggesting the Town Council express an interest at a point after the elections and before Precepting for 2016-17. This would be with a view to take the building over from April 2016.	Mrs Stokes
223	<p>Market Miss Tilling reported the Market has continued to run well. Ms Piggott requested to analyse income from markets. Ms Piggott is currently working with a local trader and looking into running a Vintage market once a month.</p>	Ms Piggott
224	Five Acre Field	
224.1	<ul style="list-style-type: none"> • Offers from Ansford Academy School Council and local residents to join the working party Mrs Stokes notified councillors of expression of interest to join the group from Ansford Academy, the youth Club and 4 offers from members of the community in addition to 6 Councillors from Ansford and Castle Cary. The Councillors from Castle Cary are Mr Arnold, Mrs Stokes & Mrs Steiner. Miss Tilling enquired if the group will be linked to the Pither Project. Mrs Stokes confirmed this will progress when the young people have joined the group. Ms Peppin asked to remind the group about the inclusion of older people. 	
224.2	Mrs Stokes confirmed the group will decide on the name for the field. Mr Weeks asked what was happening about the Clubs to progress the Pavilion. Mrs Stokes asked if any of the Councillors would like to lead this. Mr Weeks agreed to discuss further with Mr Philpott when he returns from holiday.	

Committee Reports and Recommendations		
<p>225</p> <p>225.1</p> <p>225.2</p> <p>225.3</p> <p>225.4</p>	<p>Finance</p> <ul style="list-style-type: none"> • Approve February 2015 payment list Mrs Snook queried one of the payments on the list Mr Arnold proposed approval of the payment list, seconded by Ms Piggott –all agreed • Review of financial regulations The Clerk reported this will be postponed to the March Meeting with the amended limits for approval to be distributed by Mr Philpott. • Finance reports The Clerk explained the reporting system agreed at the Finance meeting for quarterly reports to be submitted to Full Council. • Donations received with thanks from Cary 2000 & Nicky Creed Thanks were expressed to Cary 2000 and Nicky Creed for donations made to the Market House project. 	
<p>226</p> <p>226.1</p> <p>226.2</p> <p>226.3</p> <p>226.4</p>	<p>Human Resources Committee</p> <ul style="list-style-type: none"> • Update on recruitment for Bookings and Promotion Manager Mrs Steiner reported that 15 applications including 1 void, 4 applicants were shortlisted for interviews to be held on Thursday with the hope the successful candidate should be in place for 1st April. • Grounds Maintenance Contract The Grounds maintenance contract can be reduced to exclude the purchasing of plants. The Clerk to revise the contract amount and monthly payment due. • New Councillor induction The induction for the new councillor has been completed. Mrs Steiner has worked with Mr Philpott to prepare a Powerpoint presentation. • Staff Reviews and Training The Clerks reviews have been completed and acknowledged the workload is currently very large so it is being proposed to change the hours of availability to members of the public to Monday, Wednesday and Friday mornings between 10am to 12pm. Mrs Steiner enquired if Councillors would be happy for this these times to be trialled for a period of one month. No objections were raised. Mrs Snook suggested putting blinds onto the partition between the information point and the Clerks office. Mrs Snook to record revised times on the website. Miss Tilling will create new notices to be put up. 	<p>Clerk</p> <p>Mrs Snook Miss Tilling</p>
<p>227</p> <p>227.1</p> <p>227.2</p>	<p>Planning Committee</p> <ul style="list-style-type: none"> • Planning meeting 2nd February 2015 • EIA(Environmental Impact Assessment) decision/neighbourhood plan Ms Peppin reported the EIA decision is not required- A Scoping opinion is made by planners who assess the severity of impact. Foxes run and Well Farm development have not been included. Mr Weeks reported a further planning application has been submitted for houses to be built on the land opposite Wayside Farm. • 125 houses on Wayside Farm Ms Peppin explained the reasons for the objections to the Wayside Farm development. 	

227.3	<ul style="list-style-type: none"> • Traffic Lights at Cumnock Road Ms Peppin informed councillors the best option for access to the Nurseries site would be to have the sensitive lights will link to the existing ones with a further light controlled pedestrian access as a roundabout was not a feasible option. 	
227.4	<ul style="list-style-type: none"> • Transfer Station at Dimmer The application for the site to be a transfer site for a finite period was refused on the grounds of perpetuity and traffic. 	
227.5	<ul style="list-style-type: none"> • S106 –Priorities list needed Ms Peppin will look at the 106 responses 	
227.6	<ul style="list-style-type: none"> • To consider Rugby Club funding request from 106 monies-SSDC letter distributed Mr Weeks explained the Rugby Club used to be based on the Donald Pither field before relocating to the site they currently have. Councillors were informed that Ansford PC have declined to fund. Mrs Stokes proposed councillors voted to give the Castle Cary Town Councils share of the commuted sum of 106 monies for playing pitches to the Rugby Club. 9 councillors voted in favour and 2 against. The Clerk to notify Alison Cameron 	Clerk
227.7	<ul style="list-style-type: none"> • Response to letter of complaint relating to planning issue Mrs Stokes explained a letter of complaint had been received from Mrs Merrifield relating to information incorrectly given to Area East, where Ms Peppin had stated the decision to refuse the application was unanimous when it had been 4 against and 1 in favour. Ms Peppin has apologised for the error. Mrs Stokes will write to Mrs Merrifield. 	Mrs Stokes
228 228.1 228.2	<p>Properties & Infrastructure Committee Mr Gilbey informed councillors the next meeting will be 9th March. Mr Weeks enquired if the step loosened by a vehicle on the Roundhouse had been looked at. Mr Gilbey confirmed he had reset the step in place.</p>	
229 229.1 229.2 229.3	<p>Promotion and Communications Committee Miss Tilling confirmed the Annual Town meeting will be held at Caryford Hall on Tuesday 19th May. Councillors were also informed the Networking coffee morning will be held on 1st August.</p> <ul style="list-style-type: none"> • Consideration of separate website for Friends of the Cemetery Chapel. <i>Recommendation:</i> that CCTC pay for the first year of a website for the friends of the cemetery chapel, cost £78 Miss Tilling proposed the Town Council pay for the first years website for the Chapel for the sum of £78, seconded Mrs Snook- all agreed • Plans to review Lettings Policy for Cemetery Chapel. <i>Recommendation:</i> a hiring charge of £5 per hour. Miss Tilling informed councillors the lettings policy set up in 2009 has not been reviewed annually and so will need to be reviewed soon. Miss Tilling proposed to let the Chapel out for £5 per hour, seconded by Mr Weeks – agreed with one abstention. Miss Tilling reported she is still working on the Strategic Objectives and Mrs Stokes will send out with a deadline to respond by. The meeting closed at 9.10pm 	Mrs Stokes

February15 Payment List Appendix i									
A/C	Date	Ref	Ex.Ref	Details	Net	VAT	Total		
E A Weymouth	01/02/2015	CC Big Christmas	103733	E Weymouth-replace cheque 103710	80.00		80.00		
Ansford Academy-Zambia	01/02/2015	Ansford Academy donation	103734	Ansford Academy Mulfurua exchange	40.00		40.00		
Caryford Hall	01/02/2015	Caryford Hall donation	103735	Caryford Hall donation and letter of support	40.00		40.00		
Girl Guides	01/02/2015	Girl guides donation	103736	Girl guides donation	39.00		39.00		
Solar Sense Renewable Energy	06/02/2015	Solar Sense	103737	Solar Sense - deposit for wind turbine	600.00		600.00		
Access Lift Consultants Ltd	01/02/2015	1267	103738	Access Lift Consultant second stage payment for lift supply and installation	4843.00	968.60	5811.60		NB invsd inv-reduced as remote control not req,further invoice 5% to be raised after installation
Security & Electrical	01/02/2015	Keys	103739	adnl Fire alarm keys for users of the Market House	27.00	5.40	32.40		
Visitor	27/11/2014	Advert	103740	Quarter page - colour ad for Big Christmas	140.00	28.00	168.00		
Incogneato	01/02/2015	Big Christmas	103741	Costume hire and sound equipment provision	75.00		75.00		
Judi Morison	01/02/2015	LAMP	103742	Planning LAMP brochure, registering tutors, meetings and workshop	895.00		895.00		
Local World	25/01/2015	Ad in Western Gazette	103743	Bookings and Promotion Manager ad Western Gazette	134.40	26.88	161.28		
Local World	08/02/2015	Advert	103744	Bookings and Promotion Manager ad in Blackmore Vale	103.25	20.65	123.90		
Jenny Alderson	26/01/2015	Typesetting	103745	Typesetting of Spring Newsletter	75.00		75.00		
F.W.B.	29/01/2015	Spring Newsletter	103746	Spring Newsletter (14 pages)	534.00		534.00		
Julian Shave Landscaping Ltd	01/02/2015	Julian Shave Landscaping Ltd 3213	103747	January Grounds Contract	793.00	158.60	951.60		
Milborne Port Computers	30/01/2015	Callout and configuration	103748	Information Office PC and printing problems + reconfigure Clerks e-mail	45.00	9.00	54.00		
Martins Stores	31/01/2015	Supplies	103749	Toilet rolls	24.13		24.13		
Dave Marsh	01/02/2015	Maintenance & Domestic supplies	103750	Batteries, bolts, window clean, door mat for Chapel	13.23	2.64	15.87		
Warm Welcome Services	06/02/2015	Gas check	103751	Check of gas services in the Pavilion	50.00		50.00		
Warm Welcome Services	11/02/2015	Gas Check	103751	Check of gas services in the Market House	50.00		50.00		
Cash	16/02/2015	Cash	103752	P cash items -christmas tree £50, wall planner,£4.99, stamps, Gazebo clamp, £15.20, receipt book £2.05,info	97.10		97.10		
Liz Stokes	01/02/2015	reimb L Stokes	103753	Reimburse L Stokes-gift for pond cleaning volunteer	14.00		14.00		
Marilyn Simcox	10/01/2015	Marilyn Simcox-Minor Works Contract	103754	Minor works contract - January 15	145.73		145.73		
Susan Hake	01/02/2015	reimb SHake	103755	Reimburse SHake printer toner cartridge & stamps	57.03		57.03		
Joy Streetin	31/01/2015	Joy Streetin-Market Stall Manager	103756	Market Stall Manager, J Streetin	220.00		220.00		
John Hatton	25/01/2015	JH mileage Jan 15	103760	JH mileage Jan 15	20.00		20.00		
Payroll Costs	25/02/2015	Payroll Costs Feb15	103757-59&61-63	Payroll Costs Feb15	2859.83		2859.83		
Larry Mercedes	16/02/2015	Spring Newsletter Deliv	103764	L Mercedes Spring Newsletter deliv 1/2	100.00		100.00		
Robert Dale	16/02/2015	Spring Newsletter Deliv	103765	R Dale Spring Newsletter deliv 2/2	100.00		100.00		
SSDC		Shambles project part payment	103766	inv not received-Shambles Shambles contrib amount due to Jan 15	19233.00	3846.60	23079.60		inv raised Mar
Solarsense	23/02/2015	Solar Panel deposit	103767	Deposit re solar panels at Millbrook toilets	2104.48	420.90	2525.38		rcvd afer meeting
					33552.18	5487.27	39039.45		
BARCLAYS	01/01/2015	DD Barclays C/aFeb15	DD Barclays C/a Feb 15	Barclays Bank Charges DD Feb 15	6.66	0.00	6.66		
BARCLAYS	01/01/2015	DD Barclays DP Feb15	DD Barclays DP Feb15	Barclays Bank Charges DD Feb 15	6.66	0.00	6.66		
EDF	01/01/2015	DD EDF MH Feb 15	DD EDF MH Feb15	EDF DD Feb 15 MH Electric	97.00	0.00	97.00		
British Gas	01/01/2015	DD British Gas Market House	DD Bgas Feb 15	British Gas DD Market House	218.00	10.90	228.90		
SCOTTISH	01/01/2015	DD Scottish Power Feb 15	DD Scottish Power Feb15	Pavilion Scottish Power DD Feb15	37.00	0.00	37.00		
SAGE SUPPORT	01/01/2015	DD SAGE Feb 15	DD SAGE Feb 15	DD monthly SAGE phone support Feb Plus upgrade to Sage50	78.28	15.65	93.93		
Chess Ltd	24/02/2015	DD Chess Feb 15	DD Chess Feb 15	Chess DD Feb15 phone charges Jan15	43.45	8.69	52.14		
Elite Telecom	09/02/2014	DD Elite Telecom Feb 15	DD Elite Telecom Feb 15	Elite Telecom Information Point Feb 15 DD phone charges for Jan15	13.55	2.70	16.25		
Contract Natural Gas	01/01/2015	DD CNG Pavilion Gas Feb 15	DD CNGas Feb 15	Contract Natural Gas Ltd Pavilion Feb 15	15.04	0.75	15.79		
Southern Electric	23/02/2015	DD Southern Electric Feb 15	DD Southern Elec Feb15	Catherines Close Southern Elec Feb15	47.31	2.36	49.67		
					562.95	41.05	604.00		
					34115.13	5528.32	39643.45		