Castle Cary Town Council
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CASTLE CARY TOWN COUNCIL MEETING

Monday 17th August 2015 at the Market House, Market Place, Castle Cary at 7pm

Present CllrS Stokes(Chair), Gilbey, Piggott, Peppin, Philpott, Snook, Steiner, Thompson, Tilling, Weeks, Creedy, Moorhouse, County Cllr Lewis, District Cllr Hobhouse,

In attendance Sue Hake,Town Clerk, Anna Branson, Minute Taker
1 member of the press – left at 8.15pm

Item	Minutes	Action
TC82	Apologies for absence Cllr Morison - Holiday	
TC83	To approve the minutes of the Town Council Meetings held on Monday 20th July 2015 • **Resolved** to accept the minutes with amendments Minutes will be circulated within 10 days of the meeting and amendments to the minutes to be requested to the Clerk within a week of circulation. The draft will then be amended and redistributed as a second draft. The second draft to be agreed or further amended at the meeting.	
TC84	Declarations of personal or pecuniary interest (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). • No declarations of interest	
TC85	Public Session *(if any member of the public wishes to speak)* • No members of the public wished to speak	
TC86	Co-Option of Councillors • **Resolved** to co-opt Barry Moorhouse and Peter Creedy as members of Castle Cary Town Council	
TC87	Community Safety and Security • Cllr Stokes shared response to Cllrs' request at July meeting; no further details are permitted in the PSCO reports .	

TC88	To receive any reports/items of information from Councillors (not listed separately on the agenda) Mike Lewis, County Councillor • Cabinets five and six for Castle Cary have been enabled for superfast broadband. • A health and wellbeing budget of £5000 is available for Castle Cary and the surrounding areas. A minimum bid of £250 can be made between 1st September and 30th December Nick Weeks, District Councillor • John Nicholson from Highways had assured Cllr Weeks that the signs around Castle Cary will be mended? within the next month. • The protection of the cast iron signs throughout Somerset is under discussion Henry Hobhouse, District Councillor • District Council will carry out a Global Traffic Report, giving an impact assessment for the whole Castle Cary area, which will include Station Road and B3153. • A completion date for the report will be available by the end of the week	
TC89	Chairs Report • In preparation for the upcoming precept discussions, our Main Priorities for 2016-17 are currently as follows: Completing the Neighbourhood Plan Decision and action on Market House Asset Transfer Use of the Fairfield in conjunction with APC Progress of the Pither Project Plan for development of the Pavilion in connection with the Pither Project Councillors are invited to contact Cllr Stokes with any additional suggestions for priorities • Highways and Road Markings feedback: No progress to date. Updates will be given at next Town Council meeting • All planning applications on the Torbay Road/Station Road sites have gone to appeal. A small group of individuals representing the Town Council have negotiated with the initial applicants. Councillors will be updated on any further developments.	
TC90	Clerk's Report • The Friends of the Cemetery Chapel have raised above the amount needed to purchase and install the composting toilet. The VAT on this purchase will be claimed back. • Cllr Tilling reported the Friends of the Cemetery Chapel intend to propose the use of the extra money to maintain the toilet and will consider how any other additional money may be used within the project. Councillors offered congratulations to the Friends of the Cemetery Chapel for their hard work.	

	• No updates on the proposed Fire Hydrant cleaning in Fore St • No updates on the proposed Shop re-furb at Co-Op, Fore St	
	Committees Reports, Recommendations & Progress Major Projects	
TC91	Finance • Resolved to approve Payments for the purchasing of the composting toilet and installation • Bank reconciliations noted • Resolved to approve August payment list • Cllr Philpott reported a positive outcome for the quarterly finance review and congratulated Sue Hake on her hard work towards this. • Cllr Thompson presented the new Budget Management Spreadsheet to Councillors and offered to join committees and working groups to discuss individual budget management. A report will be produced quarterly, however, budget holders are able to request reports ad-hoc.	
TC92	Planning Committee To consider Planning application – 15/03549/FUL – erection of two-storey extension to south elevation & single storey extension to north and east elevations -10 Torbay Road, Castle Cary. No letters of objection to this planning application have been received • Cllr Peppin **proposed** the council does not object to the application, providing the neighbours opinions are considered. Cllr Steiner seconded. Passed unanimously. • Cllr Weeks requested the planning department be reminded that Planning meetings are held on the first Monday of each month and planning applications should be submitted so that they are considered at that point. The Full Council meeting should not be used to consider these matters. Neighbourhood Plan • Cllr Stokes reported the Neighbourhood Plan is now being drafted. The draft document will be ready for discussion by 24th October at the Neighbourhood Plan coffee morning and circulated in advance of this date. • More detail will be reported at the next Town Council meeting	**LS**

TC93	Properties/Infrastructure, Pither Project & Fairfield • **Resolved** to delegate to Properties and infrastructure at their meeting on 28th September discussion and decision about the draft lettings arrangements for the Cemetery Chapel drawn up by the Friends' group. Laura Tilling would circulate the draft documents • Cllr Gilbey reported the CCTV at the Catherine's Close toilet block is to be repositioned for better coverage. Fairfield meeting feedback • Cllr Steiner reported the public consultation information for the Fairfield had been analysed and an architect will be instructed to create plans for a further public consultation • Cllr Tilling and Cllr Weeks requested a maintenance plan for the field be instigated as soon as possible. • Cllr Hobhouse offered support to maintain part of the field as a wild meadow.	LT
TC94	Prom and Comm • **Resolved** to use the table format within both agendas and minute documents. • **Resolved** to use a numbering system with the prefix of committee abbreviation plus item number. • The circulated Complaints Procedure document was discussed. Cllr Weeks pointed out that complaints against the Clerk should go to the Chair, this should be included within the document. • **Action:** Complaints Procedure Document to be amended and considered at next Town Council meeting. • **Action:** Marketing leaflets for The Shambles and events in the town will be presented at next meeting • A Local Business Evening will be taking place on 16th September. All Councillors are invited to attend. • New email addresses have been set up for most Councillors and an email will be circulated when these addresses are 'live'. Cllr Steiner offered a vote of thanks to Cllr Snook for her hard work on this project. • A meeting with Colin Fletcher has been arranged for Wednesday 19th August to discuss the positioning of Castle Cary's Gateway Signs. • Terms of reference have been circulated for consideration and these will be discussed at next Town Council meeting.	**PS** **PS**

TC95	Human Resources Committee • Nothing to report	
TC96	Youth, Schools • Cllr Tilling informed Councillors of a stakeholders meeting on 1st September for Youth Matters. The regular Thursday Youth Club is unlikely to start in September.	
TC97	Market House • The Asset Transfer Group (comprising of Cllrs Philpott, Stokes, Tilling, Weeks and Peppin, with officer Sue Hake) are investigating the impact of the asset transfer on finances, maintenance, lease arrangements and operational requirements in time for the precept discussions. The group will report to full council in November with a recommendation regarding the asset transfer. • The first quarterly finance report showed pleasing outcomes for the letting of The Shambles. • **Resolved to approve:** spending of up to £200 on an appropriate ladder for The Shambles • **Resolved to approve**: to spend £150 from the Street Market income to provide children's activities at the market for School holidays • **Resolved to approve:** the purchase (currently £146) of a TV licence for the Market House if & when required. • **Resolved to approve**: spending of up to £50 to produce leaflets for the promotion of the Street Market	
TC98	Market • No additional items to report	
TC99	MTIG • Next meeting on 25th September.	

With no further business the meeting closed at 9.00pm

Approved as a correct record……..…E Stokes 21 September 2015