



**MINUTES OF CASTLE CARY TOWN COUNCIL MEETING HELD ON
MONDAY 20th April 2015 at the Market House, Castle Cary**

Present: Town Councillors: Mrs E Stokes,(Chairman) Mr N Weeks, Mr T Philpott. Ms P Peppin, Miss L Tilling, Mrs P Steiner, Ms A Piggott, Mrs J Morison, Mr R Arnold, Mr J Thompson, Mr B Gilbey, Mrs S Snook
 Officers in attendance: Mrs Susan Hake(Town Clerk)
 County Councillor: Mr M Lewis
 District Councillor: Mr H Hobhouse
 Members of the public: Mr Barry Moorhouse,
 Miranda Blazeby (Western Gazette),
 Police : PCSO Tim Russell
 Mr David Holt to represent the Neighbourhood plan group.

| <u>Minutes</u> | | |
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| 1 | Apologies for absence- None | |
| 2 | To approve the minutes of the Town Council Meeting held on Monday 16th March 2015 -subject to amendments the Minutes were proposed to be approved by Mr Weeks, Seconded Miss Tilling- All agreed | Clerk |
| 3 | 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>). | |
| 4 | Public Session (<i>if any member of the public wishes to speak</i>) Mr Moorhouse congratulated the council on the outcome for the proposed developments of Foxes Run and Station Road. | |
| 5 | Community Safety and Security- | |
| 5.1 | Mrs Stokes raised concern from the statistics distributed and provided by PCSO Barber in reference to the firearm element. In the absence of the PCSO Mr Weeks suggested it may be expiry of a firearms license | |
| 5.2 | PCSO Tim Russell arrived during the Chairs report and was asked about the firearms element of the statistics report. He explained it is quite often that someone has been rabbiting. | |
| 5.3 | Mr Gilbey enquired if anything could be done in reference to speeding traffic. Tim responded by suggesting implementing a speedwatch whereby a group of about 6 people are trained up. Mr Hobhouse informed councillors a group of people from Olympic Drive were in the process of setting up a speedwatch for Cumnock Road. | |
| 5.4 | PCSO Russell reported there were travellers located in Wincanton who have been going around the area selling garden equipment etc but would be moving from the area on Wednesday. | |

| | Reports | |
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| <p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</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 Mr Lewis reported attending the meeting with the regulation committee about the Priddle Hill application, but raised concerns about the possibility of a certificate of lawfulness for activities on the site. Mr Lewis advised the Council to talk to the planning department and enquire if they are able to resist this or if not ascertain what the Town Council could do. He confirmed the regulation committee will refuse the application and go for enforcement, however the building activity is District Council responsibility as the preparation to access the site has been over a number of years. • Nick Weeks, District Councillor Mrs Stokes confirmed contact will continue with Ansford PC and John Knight from Pitcombe PC. • Henry Hobhouse, District Councillor Mr Weeks, as Chair of Area East thanked everyone who contributed to the outcome of the decision made at the Regulation Committee. • Town Councillors Mr Hobhouse stated he was not aware what direction the owner of Priddle Hill Farm will be taking next. • Miss Tilling Miss Tilling wished to express a thank you to David Osborne for arranging the Hustings Information event. Notes for the diary were Saturday 23 May for the Veterans forces march, which Maureen Higgins will ensure there are refreshments are available. A number of councillors raised concerns about some of the political parties convening at the front of the Market House. • It was confirmed the clerks have been requested to issue letters that have now been prepared to send to all party delegates to request they do not convene at the Market House. | |
| <p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> | <p>Chairs Report</p> <p>Mrs Stokes highlighted the key point about not extending meetings</p> <ul style="list-style-type: none"> • Adoption of Strategic Plan and general policy Mrs Snook proposed the adoption of the Strategic Plan, Seconded Mrs Steiner – All agreed. The general policy was agreed to be deferred to May • Annual Town Meeting Mrs Stokes reminded Councillors The Annual Town Meeting will be held on Tuesday 19th May at 6.30pm for stalls. Items to be included in the agenda were discussed. Mrs Stokes agreed to add planning to Strategic Objectives. Mr Weeks informed the Council any new District Councillors could be required to attend compulsory training sessions and therefore may be unable to attend. Miss Tilling requested assistance with setting up from 5.30pm and asked if anyone is able to assist with distributing posters. • Feedback on Highways Mrs Stokes reported that she had spoken to Colin Fletcher and John Nicholson and is subsequently meeting with Colin Fletcher with Dave Marsh and Mr Gilbey to discuss the list of 14 items including some from Ansford. | <p>Mrs Stokes</p> |

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| 7.4 | <ul style="list-style-type: none"> • Commencement of New Ground Maintenance Contractor The new grounds maintenance contract has commenced and a letter issued to Julian Shave. | |
| 7.5 | <ul style="list-style-type: none"> • Town Crier- This item was deferred to the May meeting. | |
| 7.6 | Mrs Stokes informed councillors she will be attending the Museum AGM on Thursday. | |
| 8 | Youth Matters and Schools | |
| 9 | Market Towns Investment Group –Feedback from meeting | |
| 9.1 | Mrs Morison and Miss Tilling attended the MTIG meeting that focused on digital promotion for towns. This has subsequently been taken to the Prom and Comms committee, who are looking at further ways of reinvigorating footfall in the town and suggested a meeting is held with the businesses in the town. | |
| 9.2 | The Heart of Wessex local action group are looking at funding to go towards new businesses that fit into specific criteria. Sarah Dyke has been invite to attend the next meeting to do a presentation with Pam Williams on the 11 th May from 7-9pm. Grants will be more accessible by local action groups | |
| 10 | Clerk’s Report | |
| 10.1 | Broadband box obstruction reported to OpenReach A complaint has been raised to Open Reach about the new broadband box that has been located on the A371 which Mr Lewis is aware of. | |
| 10.2 | Deputy Clerk annual leave The Deputy Clerk will be on leave from Friday 24 th April and will return on Wednesday 6 th May | |
| 10.3 | Cleaner absence Angela will be absent for a period of time commencing Monday 24 th April and Mrs Pinions has agreed to cover her work at the Pavilion and Catherines close toilet for the interim until her return. | |
| | Major Projects | |
| 11 | Neighbourhood Plan- | |
| 11.1 | <ul style="list-style-type: none"> • Thankyou to Angela Piggott Mrs Stokes thanked Ms Piggott for her work with the Neighbourhood plan group as she was now standing down from this committee. | |
| 11.2 | <ul style="list-style-type: none"> • Feedback On looking at the Local Plan Mr Holt raised his concerns about how well protected Castle Cary and Ansford are by highlighting the areas for concern. He also stated with the current applications being made there is a severe risk of overdevelopment and raised awareness that the 8.9 hectares of employment land is the next largest outside of Chard with Area East being commended for defending this position. Mr Holt explained it was likely that an appeal will be made by Donne Holdings and SCC, and that further negotiation will not be possible if outline planning permission is granted. The lack of engagement from SCC was discussed and it was agreed to send a letter to the Chief Executive to request a meeting with the Town Council to air views on how SCC could improve dialogue and discuss the impact on schools and highways for Castle Cary, Ansford and Carymoor. | |
| 11.3 | Mr Weeks enquired if the neighbourhood plan incorporated the Dimmer landfill site. It was confirmed the Town and Parish Boundary covered the area | |

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| 12 | <p>Milbrook Car Park Toilets</p> <ul style="list-style-type: none"> • Solar Panels installed Mr Weeks reported the solar panels have now been installed and are generating electricity. | |
| 13 13.1 13.2 13.3 13.4 13.5 | <p>Pither Project – Nothing to report</p> <p>Five Acre Field-Feedback from meeting Mrs Steiner reported information is being drafted to be included in the next news letter including choice of name. A field site visit has been made and a decision made to look at the maintenance of the field including the grass cutting. Mr Weeks was asked if he would be able to top the field grass, which he confirmed he would do. Mr Philpott proposed Mr Weeks complete the grass cutting which was agreed. Mrs Steiner noted the perimeters also need to be cut. Wildflowers are being considered and contact made with Carymoor for guidance. Mr Hobhouse believes the grass should be cut and carted and suggested hay making.</p> <ul style="list-style-type: none"> • Gate - Mr Gilbey confirmed this is in hand • Circus – Not discussed • Approval of Formal agreement between CCTC and Ansford PC Mr Philpott explained the agreement previously distributed defining ownership of the field based on 2/3 to 1/3 between Castle Cary Town Council and Ansford Parish Council and that the objective of the Field group is to agree maintenance of the field. Mr Philpott therefore proposed the Council approve the agreement for the joint ownership, Seconded Mr Arnold – All agreed. | |
| 14 14.1 14.2 14.3 | <p>Market House</p> <ul style="list-style-type: none"> • Weddings Miss Tilling explained she had gone through the Fire Risk Assessment document with the Clerk that will be sent with documentation to support the wedding venue license application • Pat Testing-Maintenance contracts The Clerk is currently working on this being completed. Miss Tilling suggested the possibility of external organisations bringing in appliances to be tested. • Large Events – A Vintage Market has commenced and planned to continue to run on the 2nd Sunday of each month. Further financial discussion was deferred to be discussed after closure of the meeting. | |
| 15 | <p>Market- Ms Piggott thanked Mrs Chinn for relocating her vehicle on the market days whilst the scaffold was at the front of the building. Ms Piggott also wished to thank Joy Streetin (Market Manager) and the traders after the Market receiving a visit from environmental protection.</p> | |
| Committee Reports and Recommendations | | |
| 16 | <p>Finance</p> <ul style="list-style-type: none"> • Approval of April payment list Mr Philpott declared an interest for one payment on the list. Mr Philpott proposed the approval of the April payment list, seconded by Miss Tilling – all agreed on the proviso the Clerk holds payment for the boiler works to check this should not be paid for by the District Council. | Clerk |

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| <p>17 17.1 17.2</p> | <p>Human Resources Committee</p> <ul style="list-style-type: none"> • Minute Taker Mrs Steiner informed councillors adverts for the position of minute taker will be displayed locally. • 17.2 Mr Philpott suggested previous years the list of committees had been distributed to enable councillors to decide on the committees they will attend. Mrs Steiner agreed to circulate a list of committees to councillors | <p>Mrs Steiner</p> |
| <p>18</p> | <p>Planning Committee</p> <ul style="list-style-type: none"> • Planning meeting 7th April 2015 Ms Peppin went through the items from the planning meeting in addition to further discussion about the retrospective application for the bore hole that has been drilled at Priddle Hill Farm. | |
| <p>19 19.1 19.2 19.3 19.4 19.5</p> | <p>Properties & Infrastructure Committee</p> <ul style="list-style-type: none"> • Play Area CCTV Mr Gilbey reported the CCTV was being installed on Wednesday. • Cemetery update Mr Weeks noted the compost bins were full • Revised Lettings policy Miss Tilling will be meeting with the Clerk on Friday to discuss the Chapel Lettings policy. • Ecotoilet Alex Simons parents are kindly raising significant funds for the friends of the Chapel group that will be allocated specifically to the purchase of the Ecotoilet at the Cemetery. • Wind turbine The installation of this has been delayed and notification of another date. | |
| <p>20 20.1 20.2 20.3 20.4 20.5 20.6 20.7</p> | <p>Promotion and Communications Committee</p> <ul style="list-style-type: none"> • Newsletter reminder Councillors were reminded the newsletter deadline was Thursday • Town Signs Mrs Snook, Mrs Johnston & Mrs Steiner are working with Mrs Branson(Bookings & Promotion Manager) looking at signage and finances to be discussed further. • Market House Signs The Market House signs are currently being looked into • Networking coffee morning reminder Miss Tilling reminded councillors of the date for the networking coffee morning. • Website update Mrs Snook confirmed this is hand • Large and Commercial events Mrs Branson is looking into large and commercial events in addition to publicity with Mrs Morison, Mrs Steiner, and Ms Piggott. • 20.7 Mrs Stokes thanked councillors for their work during the last year and stated she is looking forward to another action packed year working as a T.E.A.M Together Everyone Achieves More. | |
| | <p>The Meeting closed at 8.30pm</p> | |

Approved as a correct record.....E Stokes 18th May 2015

| Appendix i April 15 Payment List | | | | | | | |
|----------------------------------|------------|--------------------------------------|--------------------------|---|-----------------|---------------|-----------------|
| A/C | Date | Ref | Ex.Ref | Details | Net | VAT | Total |
| Wessex Water | 15/03/2015 | DP Memorial Field | 103797 | Water and sewerage services | 482.11 | | 482.11 |
| Wessex Water | 15/03/2015 | Water bill | 103798 | Water and Sewerage services April 15- March 16 | 111.59 | | 111.59 |
| Emma Craigie | 14/04/2015 | LAMP classes | 103799 | Creative Writing 6 sessions | 300.00 | | 300.00 |
| SSDC | 01/04/2015 | Rates Sports Pavilion | 103800 | April 2015 - March 2016 | 229.25 | | 229.25 |
| SSDC | 01/04/2015 | Rates - Cemetery | 103801 | April 2015 - March 2016 | 1152.00 | | 1152.00 |
| SSDC | 01/04/2015 | Rates - Market House | 103802 | April 2015 - March 2016 | 151.20 | | 151.20 |
| SSDC | 01/04/2015 | Rates- Catherine Close Block | 103803 | April 2015 - March 2016 | 540.00 | | 540.00 |
| SSDC | 01/04/2015 | Rates - Millbrook Toilets | 103804 | April 2015 - March 2016 | 1344.00 | | 1344.00 |
| Community Life Design CIC | 01/04/2015 | Training | 103805 | LAMP - IT & Social Media workshop 19th March | 323.00 | | 323.00 |
| ico | 01/04/2015 | Data protection registration | 103806 | Registration from 06.05.2015 | 35.00 | | 35.00 |
| Westford Mechanical Ltd | 01/04/2015 | Service of boiler | 103807 | Boiler in the Shambles | 110.00 | 22.00 | 132.00 |
| Terry Philpott | 01/04/2015 | LAMP Small business training | 103808 | LAMP Training session 18.11.2014 - Small business training | 100.00 | | 100.00 |
| SSDC | 01/04/2015 | Rent | 103809 | Ground floor of the Market House | 1125.00 | | 1125.00 |
| Dave Marsh | 01/04/2015 | Domestic goods | 103810 | Batteries, gloves, cloths | 10.17 | 2.03 | 12.20 |
| P Parfitt | 03/04/2015 | Grave digging | 103811 | 4 graves @ £280 | 1120.00 | | 1120.00 |
| D Boyer | 08/04/2015 | Rent for land | 103812 | Rent 25th March 15 to 24th March 2016 - 1.5 acres of allotment land | 450.00 | | 450.00 |
| Community Council for Somerset | 01/04/2015 | Subscription | 103813 | Membership subscription 2015/2016 - CCS | 40.00 | | 40.00 |
| Susan Hake | 05/04/2015 | Reimbursement | 103814 | Hose for use with plants at the Market House | 50.82 | 9.16 | 59.98 |
| G.B. Sport & leisure | 16/04/2015 | Playground Inspection | 103815 | March 2015 inspection | 75.00 | 15.00 | 90.00 |
| Marilyn Simcox | 11/04/2015 | Minor works contract | 103816 | March 2015 payment | 128.44 | | 128.44 |
| Wansdyke Energy Services | 10/04/2015 | Millbrook toilet - solar certificate | 103817 | Exemption certificate - Millbrook Toilets | 70.00 | | 70.00 |
| Joy Streetin | 30/04/2015 | Joy Streetin-Market Stall Manager | 103818 | Market Stall Manager, J Streetin | 220.00 | | 220.00 |
| Payroll Costs April 15 | 25/04/2015 | Payroll Costs Apr15 | 103819/103825 | Payroll Costs April 15 | 3938.84 | | 3938.84 |
| SLCC | 18/04/2015 | SLCC Membership renewal | 103826 | SLCC Membership renewal 2015-16 | 187.00 | | 187.00 |
| Nick Weeks | 20/04/2015 | Cemetery-green waste disposal | 103827 | Reimburse payment of Cemetery green waste disposal fees | 225.60 | 45.12 | 270.72 |
| Nick Weeks | 20/04/2015 | 44 Cemetery waste removal | 103828 | Cemetery Waste removal 12 hours@£16.50 and haulage of waste | 360.50 | 72.10 | 432.60 |
| | | | | | 12879.52 | 165.41 | 13044.93 |
| BARCLAYS | 01/04/2015 | DD Barclays C/aApr15 | DD Barclays C/a Apr 15 | Barclays Bank Charges DD Apr15 | 6.66 | 0.00 | 6.66 |
| BARCLAYS | 01/04/2015 | DD Barclays DP Apr15 | DD Barclays DP Apr15 | Barclays Bank Charges DD Apr 15 | 6.66 | 0.00 | 6.66 |
| EDF | 01/04/2015 | DD EDF MH Apr15 | DD EDF Apr15 | Edf DD Apr 15 | 85.62 | 11.38 | 97.00 |
| SCOTTISH | 01/04/2015 | DD Scottish Power Apr15 | DD Scottish Power Apr 15 | Pavilion Scottish Power DD Apr 15 | 41.55 | 2.45 | 44.00 |
| BT | 01/04/2015 | DD BT Apr15 | DD BT Apr15 | BT DD Apr15 | 42.00 | 8.40 | 50.40 |
| SAGE SUPPORT | 01/04/2015 | DD SAGE Apr 15 | DD Sage Apr 15 | Sage FMS support Apr 15 | 92.94 | 18.99 | 111.93 |
| Chess Ltd | 01/04/2015 | DD Chess Apr15 | DD Chess Apr 15 | Chess DD Apr 15 phone charges Mar15 | 39.24 | 7.85 | 47.09 |
| Elite Telecom | 01/04/2015 | DD Elite Telecom Apr15 | DD Elite Telecom Apr15 | Elite Telecom Information Point Apr15 DD phone charges for Mar15 | 14.95 | 2.98 | 17.93 |
| British Gas | 01/04/2015 | DD British Gas Market House | DD British Gas Apr 15 | British Gas DD Market House Apr 15 | 484.13 | 24.20 | 508.33 |
| 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 |
| | | | | | 861.06 | 78.61 | 939.67 |
| | | | | | 13740.58 | 244.02 | 13984.60 |