



Castle Cary Town Council

The Market House
Market Place
Castle Cary
Somerset
BA7 7AH

Tel: 01963 359631

Email: castle Cary.town@btconnect.com
www.castle-cary.co.uk

MINUTES OF CASTLE CARY TOWN COUNCIL MEETING HELD ON MONDAY 15th June 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 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

Member Of the Public-One

Item	<u>Minutes</u>	
41	Apologies for absence Apologies received from PCSO Hayley Barber	
42	To approve the minutes of the Town Council Meetings held on Monday 18th May 2015 Amendments requested to be made to Items 27.1, 27.2 and 34 Approval of the minutes subject to the corrections proposed by Mrs Steiner, Seconded Mrs Snook- Agreed, Chair to sign minutes subject to amendments.	
43	Declarations of personal or pecuniary interest (<i>these must be declared BEFORE the agenda items concerned are discussed. Persons with a declared pecuniary interest must leave the meeting room when these are discussed</i>). None declared	
44 44.1 44.2	Public Session (<i>if any member of the public wishes to speak</i>) Mrs Hales informed the council she had taken pictures of the points of entrance to the town that look awful and are totally overgrown and requested the council make coming into the town more appealing. Mrs Snook confirmed this is being looked into and Highways have been contacted but suggested more people also contact highways . Mrs Hales was informed that Ansford PC were responsible for the entrance from the Station to whom she will also contact. MS Peppin informed the Council Adam Hunt will also be doing some planting voluntarily. Mrs Hales noted the April minutes were not on the website.	
45 45.1 45.2	Community Safety and Security Report from PCSO Hayley Barber distributed. It was noted again that attendance could not be expected more that quarterly as not all other Parish Councils are attended. Security of Market House Mrs Stokes highlighted concerns for the security of the Market House. Miss Tilling noted Mrs Branson was compiling revised procedures for all groups to be informed	

<p>46</p> <p>46.1</p> <p>46.2</p> <p>46.3</p> <p>46.4</p>	<p>To receive any reports/items of information from Councillors (not listed separately on the agenda) Mike Lewis, County Councillor</p> <p>Mr Lewis reported attending the Regulation Committee and informed the Council Martin Roberts(Vice Chair of Carymoor) is questioning and challenging who voted in favour of Dimmer becoming a Waste Transfer site and will forward responses that he receives.</p> <p>Mr Lewis informed the Council he had been contacted by the Cary Highways User Group (CHUG) who are seeking a speed limiter assessment tool and so Mr Lewis will contact John Nicholson to pursue this enquiry and feedback to the Town Council.</p> <p>Nick Weeks, District Councillor Mr Weeks raised the issue of 106 monies and that the Town Council would need to consider how to target the requirements for the future.</p> <p>Henry Hobhouse, District Councillor Mr Hobhouse informed the council Laurence Wills from the waste board has requested a waste transfer site in Yeovil. He raised concerns that Dimmer will not be used solely for Somerset Waste and that Viridor can still use Dimmer as a transfer station for Commercial waste. Mr Lewis notified the Council that Bob Mills had informed the Regulation Committee meeting that Dimmer would be used for South Somerset and Mendip Waste. Concerns raised were that members may have misunderstood what was to be voted on and that Martin Roberts would be challenging how the decision was made. It was noted there were a number of substitutes at the committee and it was suggested the Town Council also put in writing their concerns. Mr Hobhouse informed the Council that the Waste Board had not been consulted. Mr Lewis confirmed 8 people spoke against the transfer Site and the final vote was made in favour of 4 to 3.</p>	<p>Mrs Stokes</p>
<p>47</p> <p>47.1</p> <p>47.2</p>	<p>Chairs Report</p> <p>Dates of Surgeries Mrs Stokes informed Councillors that 2 people had attended her sessions.</p> <p>Use of Project Management Plan Mrs Stokes discussed the need to use Project Management plans previously circulated and explained the need to have one person take responsibility to take the lead. The need for the project to be Specific, Measurable, Achievable, Realistic and Timely. Details are required in each section for finance, Mr Thompson suggested the use of a reference number for each plan. Mr Philpott requested the need to record under the Resource element the impact on the Clerks Office. Mrs Stokes explained the plan would need to be updated regularly and Ms Peppin suggested the possibility of storing as a password protected area on the website.</p>	

47.3	<p>Format of Agenda-Reports and Motions</p> <p>Concerns that matters arising are not followed up if they are not part of the agenda. This was followed with the suggestion to add to agenda items actions from the previous meeting.</p> <p>Mrs Stokes requested that agenda items from sub-committees requiring motions are brought to the Clerks attention the week precluding to go on the Agenda for the resolution to be made at the Full Council meeting.</p>	
48 48.1 48.2	<p>Clerk's Report</p> <p>Feed in Tariff</p> <p>The Clerk reported the Feed in tariff registration had been submitted but had received a request for further information to be resubmitted.</p> <p>The Clerk informed the council she had met with a fire officer to discuss requirements for the completion of a fire risk assessment to enable the progression of pursuing the wedding venue license.</p>	Clerk
	Committees Reports, Recommendations & Progress Major Projects	
49 49.1 49.2 49.3 49.4 49.5	<p>Finance</p> <p>Approval of revisions to Finance Policy as agreed at the Finance Committee</p> <p>Mrs Stokes proposed approving the revisions to the finance policy section of the General Policy document, seconded Miss Tilling – Agreed with Mr Weeks and Mrs Snook abstaining as document not received.</p> <p>Approve payment of funding to CC& A Carnival Society and additional payment towards litter clearing</p> <p>Mr Philpott proposed the approval of the sums agreed at the finance meeting to provide funding to the Ansford and Castle Cary Carnival Society for the maximum sum of £160 donation and a further £50 payment to be made towards costs of litter picking in the Town after the Carnival, seconded by Ms Piggott- All agreed.</p> <p>To approve the list of June payments</p> <p>Mr Philpott queried cheque payment amount for payment to HMRC as this would need to be raised before the next meeting</p> <p>Mr Philpott proposed approval of the payment list subject to inclusion of the HMRC amount to be included by the Clerk, seconded Mrs Morison- All agreed.</p> <p>Approval of the Annual Return for 2014/15 for submission to Grant Thornton</p> <p>A copy of the Annual for 2014/15 had previously been distributed verifying sign off by the Councils Internal Auditor.</p> <p>Mr Philpott went through all Accounting statements for the Annual Return for the financial year ended 31 March 2015.</p> <p>All Councillors agreed and said yes to all statements relating to the Annual Return.</p> <p>Mr Philpott noted the amount of earmarked funds, contingency and general reserves and confirmed further work will be made to look at the earmarked funds at for the July Full Council meeting and the request for some items to be marked as ringfenced.</p> <p>Mr Philpott thanked the Clerk for her work completing the End of Year Accounts.</p>	

<p>50</p> <p>50.1</p> <p>50.2</p> <p>50.3</p> <p>50.4</p> <p>50.5</p>	<p>Planning Committee & Neighbourhood Plan Report</p> <p>The Planning report was previously distributed Ms Peppin confirmed the applications for 165 and 75 houses had been unanimously rejected.</p> <p>Ms Peppin stated the traffic assessments were considered to be flawed and explained the Pre-meeting set to take place on Friday had been cancelled, thus making the meeting with developers prior to the Full Town Council meeting unsatisfactory but it was expected that further smaller meetings would be needed. Mr Weeks confirmed there were genuine reasons for Adrian Noon needing to cancel the meeting on the previous Friday. He explained to Councillors the two developers could go to appeal and highlighted the importance and need for a link road to be included between the old and new industrial estates up to Station Road, stating it is better to negotiate to progress the development. The Council were requested to present a proposal which they are seeking a consultant to provide a report, but it was noted that it is believed this will need to be submitted by 23 June. Mrs Stokes acknowledge the need for the Town Council to speak to the owner of the ransom strip of land and noted that no discussions have taken place about the proposed developments exceeding the remaining proposed 374 number of houses. Mr Weeks stated it was very important to accept any offer of a road as the infrastructure is a key item to progress with development.</p> <p>Mrs Stokes reported arrangements for the neighbourhood plan consultation for businesses and retailers to be made on 7th July to be followed by consultations with groups and members of the public.</p> <p>Regulation Committee- discussed under Item 46</p> <p>Mr Weeks raised the subject of signs requesting they are protected. It was suggested to submit the request to SSDC Chief Planning Officer (David Norris) and forward to Somerset County Council who are responsible for the signs. Mr Lewis informed the Council they can also be requested to be listed.</p>	<p>Mrs Stokes</p> <p>Clerk</p>
<p>51</p> <p>51.1</p> <p>51.2</p> <p>51.3</p>	<p>Properties/Infrastructure, Pither Project & Five Acre Field</p> <p>Mr Gilbey proposed the approval of the most requested name for the field to be named Fair Field, Seconded Mr Weeks, All agreed.</p> <p>New Gate</p> <p>Mr Gilbey reported the new gate had been erected.</p> <p>Response to field questionnaire It was noted there was a 6% return for the questionnaire. Mrs Stokes stated Suzi McKenzie had taken a box of the questionnaires to Ansford Academy to enable students who lived in Ansford and Castle Cary to give responses for uses of the field questions, as the under 17's age group had not returned responses and the majority of responses were in the over 65 age group.</p>	
<p>52</p> <p>52.1</p>	<p>Prom and Comm Gateway Signs</p> <p>Mrs Snook reported the costing of the signs are likely to be in the region of £290 plus VAT each with an installation cost of approx. £200 per sign. Highways will be required to look at the verges to agree the site will be suitable for the proposed size of signs.</p>	

52.3	Miss Tilling proposed to initially allocate an amount up to £2500 from general reserves and look at obtaining contributions from traders. Seconded Mrs Morison – agreed subject to obtaining 3 quotes to adhere to financial regulations. Networking Coffee Morning This will be held on 1 st August, Mrs Steiner to liaise with Mrs Fletcher to obtain number of enquiries. Circus Visit	
52.4	Mrs Stokes informed councillors she was happy with how the field had been left after the visit by the circus. Mr Weeks requested we ensure access to keys when the field is used	
52.5	Website update Mrs Snook asked to be informed if mistakes are observed on the new website and requested comments for what should now be included with titles to be e-mailed to her before the next Prom and Comm meeting.	
52.6	Publicity Group Mrs Branson has been looking at this with the group of councillors.	
52.7	Newsletter advertising Mrs Steiner requested comments from the Councillors before the next Prom and Comm meeting, in reference to local people advertising in the newsletter	
52.8	Format of Agenda & Minutes- Discussed at Item 47.3	
53	Human Resources Committee Minute Taker Mrs Morison reported that she and Mrs Steiner have interviewed Mrs Branson and it has been agreed to proceed for an initial three month trial.	
54 54.1	Youth, Schools Feedback from Activity Day Mrs Morison confirmed she is the representative for the Council with Youth Matters. She reported back on the Activity Day held at the Pavilion and Donald Pither Field and noted projects that are planned to be run over the summer, including the Rural Music Project with 3 six week instrument courses to be run in addition with planning to write a musical for Castle Cary.	
54.2	Mr Weeks brought up the subject of problems with the Clubs looking at replacing or extending the Pavilion. The Clerk confirmed the Cricket Club had no longer felt they could jointly fund raise for the replacement of the Pavilion. Mr Weeks, Mr Philpott, Mrs Stokes and Mr Gilbey to arrange meeting with the Clubs to discuss progression.	Mrs Stokes
55 55.1	Market House Miss Tilling reported that she is analysing the figures to identify the running costs.	
55.2	Mr Weeks reported the boxed in unit for the lift has been removed but will be re-instated.	
55.3	Miss Tilling report she is progressing the cupboard for the undercroft.	
55.4	Mrs Stokes expressed her thanks to everyone involved with the Project	
56 56.1	Market Ms Pigott reported the Vintage was well attended noting that there have been a number of requests for more shops to be open on the Vintage Market Day.	

56.2	Ms Piggott enquired about allocating earmarked funds to promote the Market with the hope of improving footfall into the Town on the Tuesday Market Day. Mr Philpott confirmed the sum of £2000 was available and budgeted for use to Promote the Market.	
57	MTIG-Next Meeting Thursday 25th June The Clerk was requested to put forward the names of Ms Piggott, Miss Tilling and Mrs Morison to represent the Town Council at the MTIG meetings	Clerk
	The meeting closed at 8.58pm	

The July 2014 meeting of the Town Council will be held on Monday 20st July 2015 in the Market House at 7:00pm

Approved as a correct record.....E Stokes 20 July 2015

Appendix I June 15 payment list							
A/C*	Date*	Ref	Ex.Ref	Details	Net	VAT	Total
AURORA	01/06/2015	103857	107 Aurora-Summer15 Newsletter	Summer Newsletter 1720 A4 16pp	558.00	0.00	558.00
SUSANHAK	01/06/2015	103858	reimb SHake Wet floor signs	reimb SHake Wet floor signs	7.98	0.00	7.98
LARRYMAR	01/06/2015	103859	L.Mercedes-Newsletter deliv	L.Mercedes Summer Newsletter delivery	200.00	0.00	200.00
RITAHOLL	01/06/2015	103860	RitaHollis Bus Shelter clean	Rita Hollis - Bus Shelter window clean Fore St	24.00	0.00	24.00
AMC	01/06/2015	103681	AMC Grount Maint May15	AMC Grount Maint May 15	1003.00	0.00	1003.00
CARYMOOR	01/06/2015	103682	669 Carymoor room hire LAMP	Carymoor room Hire-Lamp Cookingcourse	50.00	10.00	60.00
DAVEMARS	01/06/2015	103863	306 Dave Marsh	Dave Marsh -Hardware items	89.22	12.97	102.19
BOBGILBE	01/06/2015	103864	reimb Bob Gilbey-re safe	Information Point safe	37.50	7.50	45.00
CARYFORD	01/06/2015	103865	15108 Caryford Hall hire	Caryford hall hire -CC Annual Town meeting	38.00	0.00	38.00
RADARKEY	03/06/2015	103866	J 0605	Millbrook disables Toilet keys	23.50	4.70	28.20
ORCHARDF	10/06/2015	103867	Allotment rent late 2014-15	Allotment rental late 2014-15	450.00	0.00	450.00
AURORA	10/06/2015	103868	184 Aurora CCTC comp slips	Aurora CCTC compliment slips	58.00	11.60	69.60
JOYSTREE	20/06/2015	103869	Market Manager Jun15	Market Manager J.Streetin Jun15	220.00	0.00	220.00
Payroll Costs Jun15	15/06/2015	103870-76	Payroll Costs Jun15	Payroll Costs June15	4012.76	0.00	4012.76
SOLARSEN	20/06/2015	103877	1016900-Chapel Wind Turbine	Solar Sense Chapel Wind turbine £750+ batteries £200	950.00	190.00	1140.00
SOUTHERN	01/06/2015	DD SSE Southern elec	DD SSE Souther elec MH Jun15	DD SSE Market House Electric Jun15	117.16	5.85	123.01
BARCLAYS	05/06/2015	DD Barclays C/ac Jun15	DD Barclays C/ac Jun15	DD Barclays C/ac Jun15	6.66	0.00	6.66
BARCLAYS	05/06/2015	DD Barclays DP ac Jun15	DD Barclays DP ac Jun15	DD Barclays DP ac Jun15	6.66	0.00	6.66
SCOTTISH	11/06/2015	DD Scottish PowerPavi	DD ScottishPower PavilionJun15	DD Scottish Power PavilionJun15	40.71	3.29	44.00
CNG	22/06/2015	DD CNGas Jun15 MH	DD CNGas Jun15 MH	DD CNGas MH Jun15	48.05	3.59	51.64
ELITETEL	23/06/2015	DD EliteTel Jun15	DD Elite Tel Jun15	DD Elite Tel Jun15	15.18	3.03	18.21
SAGE	25/06/2015	DD Sage Jun15	DD Sage Jun15	DD Sage Software support Jun15	30.46	6.09	36.55
CHESSLTD	30/06/2015	DD Chess Jun15	DD Chess Jun15	DD Chess Jun15	37.91	7.58	45.49
					8024.75	266.20	8290.95
Public Works Loan Board	25/06/2015	PWLB Elec transf June	PWLB Elec transf 2p Jun15	PWLB Field purch loan repayment 2 Jun15	3033.86		3033.86
							11324.81