



**MINUTES OF ANNUAL CASTLE CARY TOWN COUNCIL MEETING HELD ON
MONDAY 18th May 2015 at The Market House, Castle Cary**

Present: Town Councillors: Mrs E Stokes,(Chairman) Mr N Weeks, Ms P Peppin, Miss L Tilling, Mrs P Steiner, Mrs J Morison, 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,
Western Gazette: Not in Attendance
Police: Not in attendance
 Chris Edwards-Chair for Ansford Parish Council

<u>MINUTES</u>	
21.1	Election of Chair of the Town Council for the 2015/16 Municipal Year. Mrs Stokes was nominated to be Chair of Castle Cary Town Council, and completed the signing for the declaration of acceptance of office.
21.2	Declaration of Acceptance of Office to be signed by each Councillor Register of Members' Interests to be made within 28 days of taking office All councillors in attendance signed the declaration of acceptance of office at the meeting with Mr Philpott having previously signed.
21.3	Election of Vice-Chair- Committee Chairs Mrs Steiner was nominated to be Vice Chair . <ul style="list-style-type: none"> - Mrs Steiner proposed Mr Philpott to be Chair of finance, seconded Ms Peppin, – All Agreed, NB Mr Philpott had agreed to continue to be Chair of finance if required. - Mrs Snook proposed Mr Gilbey to be Chair of Properties, seconded Mr Weeks- All Agreed - Mrs Steiner proposed Ms Peppin to be Chair of Planning, seconded Miss Tilling – All Agreed - Mrs Morison proposed Mrs Steiner to be chair of Promotions and Communications, seconded Miss Tilling. - Miss Tilling proposed Mrs Morison to be Chair of HR, seconded Mrs Steiner.-All agreed - Mrs Morison proposed Miss Tilling to be Chair of Market House Management group, seconded Mrs Steiner–All agreed - Neighbourhood plan group – Mrs Stokes and Ms Peppin confirmed they would continue to be members of the group - Field Group-Mrs Steiner and Mrs Stokes confirmed they would continue to be members of the group and would be joined by Mr Gilbey, - Mr Weeks Proposed Mr Gilbey to be Chair of the Donald Pither Field Memorial Ground,Seconded Mrs Stokes- All agreed - IT was agreed the Proposed Pavilion new build would be kept as a separate group represented with Mr Weeks, Mr Philpott, Mrs Stokes and Mr Gilbey

21.4	Committee membership Mrs Stokes will re-issue committee spreadsheet for councillors to e-mail back to the Clerk	Mrs Stokes
21.5	Representatives for external groups ATC was offered to be attended by Mr Thompson MTIG Ms Piggott or Mrs Morison Somerset Towns Forum-Clerk to forward notification of meetings to all councillors addressed to Mrs Steiner	Clerk
21.6	Caryford Hall-Mr Moore explained the AGM would be held on 11 th June Mrs Snook with Miss Tilling to cover Ansford School Council –Mrs Morison Museum-Ms Peppin Allotments-Miss Tilling Youth Forum-Mrs Morison and Miss Tilling Area East Forum-Clerk to forward notification of meetings to all councillors Primary School-Miss Tilling CC United Charities-Mrs Stokes Viridor-Mr Boyer Dimmer Liaison Group-Mrs Snook & Ms Peppin Parish Environmental Warden and Tree Officer-Mr Weeks Footpath Officer-Mr & Mrs Hooper, NB They will be unable to attend the Parish Meeting to be held at Caryford Hall but will forward a statement to Mrs Stokes.	Clerk
21.7	Mrs Stokes will follow this up and report back the Parish Meeting Councillor Vacancies-Co-option of New Councillors-(2 current vacancies) No enquires received Mrs Stokes to follow up at the Parish Meeting	Mrs Stokes Mr Stokes Mrs Stokes
22	Apologies for absence Mr T Philpott, Ms A Piggott	
23	To approve the minutes of the Town Council Meeting held on Monday 16th April 2015 Mr Weeks proposed approval of the minutes, Seconded Mr Thompson-All agreed, Mrs Stokes signed the minutes	
24	Declarations of personal, prejudicial or pecuniary interest (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). None	
25	Public Session (if any member of the public wishes to speak)	
25.1	Mrs Stokes closed the meeting for members of the public to speak. Mr Edwards informed the council that he had received comments about the length of the grass on the 5 acre fair field when he had been dog walking. Mr Weeks confirmed he was planning to cut the next day Mr Edwards thanked the Town Council and stating he is looking forward to working together.	Mr Weeks
25.2	Miss Tilling spoke as a member of the public having declared an interest as a councillor, she informed the Council the field was still in use by her builder. Mrs Stokes re-opened the meeting	
26	Community Safety and Security-	
26.1	The Stats had been distributed and Mrs Stokes confirmed she is continuing to keep a tally.	
26.2	Mr Weeks informed councillors he had attempted to contact the police by calling the 101 number on behalf of two female residents and raised his concerns on how the call had been dealt with after being put on hold for more than 20 minutes.	

	<p>Mrs Morison enquired if anyone knew if there was a standard time that calls should be dealt with.</p> <p>Mr Hobhouse suggested writing to the police commissioner and will raise at scrutiny-Mrs Stokes agreed to draft a letter and copy into PCSO Hayley Barber</p>	Mrs Stokes
	Reports	
27	To receive any reports/items of information from Councillors (not listed separately on the agenda)	
27.1	<ul style="list-style-type: none"> • Mike Lewis, County Councillor Mr Lewis reported he had attended a meeting with Highways and that David Fothergill was now the new Portfolio holder. He also stated there will be a new investment programme of £100 million to go to Childrens Services frontline staff and recruit a further 100 social workers. 	
27.2	<ul style="list-style-type: none"> • Nick Weeks, District Councillor Mr Weeks explained there had not yet been a full Area East meeting since the elections, but the first one would be held on Thursday of that week with a newly elected Liberal Democrat candidate joining the team. Mr Weeks raised his concerns to the Council about the amount of road works that are suddenly taking place on the road surface between Clanville and Lydford On Fosse with verges being double cut. He also informed the Council the Waste Transfer application would be going to Regulation Committee at Taunton in June. Mrs Stokes confirmed her plan to attend the meeting. 	
27.3	<ul style="list-style-type: none"> • Henry Hobhouse, District Councillor Mr Hobhouse confirmed he would also be attending the Regulation committee meeting which will be held on June 11th noting, the meeting will need a person to speak on individual items. 	
27.4	<ul style="list-style-type: none"> • Town Councillors 	
28	Chairs Report	
28.1	Mrs Stokes reminded councillors not reply to all for e-mails if is not necessary and reply to the sender only.	
28.2	<p>Annual Town Meeting</p> <p>Mrs Stokes informed councillors she would complete a presentation for the Councils Strategic plan,</p> <p>David Holt would do a presentation for the Neighbourhood Plan group.</p> <p>Miss Tilling confirmed Ms Piggott had sent her Market report to be presented at the meeting,</p> <p>Mrs Middleton would be making a presentation for Caryford Hall.</p> <p>Clive and Teena Hooper would provide a report to Mrs Stokes to present</p> <p>Mr Weeks notified the council he wished to forward his apologies for the meeting should he not be able to get to the meeting.</p> <p>Mrs Stokes informed Councillors Colin Fletcher had made contact with her from Highways and had agreed to action all items on a list that had been compiled.</p> <p>Mrs Steiner notified Councillors that South Street had notices to say resurfacing would take place on the 18th but at that time no work had commenced.</p> <p>Mr Weeks informed Councillors he believes the finger signs should be maintained and will contact David Norris to request they are preserved. He also noted that Colin Fletcher had stated he would supply some paint to the Council but had not received this and requested Mrs Stokes remind him.</p>	Mrs Stokes

29	Youth Matters and Schools	
29.1	<ul style="list-style-type: none"> • Mrs Morison reported the current Youth Worker would be leaving her role but the Activity day would still be taking place on the Donald Pither Field on Friday of that week. • The Youth Worker role will be covered by two temporary workers for the interim in the hope they would be able to recruit a local person for the post. • Mrs Stokes informed Councillors she was hoping to attend the Activity day. 	
29.2	<ul style="list-style-type: none"> • Mr Weeks suggested looking at considering increasing the future donation at the time of setting the Precept for future years. 	
30	Market Towns Investment Group Mrs Morison reported there would be an event taking place that would be attended by Sarah Dyke Fraser.	
31	Clerk's Report No further items to report	
	Major Projects	
32	Neighbourhood Plan- <ul style="list-style-type: none"> • Feedback Mrs Stokes reported the Neighbourhood Plan group would be moving forward with the first proposed consultation commencing on 7th July with various sections currently being put together, including a map to show various areas that would be classed for different usage. It is planned to be an informal consultation initially with a list of questions. Mr Weeks advised the local plan will need to follow the SSDC Local plan, which Mrs Stokes confirmed. 	
33	Pither Project & Five Acre Field	
33.1	<ul style="list-style-type: none"> • Mrs Stokes informed Councillors that Ansford PC have agreed and signed the document for the field to progress with the joint ownership for the field. 	
33.2	<ul style="list-style-type: none"> • Mrs Steiner reported a flyer will be distributed with the newsletter the following week. 	
34	Market House	
34.1	<ul style="list-style-type: none"> • Ms Peppin and Miss Tilling have not been able to progress the wedding license application. 	
34.2	<ul style="list-style-type: none"> • Mrs Steiner explained that a Fire Risk assessment needs to be completed to progress. 	
34.3	<ul style="list-style-type: none"> • The Clerk informed Councillors she did not feel qualified to complete one and was not happy to sign one that had been created, which she had discussed with a competent person, who off the record had confirmed it was not suitable or sufficient and received guidance on where to find a list of competent persons who could be contracted to complete one. 	
34.4	<ul style="list-style-type: none"> • Mr Weeks suggested contacting SSDC to see if they could complete one for free. 	
35.5	<ul style="list-style-type: none"> • Miss Tilling had confirmed she had contacted Pam Williams who had agreed to look into this further by contacting Peter Biggenden and would come back to her. 	
35.6	<ul style="list-style-type: none"> • Mr Hobhouse suggested contacting Andy Cole from the Local Fire Station and the Clerk confirmed the person already contacted was his colleague from the Devon and Somerset Fire Service. 	
35.7	<ul style="list-style-type: none"> • Miss Tilling reported Anna Branson was settling into her role as Bookings and Promotions manager 	

35	Market- Not discussed	
	Committee Reports and Recommendations	
36	<p>Finance</p> <ul style="list-style-type: none"> • Approval of May payment list – Appendix i • Mr Weeks proposed approving the May payment list, seconded Mrs Snook- All agreed <p>Re-affirm councillor approved signatories Names of Councillors continuing to be approved cheque signatories were confirmed to be Mr Weeks, Miss Tilling, Mrs Stokes and Mr Philpott in addition to the Clerk Date of next finance meeting to be held on 21st May Mr Weeks gave his apologies in advance as he had a District meeting. .</p>	
37	<p>Human Resources Committee</p> <ul style="list-style-type: none"> • Minute Taker Mrs Steiner reported no applications had been received for the post but that Mrs Branson had expressed an interest. This was discussed further and a meeting suggested to be made between Mrs Steiner, Miss Tilling and Mr Philpott. • Safeguarding and Equal opportunities policy-to be circulated for councillor comments prior to the meeting. Mrs Steiner proposed the adoption of the policy subject to the correction of a typing error, seconded Mrs Snook – agreed with one abstention. Mrs Steiner explained the folders distributed are for induction of new councillors and working folders and will need to have the safeguarding and equal opps policy added. The declaration of interests forms need to be completed and returned to the Clerks to forward to SSDC. 	Clerk
38	<p>Planning Committee</p> <ul style="list-style-type: none"> • Planning meeting 5th May 2015-Minutes distributed Ms Peppin reported Adrian Noon has confirmed he will try to attend a meeting (date to be agreed) to discuss planning concerns including the number of retrospective applications at Priddle Hill Farm Ms Peppin highlighted concerns about insufficient numbers of councillors attending to be quorate to vote at the Planning meetings. 	
39	<p>Properties incl Millbrook Toilets & Infrastructure Committee Next meeting 26th May</p> <ul style="list-style-type: none"> • Wind turbine Miss Tilling confirmed fundraising is continuing to be made for the Cemetery Eco toilet by the parents of the late Alex Simon Mr Weeks enquired about the progress for the feed in tariff for the Millbrook toilets. The Clerk confirmed the electric contract had now been transferred to the Town Council and the application obtained for completion to register 	Clerk
40	<p>Promotion and Communications Committee</p> <ul style="list-style-type: none"> • Miss Tilling highlighted the need to have matters arising for items that need to be followed up. • Mrs Stokes noted some items are repeated on the documents distributed. She is planning to have a further look at the meeting schedule and re-issue <p>The meeting closed at 8.45pm</p>	Mrs Stokes

Approved as a correct record.....E Stokes 15th June 2015.

Appendix I May 15 Payment List									
A/C	Date	Ref	Ex.Ref	Details	Net	VAT	Total		
Cash	01/05/2015	Petty Cash		103829 Reimb P-Cash-£19.80 Stamps£15 together mag ad£11.03 MH maint £18.63 AP Market balloons £15 LT MH kettle £20.90 JM LAMP	99.64		99.64		
Carymoor	01/05/2015	LAMP Courses		103830 Delivery of courses January to March + printing	694.00	138.80	832.80		
Martins	01/05/2015	Domestic Supplies		103831 Cleaning materials and toilet rolls	21.13	4.22	25.35		
Security & electrical Serbvices	28/04/2015	Security Cameras		103832 Supply and installation of cameras at Catherines Close Store	735	147	882.00		
Myrobalan Clinic	29/04/2015	LAMP Course		103833 Talk on natural approaches to stress and insomnia	100.00		100.00		
Somerset Association of Councils	30/04/2015	Affiliation fees		103834 1856 electors @ NALC - 0.056, SALC @ 0.2521	571.84		571.84		
Viking Direct	30/04/2015	Office Chair		103835 Clerks Office Chair	52.99	10.60	63.59		
Dave Marsh	01/05/2015	Maintenance supplies		103836 Bolts, padlock, adaptor	27.87	5.57	33.44		
AMC Services	03/05/2015	Grass & grounds maintenance		103837 April 15 Grounds maintenance	1003.00		1003.00		
Rebecca Thurtle-Design Somerset	06/05/2015	2000 A5 flyers		103838 Fair Ground Field survey	105.00		105.00		
Wallgate	07/05/2015	Service Contract		103839 Handwash units at Millbrook and Catherines Close toilets yr1 of 3	772.00	154.40	926.40		
Rebecca Thurtle-Design Somerset	08/05/2015	Website		103840 Design, creation on hosting new web site	895.00		895.00		
Jenny Alderson	11/05/2015	Type setting		103841 Summer 2015 newsletter preparation	75.00		75.00		
British Gas	09/05/2015	Electricity charges		103842 Millbrook Toilets	75.72	3.78	79.50		
C.Maxwell	08/05/2015	C.Maxwell -Lamp Cooking course		103843 Any Body Can Cook Lamp course 8-5-15	142.83		142.83		
Viking Direct	14/05/2015	Viking		103844 Copy paper, stationery & mtrls	78.94	15.79	94.73		
Joy Streetin	30/04/2015	Joy Streetin - Market Stall Manager		103845 Bonus payment for 2014-15 as agreed at HR	200.00		200.00		
Joy Streetin	30/05/2015	Joy Streetin-Market Stall Manager		103846 Market Stall Manager, May 15 J Streetin	220.00		220.00		
Diane Pinions	08/05/2015	D.Pinion-Cleaning Pavilion & C/Clos		103847 D. Pinion Cleaning cover Pavilion & Catherines close 5.5 hrs 27/4-8/5	41.25		41.25		
Payroll Costs May 15	25/05/2015	Payroll Costs May15	103848-103854	Payroll Costs May 15	4098.14		4098.14		
WPS	05/05/2015	89062		103855 WPS Insurance renewal 1 June 2015 to 31 May 2016	3010.37		3010.37		
					13019.72	480.16	13499.88		
BARCLAYS	01/05/2015	DD Barclays C/aMay15	DD Barclays C/a May 15	Barclays Bank Charges DD May 15	6.66	0.00	6.66		
BARCLAYS	01/05/2015	DD Barclays DP May15	DD Barclays DP May15	Barclays Bank Charges DD May 15	6.66	0.00	6.66		
SCOTTISH	01/05/2015	DD Scottish Power May15	DD Scottish Power May 15	Pavilion Scottish Power DD May15	44.00	0.00	44.00		
SAGE SUPPORT	01/05/2015	DD SAGE May 15	DD Sage May 15	Sage FMS support May15 inlc £29.43 refund-re cancel payroll	7.22	1.44	8.66		
Chess Ltd	01/05/2015	DD Chess May15	DD Chess May 15	Chess DD May15 phone charges Apr15	37.99	7.60	45.59		
Elite Telecom	01/05/2015	DD Elite Telecom May15	DD Elite Telecom May15	Elite Telecom Information Point May15 DD phone charges for April 15	14.87	2.97	17.84		
					117.40	12.01	129.41		
					13137.12	492.17	13629.29		
Transfer		Barclays current account		transfer Barclays current account to Barclays Donald Pither account	79.88		79.88		