



Full Town Council Meeting

Minutes of the meeting held on *Monday 20th July 2015 7pm* at The Market House

Present: Bob Gilbey (BG); Judi Morison (JM); Terry Philpott (TP); Angela Piggott (AP); Sally Snook (SS); Penny Steiner (PS); Liz Stokes (Chair LS); John Thompson (JT); Laura Tilling (LT); Nick Weeks (NW); Henry Hobhouse (HH); Mike Lewis (ML)

Also Present: Sue Hake (Clerk SH); Anna Branson (Minuting); Barry Moorhouse; Michael Bainbridge; Western Gazette Miranda Blazeby

58	Apologies for absence: Pek Peppin (Holiday)	
59	To approve the minutes of the Town Council Meeting on Monday 15 th June 2015. PS proposed; SS seconded. All in favour.	
60	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	
61	Public Session: Barry Moorhouse spoke regarding his possible cooption onto the Town Council and offered the opportunity for councillors to ask questions. He was offered a separate date to facilitate this information exchange.	
62	Community Safety and Security: Monthly report received from Police. Noted it reports the highest number of calls in the year. Councillors requested further information to quantify the numbers within the report. Proposal: AP proposed LS requests more information to help understand the statistics given. LT seconded. All in favour. ACTION: LS to request further information from the Police	LS
63	Reports from Councillors: Mike Lewis (County Councillors): SCC are consulting with community – Tuesday 28 th July 9am until 2pm within the Market. A good opportunity to gather views on how local funding should be allocated. Somerset Rivers Authority: £147million lost as a result of flooding; gives a case for funding to be applied for to alleviate problems. On A359, near Galhampton (within our boundary), a cottage gets flooded and elderly couple are unable to get out of their house when this happens. The Town Council have been asked to apply to the Flood Mitigation Fund to undertake the work for these people. ACTION: ML is offering to create application with support from SH Proposal: JM proposed Town Council support the application with letter. LT Seconded. All agree. Connecting Devon and Somerset Scheme - superfast broadband: The second phase of this contract has now been given to BT (connecting up to 95% of people in hard to reach places) – more bids are being requested to ensure the best deal is acquired. Small improvement scheme for B153 – Clanville and Lovington – Feasibility study undertaken. The report will be forwarded.	ML SH

	<p>Nick Weeks (District Councillor): Reported on Dancing Lane and Hospital site in Wincanton – Inspector has gone against Area East’s view and recommended approval of application. Batching plant proposal has been resubmitted. Thanks offered to LS for her work on The Conditions Document so far.</p> <p>Henry Hobhouse (District Councillor): District Council can offer support with the transport report for the Neighbourhood Plan.</p> <p>ACTION SH to send information to all councillors. Councillors and Council to write voicing an opinion on this.</p>	SH
64	<p>Chairs Report</p> <p>FRA Feedback: Fire risk assessment with Alan Gibbons will go ahead ASAP. No charge.</p> <p>Feedback from Meeting with Barclays: Community leader and Branch manager met with LS on 2nd July. Branch will still close one day a week in accordance with their own business plan. Other banking options are available in Castle Cary, therefore there is no option for reopening on a Thursday. There is no truth in the rumour that the branch will be closing entirely. They are open to listening to the town’s views in the future.</p> <p>PS: Suggested that this information is put into the newsletter.</p> <p>Natwest: Mobile Banking bus requested to use the Cobbles on a Thursday for 45 mins.</p> <p>SH reports that Natwest will be reviewing this strategy after Christmas and deciding whether to increase their presence.</p> <p>Proposal: LT proposed they can hire the cobbles as per our letting policy with the addition of a minimum of 13 weeks. JM seconded. NW abstained, all other councillors agreed.</p>	
65	<p>Clerk’s Report:</p> <p>Feed in Tariff: Confirmation that this is done – we are now fully registered.</p> <p>CCTV and vandalism at play area: using CCTV evidence has been found of the individuals who vandalized the electronic lock pad on the toilets. This CCTV information is being burnt on Tuesday 21st July. No evidence found regarding damage to defibrillator. Additionally – the new tree in the playing field has been damaged.</p> <p>CCTV cameras need to be rearranged to get better coverage.</p> <p>NW: Requested the Town Councils pushes for prosecution by the police if the individuals are found.</p> <p>Councillors agreed on this course of action.</p>	
	Committees Reports, Recommendations and Progress major Projects	
66	<p>Finance</p> <p>Reconciliations: Everyone in agreement</p> <p>Approval of July payments:</p> <p>Proposal: JT proposed to approve payments, AP seconded – payments approved by all councillors.</p> <p>Finance Report Template: To be discussed by SH, JT, LT and TP in meeting 2pm on Wednesday 22nd July</p>	

	<p>Approval of Earmarked Funds:</p> <p>Proposal: JM proposed to approve Earmarked Funds LT seconded All agreed.</p> <p>Precept timetable for 2016/2017: Budgets to be circulated and returned to SH by 16th Nov 2015 ready for finance committee on 26th Nov. Councillors appreciate timetable of dates given by finance chair.</p>	
67	<p>Planning Committee and Neighbourhood Plan</p> <p>Report: Conditions for planning have been sent to councillors, David Norris and James McMurdo. No response recorded from Mr.McMurdo as yet.</p> <p>Report from Neighbourhood Plan Consultation with Business Community: Given by Michael Bainbridge: Pleased with turn out for meeting, facilitated well by Rob Angel. A broad range of concerns voiced; some can be addressed by Neighbourhood plan, others cannot.</p> <p>Agreed Actions from Consultation:</p> <p>Tourism should be addressed separately on neighbourhood plan.</p> <p>Footfall to be kept high without a large increase in traffic.</p> <p>Integrated Footpaths across the town – to reduce car usage and to reach the station more effectively.</p> <p>Suggestion of the introduction of a shuttle bus from the station to the town centre.</p> <p>Primary School should remain in the town centre to help maintain footfall.</p> <p>There were gaps in attendance; especially from major employers in the town. Any future meetings should aim to encourage these groups to participate It was a useful meeting for the Neighbourhood Plan for the Town Council in general. Participates were keen for another meeting.</p> <p>The Neighbourhood Plan Group is aiming to hold a referendum in January.</p> <p>HH: Offering coach drivers free parking and free meal will encourage drivers to stop in Castle Cary.</p> <p>ACTION: HH to forward traffic report to Neighbourhood Plan and Planning committee when possible.</p> <p>JM: 25th-26th – Youth Matters creating a Film about the community’s view on Castle Cary; can be used as evidence.</p>	HH
68	<p>Properties and Infrastructure, Pither Project and Five Acre Field:</p> <p>Nothing to report, Next meeting 27th July 2015</p> <p>Fairground field meeting is 21st July 2015</p>	
69	<p>Prom and Comm</p> <p>Publicity Group Feedback: Working through aspects of the Promotion Plan – incl Poster Program and High street Traders’ Evening,</p> <p>Website and councillor email addresses: Town Council email addresses for Councillors proposed by Prom and Comm. Firstname.surname@castle-cary.co.uk</p> <p>Proposal: PS proposed council email addresses are accepted. Seconded by Sally. JT, BG and NW abstain.</p> <p>Becky can support with setting up these email addresses on councillor’s devices. Project sheet to be filled by SS</p>	

	<p>Approval of committees review and legal requirements: Prom and Comm, Planning and Properties are to be committees and HR, MHMG and Finance would be working groups. Only MHMG working group will have members of community.</p> <p>Proposal: LT proposed MHMG, HR and Finance are to be changed into working groups. PS seconded. AP and NW abstaining, all others for.</p> <p>Proposal: PS proposed Prom and Comm, Planning and Properties are committees. JM seconded. NW abstains.</p> <p>Proposal: AP proposed all members of the council are also members of all three committees. Seconded by PS. TP abstained. None against.</p> <p>Approval of presentation and style of agenda and minutes: Sample of new minutes to be devised by PS and TP and circulated before August Full Council meeting to be voted on during the meeting.</p> <p>Approval for New policy documents: Audio Visual Recordings and Photography Policy has been shared with the Town Council</p> <p>Proposal: Prom and Comm are proposed the document is accepted as the Town Council's policy. JM Seconded. All in favour.</p> <p>Complaints policy: in progress. To be offered at next meeting.</p> <p>Social Media Policy: To be devised and offered at next meeting</p> <p>Report for the South Somerset Together Partnership Meeting (JM): South Somerset Together meeting Cosmic – bringing IT training to communities across Somerset, working with housing associations. Requested that they visit Castle Cary to support our mature learners with Laptop Training. Rural Transport presentation: Will be circulated after meeting. Looking to increase accessibility for of transport for the community. Rural Housing Report gives interesting statistics on the changing demographic, which should be fed into the neighbourhood plan.</p>	<p>PS, TP</p> <p>PS/ SH</p> <p>JM</p>
70	Human Resources Committee: Nothing to report	
71	<p>Youth, Schools: Report to be circulated regarding the change in contracts. The contract will now be split between Youth Club and other resources. Ansford Academy is reducing its contribution to Youth Matters as a result of budget cuts to the school. They will, however, still be working with Youth Matters. 26th August – viewing of Film created by children in Summer Youth Projects</p> <p>Market House: End of year report has been circulated along with the minutes.</p> <p>Market: 28th July SCC Consultation at The Market. AP is keen to run youth activities alongside The Market. Four new stalls applied to set up.</p> <p>MTIG- Market Towns Investment Groups Feedback from the meeting Thursday 25th June – Notes to be circulated.</p>	<p>JM</p> <p>AP</p>
	Date of the next meeting: Monday 17 th August 7pm The Market House	

Approved as a correct record.....E Stokes 17 August 2015

Appendix i CCTC July 15 Payment List						
A/C	Ref	Ex.Ref	Details	Net	VAT	Total
Caroline Lewis	103878	LAMP workshops	14th & 28th April sewing workshops	184.00		184.00
YEAST Scrapstore	103879	YEAST scrapstore	Hire of sewing machines for above courses	15.00		15.00
P J Enterprises	103880	LAMP Course delivery and travel	Food Hygiene Course	228.00		228.00
Carnival Society	103881	Donation	Carnival funding grant - granted FTC June 15 Item 49.2	160.00		160.00
Carnival Society	103882	Donation	Carnival -Litter Pick contribution-granted June15 Item 49.2	50.00		50.00
J Hatton	103883	Refund for purchase of sander B&Q	Sander for maintenance work -	15.00	3.00	18.00
Dave Marsh Hardware	103884	Maintenance & domestic supplies	Varnish, tap connectors	49.10	9.82	58.92
AMC Servcies	103885	Grounds contract monthly charge	Maintenance for the month of June	1003.00		1003.00
Milborne Port Computers	103886	Live Drive unlimited back up	Annual fee to April 2016	30.00	6.00	36.00
Viking	103887	Office and domestic supplies	Telephones Information office/Bookings manager, stationery & toilet rolls	87.94	17.59	105.53
British Gas	103888	Electricity Supply Public Toilets	Electricity Millbrook Toilets 1st May to 17th June	55.68	2.78	58.46
SSDC	103889	Millbrook Toilets - standing charges	Water, Sewer, electric to 01.4.15, Legionella and cleaning recharges	2247.44	290.48	2537.92
SSDC	103890	Rent ground floor of Market House	Period 01.07.2015 - 31.03.2016	1125.00		1125.00
SSDC	103891	6000024880-Summers bedding/basket	SSDC Summer bedding and haging basket plants	315.42	63.08	378.50
SSDC	103892	4710063998	SSDC Market House Insurance recharge 1 July15 - 30 Jun15	1151.62		1151.62
Nick Weeks	103893	Maintenance and repairs	Cut Fairfield, new gate, new tree for play area, rails to bus stop.	405.18	81.03	486.21
Nick Weeks	103894	Gate materials	Posts and gate latch	69.09	13.82	82.91
Methodist Church	103895	Hire of schoolroom	Neighbourhood plan meeting	22.50		22.50
Wessex Water	103896	Water useage November - July	Metre reading - Catherines Close Toilet, water and sewerage	62.29		62.29
S Hake	103897	Mirror for cemetary drive/road & postag	Reimb- recorded post chgs&2nd class stamps £18.30 & purchase of mirror £36.00 (opp ce	54.30		54.30
Wessex Water	103898	Water useage November - July	Trough in Fairfield	30.57	6.09	36.66
Joy Streetin	103899	Joy Streetin-Market Stall Manager	Market Stall Manager, July 15 J Streetin	220.00		220.00
Diana Pinnions	103900	D.Pinion-Cleaning Pavilion & C/Close	D. Pinion Cleaning cover Pavilion & Catherines close 11 hrs @ £7.50	82.50		82.50
Payroll Costs Jul15	103901-7	Payroll Costs Jul15	Payroll Costs Jul15	4146.70		4146.70
				11810.33	493.69	12304.02
BARCLAYS	DD Barclays C/July15	DD Barclays C/a Jul 15	Barclays Bank Charges DD Jul15	6.66		6.66
BARCLAYS	DD Barclays DP July15	DD Barclays DP Jul 15	Barclays Bank Charges DD Jul15	6.66		6.66
BT	DD BT Jul15	DD BT Jul15	Internet services 1st June - 31st August	42.00	8.40	50.40
SCOTTISH	DD Scottish Power July15	DD Scottish Power Jul 15	Pavilion Scottish Power DD Jul15	44.00		44.00
SAGE SUPPORT	DD SAGE July 15	DD Sage Jul 15	Sage FMS support Jul15	30.54	6.11	36.65
Elite Telecom	DD Elite Telecom July15	DD Elite Telecom Jul 15	Elite Telecom Information Point July15 DD phone charges for June 15	14.38	2.87	17.25
CNG	DD CNGas Jul15	DD CNGas Jul15	DD CNGas Jul15 Market House	7.64	0.38	8.02
British Gas	DD Bgas Jul15	DD Bgas Jul15	Market House gas bill 16-23 June	204.02	10.20	214.22 inv not rcvd
British Gas	DD Bgas Jul15	DD Bgas Jul15	Market House gas bill 16-23 June	2.62	0.13	2.75
Chess Ltd	DD Chess July15	DD Chess Jul 15	Chess DD Jul15 phone charges Jun15	34.73	6.95	41.68
				393.25	35.04	428.29
				12203.58	528.73	12732.31