

MINUTES OF CASTLE CARY TOWN COUNCIL MEETING HELD ON MONDAY 16th
March 2015 at the Market House, Castle Cary

Present: Town Councillors: Mrs E Stokes,(Chairman) Mr N Weeks, Ms P Peppin, Mr B Gilbey, Mrs J Morison, Mr R Arnold, Mrs S Snook Ms A Piggott Miss L Tilling, Mr J Thompson, Mr T Philpott.

Officers in attendance: Mrs Maureen Fletcher (Deputy Town Clerk)

District Councillor: Mr M Lewis (leaving after item 234.1)

Police : PCSO Barber

Members of the public: Mr Barry Moorhouse, Mrs Anna Branson, Miranda Blazeby (Western Gazette), David Holt (for item 240)

Chair Liz Stokes welcomed & introduced Anna Branson, newly appointed Bookings & Promotion Manager.

	<u>Minutes</u>	<u>Actions</u>
230	Apologies for absence - Penny Steiner	
231	To approve the minutes of the Town Council Meeting held on Monday 16th February 2015. Proposed by R Arnold that these be accepted, seconded N Weeks and agreed. (T Philpott not voting as not present in February)	
232	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	
233	Public Session (<i>if any member of the public wishes to speak</i>) No requests to speak.	
234	Community Safety and Security CSPO Hayley Barber gave crime statistics for February and commented on interference with a badger set in the Torbay Road area. P Peppin offered to issue an appeal for information via the Cary Crier. N Weeks said that a vehicle was persistently parking on the yellow lines in South Cary Lane and asked if action could be taken. This is not within the remit of the Police and needs to be referred to Highways. T Philpott proposed that the Town Council contact highways requesting enforcement action in this area to reduce the danger to other road users. Agreed. Mike Lewis offered to speak to the County Council regarding this matter and report back to the clerk.	Clerk
	Reports	
235	To receive any reports/items of information from Councillors (not listed separately on the agenda)	
235.1	<ul style="list-style-type: none"> • Mike Lewis, County Councillor M Lewis reported a new generic phone number for County Hall 01300 1232224. The County Council have been asked by N Weeks to look at the cumulative effect on highways of the recent development applications in Castle Cary and Ansford. Discussion had taken place with Phil Lang, Helen Vittery and David Norris on the Foxes Run site and the 5 development sites. It has been suggested that we need a round the table discussion between planners and elected members for Castle Cary to 	

	<p>review the impact of such growth. The cost of preparing an impact assessment statement is high but needs to be done. Possible funding sources were mentioned including the Chair of County Council requesting release of Strategic Infrastructure Funds. The survey would show us what highways needed to do and if we can or cannot cope with proposed developments. Agreed that it was essential that the situation is looked at as a whole not by individual application.</p> <p>L Tilling said it was essential that we get an impact assessment prepared, seconded T Philpott and agreed.</p> <p>235.2 • Nick Weeks, District Councillor reported - The new Local Plan is now in place which should help us deal with planning applications. He advised that the council need to ensure that references in planning recommendations are from this plan and not a previous one. A copy is available on line and a paper copy should be held in the Clerks office.</p> <p>N Weeks reported he had attended the Area East Meeting to consider its response to the Waste Transfer Site application. Area East is diametrically opposed to the application and written representation has been made to the County Council.</p> <p>235.3 • Henry Hobhouse, District Councillor-not present.</p> <p>235.4 • Fire Service – no report</p> <p>235.5 • Reports from Town Councillors – P Peppin had written to Nat West asking for financial support as a form of ‘compensation’ for the withdrawal of our local branch. The request had been refused.</p>	TP
<p>236 236.1</p>	<p>Chairs Report</p> <p>The chair reported that she had dealt with Highways regarding the incorrectly placed loading bay, this had quickly been removed. It is expected that the loading bay and changes to double yellow lines will be instigated shortly in line with the agreement reached at a meeting she held with Highways in December.</p> <p>Surgeries in recent week had been slightly better attended, Liz would continue with these and would review the times offered.</p> <p>Purdah – documentation had been received confirming procedures in the run up to the election. We carry on as normal with even extra discretion. In view of this information there would be a town council meeting in April.</p>	
<p>237</p>	<p>Youth Matters and Schools</p> <p>J Morison reported the a new youth worker had been appointed by the Somerset Rural Youth Project, a local person who will take up post on 1st April. Bradley had attended the meeting reference Fair Ground Field and his contribution had been a credit to him.</p> <p>Liz Stokes will contact Ansford Academy to encourage a student to join the discussions.</p> <p>Somerset Rural Music Project is going very well. The last taster session for the term will be Wednesday 25th March.</p>	
<p>238</p>	<p>Market Towns Investment Group</p> <p>L Tilling reminded everyone that the next MTIG meeting was on 26th March. Essential that Castle Cary is represented. J Morison agreed to attend. L Tilling to email additional information to Councillors.</p>	

<p>239 239.1</p> <p>239.2</p> <p>239.3</p>	<p>Clerk's Report</p> <p>Notices regarding the application for designation of Castle Cary and Ansford as a Neighbourhood Area had been displayed</p> <p>Issues relating to Priddle Hill Farm/Valley Head were being referred to the Regulation Committee on 16th April.</p> <p>The possible renaming of Bridgwater Buildings/Mill Lane was now on hold.</p> <p>Ansford Parish Council had shared information regarding a possible new provider for a second rail service to London suggesting we might like to follow their lead and write in support of this. Generally felt that there was insufficient information available to make a judgement. There was also concern that the change of trains at Salisbury would be difficult to achieve in 6 minutes. L Tilling agreed to look into this proposal further.</p> <p>Reminder of the election timetable and confirmation that nomination papers were available for any interested councillor. P Peppin offered to post the opportunity to stand as a councillor on Cary Crier. In response to a question from A Piggott the Deputy Clerk confirmed that information for prospective councillors was available from the office.</p> <p>Monthly briefing had been received from Somerset Waste Partnership along with amended collection days for Bank Holidays.</p> <p>The Clerk would be on leave from 23rd – 31st March.</p>	
	<p>Major Projects</p>	
<p>240 240.1</p>	<p>Neighbourhood Plan-A joint neighbourhood plan</p> <p>David Holt reported that the group is working well and progress has been made. More government funding is promised for Neighbourhood Planning and the group is looking to apply for this.</p> <p>A considerable amount of technical documentation needed to be put in place but alongside this there needs to be a non-technical statement as well. This is a daunting procedure and quite complex. It was important that the Town Council moved forward and clarified what their aims were.</p> <p>L Tilling commented that the next newsletter could be an ideal opportunity to update the community on progress. T Philpott suggested the Annual Town Meeting could also be a useful means of sharing information.</p> <p>A copy of the Town Council's strategic objectives to be sent to David.</p> <p>The chair thanked David for attending and asked that he pass on the thanks of the Council to the group for their hard work.</p>	<p>LT</p>
<p>241 241.1</p>	<p>Millbrook Car Park Toilets</p> <p>N Weeks reported that the solar panels would be installed shortly. T Philpott to check that electrical issues had been sorted.</p> <p>A Piggott queried the high amount paid for the cistern bag. The chair pointed out that the cost was not excessive when you considered it was aimed at reducing the considerable amount of water being used prior to its installation.</p> <p>N Weeks reminded the meeting that Chairs of committees can authorise expenditure within a set limit, this item met that criteria and should be accepted without further debate.</p>	<p>TP</p>

242	<p>Pither Project</p> <p>The Council is currently waiting for an update from the sports clubs regarding a possible pavilion extension. The ball wall is the next planned project. A Piggott felt that work on the Memorial Field and the new field should run in tandem. L Stokes felt it was too early to do this, we were not ready yet to decide on 'what and where' for Five Acre Field. There was a need to continue consultation and then review the big picture.</p> <p>J Morison pointed out that money has been raised and is held for the ball wall project, people have asked when this will materialise. This should not be put on hold pending plans for Five Acre Field. It was noted that the last time the ball wall had been discussed with the sports clubs there had been some negativity. T Philpott and N Weeks are due to meet with the clubs reference the lease shortly, L Stokes to join this meeting and ball wall to be discussed. N Week suggested that if feedback is still negative we proceed with siting this in Five Acre Field. J Morison stressed that of prime importance was where the equipment would be best used, eg by siblings when a match is in progress.</p> <p>L Stokes will make information regarding the ball wall available to all parties. L Stokes suggested that at future council meetings Five Acre Field and Pither Project should be one agenda item.</p>	
243	<p>Market House</p>	
243.1	<p>N Weeks reported that the lift is in, a little carpentry left to do but it looked good and worked well.</p> <p>The server in the Shambles would be repaired in situ.</p> <p>A few snagging issues remain to be sorted.</p> <p>L Tilling pointed out that the heating remains a challenge. J Thomson had kindly resolved some issues recently. Paperwork with details of the set up would be useful to those trying to resolve things on a daily basis. A Piggott felt we should be pursuing the contractor and SSDC when there are problems with the heating. N Weeks commented that in the near future we should consider entering a contract for the care of the heating that guarantees a prompt response.</p>	
243.2	<p>Approve revision of hiring charges</p> <p>Revised proposal on hiring charges had been issued to clarify that local rates applied to Castle Cary and Ansford Parish boundaries and no further. To be reviewed again in 6 months time.</p> <p>L Tilling proposed that the council adopt a, b, & c levels, with any other decisions dealt with by MHMG, seconded A Piggott and agreed by a majority vote. N Weeks abstaining.</p>	
243.3	<p>Weddings – PP & LT report on progress</p> <p>Photographs were displayed of the Shambles as it could be arranged for a wedding ceremony.</p>	
243.4	<p>To recommend sub-committee be given delegated responsibility to set charges for weddings - proposed by Laura Tilling seconded J Morison and agreed. Currently L Tilling and P Peppin, A Piggott agreed to join the committee.</p>	
243.5	<p>The Bookings and Promotions Manager to be the Responsible Person who deals with routine matters concerning wedding bookings, is on site herself or delegates to other named persons, for wedding events, and works with and is answerable to the Weddings Sub-committee for this element of her work</p> <p>Proposed by L Tilling, seconded Judi Morison and agreed. Noted that the named person referred to does not have to be a councillor or employee but must be approved by the council to be there during the time the registrar is on</p>	

	<p>site. Also noted that appropriate dress was important. Any after wedding party would be treated as a separate Shambles booking.</p>	
244	<p>Market The chair thanked A Piggott for her hard work and commitment to the Tuesday market which would be 1 year old on 17th March and which had proved a huge success. A Piggott commented on the valuable contribution that Joy Streetin (Market Manager) had made in this first year. She reported that the traders are beginning to return after their winter break and enquires for new stalls continue. Occasionally there are some minor grumbles from traders which are quickly sorted. A Piggott informed the meeting that a Vintage and Flea Market would run in Castle Cary, 2nd Sunday of the month with effect from April.</p>	
245 245.1 245.2	<p>Five Acre Field Feedback from meeting held on 10th March 2015 Any comments already covered under other items. The entrance gate is to be replaced shortly. N Weeks and B Gilbey are dealing with this.</p>	NW/BG
	Committee Reports and Recommendations	
246	Finance	
246.1	<p>The National Joint Council for Local Government Services (NJC) have reached agreement for new pay scales to be implemented from January 2015 (effective until April 2016). To fall in line with the pay agreement the salary bands of the clerks will be increased by 2.2%, with a £100 non consolidated backdated payment Pro Rata for Part time working, in addition to the Deputy Clerks salary increase to Scale point 21. The Deputy Clerk left the meeting while this item was discussed. Proposed by T Philpott seconded L Stokes and agreed.</p>	
246.2	<p>Approve payment of £1000 deposit to commence website creation It was clarified that this was the initial 50% deposit, half of the total cost would be covered from the precept and half from the tourism budget. S Snook pointed out that this item had been discussed in sub committees and approval should be given for the whole payment. This was not possible as this proposal had not appeared on the published agenda. T Philpott proposed payment of the £1,000 seconded S Snook and agreed.</p>	
246.3	<p>Approve March 2015 payment list In response to a question from J Thompson the car park compensation entries were explained. N Weeks asked if the payment sheet could be enlarged for easier reading. It was noted that two entries appeared to relate to the same payment to SSDC. This to be checked with the clerk. Proposed by T Philpott, seconded J Thompson that the payment list be approved, agreed.</p>	
246.4	<p>Agree review of financial regulations T Philpott confirmed that these had been prepared by the Finance Committee and circulated to all councillors. The principle change was to allow committees to manage their allocated budget. T Philpott proposed acceptance of these regulations, seconded J Morison and agreed. N Weeks asked if the Council need to take any action regarding new pension regulations. T Philpott believed that our effective date had not been issued. He also confirmed that we subscribe to Peninsula Pensions at present. Clarification on opting in and out of the new scheme to be sought.</p>	

247	Human Resources Committee	
247.1	Bookings & Promotion Manager - update, recruited, starts 1 April. T Philpott confirmed that an induction programme had been prepared and everyone looked forward to working with Anna.	
247.2	Grounds Maintenance Contract - Update, New Contractor start 1 April. SH liaising about days of work. PS & BG doing induction. BG to work with Julian Shave to make sure all work up to date. Council will take pictures before new contractor starts. Contractor to send photos to SH after work done so we have a record. Photographs had arrived from the outgoing contractor week beginning 9 th March, this was considered inappropriate as the contract ran until 31 st March. N Weeks pointed out that the hedges on the side of cemetery track had not been cut. Payment had been requested now for contract work up to 31 st March. L Stokes proposed that the March payment, although approved, is not paid over until after the end of the contract and a satisfactory inspection, seconded N Weeks and agreed. A letter of acknowledgement is being prepared for J Shave Landscaping.	BG LS
247.3	Letter of thanks to Marilyn This had been sent.	
247.4	Staff Reviews - Some done, others on going. In future all reviews to be completed by November so can be used when precepting. Revised office hours being trialled for 1 month. A standard form had been established for recording reviews. All reviews to be completed by January (not November as listed on the agenda)	
247.5	Councillor Training - All councillors to attend training on 14 May after elections. Planning training still TBC Noted that SSDC will run 2 planning training sessions after the election and also sessions on how to chair a meeting.	
247.6	Minute Taker - HR progressing recruitment. To start in May £35 per meeting , max 42 per year. Contract of services for 3 months probation. T Philpott reported that the job description for this post was complete and it was intended to have someone in post for May. A Piggott wondered if the rate was correct bearing in mind the varying lengths of meetings. T Philpott confirmed that this had been carefully considered and over the year it should balance out fairly.	
247.7	Safeguarding, Equal Ops and Health and safety policies being prepared by HR. This continues, work in progress.	
248	Planning Committee – P Peppin reported on the March meeting. <ul style="list-style-type: none"> • The conversion of existing redundant garage/store to residential dwelling. 2 Church Street, Castle Cary - supported. • RETROSPECTIVE application for a timber fence and installation of two air conditioning units not supported as application inaccurate. • Internal works and a number of replacement windows. • Gothic Villa, Bailey Hill, Castle Cary – supported. • Residential Development of up to 75 dwellings, with associated means of access on land East of Station Road. (Adjacent to Well Farm development site) - opposed. 	
249	Properties & Infrastructure Committee	
249.1	Approve purchase of CCTV for Catherines Close B Gilbey reported on a cost of £735 to install 4 cameras on the Catherines Close Store utilising redundant recording equipment currently held. There	

	was some discussion on positioning of cameras but it was agreed to delegate this to Bob and the experts fitting the equipment. R Gilbey proposed we purchase these, seconded N Weeks and agreed.	
249.2	The Cricket and Football Clubs have asked permission to erect a timber or metal shed alongside the pavilion to house a gang mower. It needs to be made clear that insurance is the responsibility of the clubs although we would need to check with our insurers that we had no obligation here. Agreement to shed proposed by B Gilbey seconded J. Thomson and agreed by a majority, L Stokes abstaining.	
249.3	B Gilbey proposed replacement the mirror that had previously been at the exit of the cemetery. This would cost between £50/100. It would improve road safety, seconded N Weeks and agreed unanimously.	
249.4	R Gilbey had obtained a quote for repairs to the road leading down to the cemetery. Agreed that further quotes be obtained before a decision is made.	
250	Promotion and Communications Committee	
250.1	Proposal for social event - L Tilling said we had people to welcome and people to say goodbye to and felt we should take the opportunity to host a social event. Agreed for 17 th April 6 - 8 p.m. Care to be taken to invite all of those currently supporting us in a voluntary manner.	
250.2	Triptych – L Tilling is meeting with Paul Parsons and the Museum staff will be briefed on their return in April.	
250.3	L Tilling reminded everyone of the Annual Town Meeting on 19 th May and the Network Coffee Morning on 1 st August.	
250.4	Strategic Objectives needed to be an item on the April agenda.	
250.5	There would be a MHMG meeting on 23 rd March 2015	
250.6	L Tilling felt that as a council we do not always follow up on items discussed but not resolved. There is a need to look at this and establish a routine.	

Approved as a correct record.....E Stokes 20th April 2015.

March 15 Payment List Appendix i								
A/C	Date	Ref	Ex.Ref	Details	Net	VAT	Total	
Dart Valley Systems	18/02/2015	Millbrook Toilets	103768	installation of toilet tank reduction bag	85.00	17.00	102.00	
Dart Valley Systems	18/02/2015	Millbrook Toilets	103768	flushmatic and hippo bags	180.09	36.02	216.11	
FWB	18/02/2015	Cemetery Maps	103769	Updated numbered map for cemetery and office use, 2 paper copies for hand on use in Cemetery	84.00	16.80	100.80	
Julia Cartwright (Maltbarn Studio)	18/02/2015	LAMP Camino talk	103770	Camino Talk	100.00		100.00	
Heather's Flowers	25/02/2015	Floral decoration in Shambles	103771	Promotional exercise	187.50	37.50	225.00	
Martin's of Castle Cary	28/02/2015	Domestic materials	103772	Toilet rolls and cleanging materials	34.05	5.15	39.20	
Julian Shave Landscaping Ltd	04/03/2015	Contract	103773	February contract payment	793.00	158.60	951.60	
Dave Marsh Hardware	01/03/2015	Domestic materials	103774	Ball valve, gas for Cemetery Chapel heater	34.16	1.82	35.98	
Sue Hake	00/01/1900	S.Hake reimb display board puch	103775	reimb S.Hake purch-Market House-Snap frames and covers	75.65	15.13	90.78	
Access Lift Consultants	06/03/2015	Lift installation	103776	Balance of account	1182.00	236.40	1418.40	
Joy Streetin	31/01/2015	Joy Streetin-Market Stall Manage	103777	Market Stall Manager, J Streetin	220.00		220.00	
Payroll Costs Mar15	25/03/2015	Payroll Costs Mar 15	103778	Payroll Costs Mar15	3233.16		3233.16	
Design Somerset-Rebecca Thurtel	09/03/2015	20684 New Web page-deposit	103784	Deposit for Design & creation of new community & town council website to incl training	1000.00		1000.00	
Marilyn Simcox	11/03/2015	Minor works Feb15	103785	Minor Works contract Feb 2015	121.03		121.03	
SLCC	09/03/2015	116790	103786	CPD CILCA portfolio 4day 2015	250.00	50.00	300.00	
Martyn Nelson	02/03/2015	3843 - Chapel keys	103787	Chapel Keys	51.00	10.20	61.20	hold until working
SSDC	02/03/2015	04710060454 & KC 461	103788	Car Parking compensation £3971.20 less £240 reduc -christmas parking	3109.33	621.87	3731.20	
SSDC	11/03/2015	4710060641	103789	Millbrook rchrgs Oct-Dec14, water £398.84,sewerage £338.65,Elec £90, legionella £91.32, open, cleaning closing £1341.90	2260.71	291.14	2551.85	
SSDC	23/03/2015	8310004531	103790	Market House Shambles contribution to March 15	47341.89	9468.38	56810.27	
Solar Sense	26/03/2015	101/C2542	103791	Solar Sense final payment for Solar Panel installation-Millbrook toilets	3156.52	631.30	3787.82	
Julian Shave Landscaping Ltd	04/03/2015	3268 Ground Maint Mar15	103792	Ground Maintenance contract March15	793.00	158.60	951.60	hold to contract end 31-3-15-t-sheet & photos
David J Lawrence	01/03/2015	0199 -Tryptych notice board MH	103794	Market House-Make Oak Tryptych notice board and install	950.00		950.00	
Viking	13/03/2015	850011	103795	Stationery items & mtrls	99.43	19.89	119.32	
Mary Fowler	31/03/2015	Booking Mgr Jan-Mar15	103796	Booking Manager Jan-Mar2015	1000.00		1000.00	rcvd after Apr meeting
					66341.52	11775.80	78117.32	
BARCLAYS	01/03/2015	DD Barclays C/aMar15	DD Barclays C/a Mar 15	Barclays Bank Charges DD Mar 15	6.66	0.00	6.66	
BARCLAYS	01/03/2015	DD Barclays DP Mar15	DD Barclays DP Mar15	Barclays Bank Charges DD Mar 15	6.66	0.00	6.66	
EDF	01/03/2015	DD EDF MH Mar15	DD EDF MH Mar15	EDF DD Mar 15 MH Electric	97.00	0.00	97.00	
SCOTTISH	01/03/2015	DD Scottish Power Mar15	DD Scottish Power Mar 15	Pavilion Scottish Power DD Mar 15	40.37	2.63	43.00	
Chess Ltd	01/03/2015	DD Chess Mar15	DD Chess Mar 15	Chess DD Feb15 phone charges Feb15	40.04	8.01	48.05	
Elite Telecom	09/03/2015	DD Elite Telecom Mar 15	DD Elite Telecom Mar 15	Elite Telecom Information Point Mar15 DD phone charges for Feb 15	13.27	2.65	15.92	
Contract Natural Gas	10/03/2015	DD CNG Pavilion Gas Mar 15	DD CNGas Mar 15	Contract Natural Gas Ltd Pavilion Mar 15	155.26	7.76	163.02	
					359.26	21.05	380.31	
					66700.78	11796.85	78497.63	