



CASTLE CARY TOWN COUNCIL MEETING

Monday 21st September 2015 at the Market House, Market Place, Castle Cary at 7pm

Present Cllr Stokes (Chair) Gilbey, Piggott (arrived 7.30pm), Peppin, Philpott, Snook, Steiner, Tilling, Weeks, Hobhouse (left at 7.30pm), Moorhouse, Lewis (left at 8.45), Town Clerk Hake.

Press: Miranda Blazenby (left at 8.45)

Item	MINUTES	Action
TC94	Apologies for absence: Thompson (unwell); Creedy (holiday);	
TC95	To approve the Town Council Extraordinary Meeting minutes of 27 th July 2015 <ul style="list-style-type: none"> • Consistency of names throughout document • Amendment from Cllr Weeks – ‘Area East’ to be changed to ‘SSDC’ • Resolved to approve minutes with the above amendments To approve the minutes of meeting held on Monday 17 th August 2015 <ul style="list-style-type: none"> • To be reissued for approval at the next meeting. 	
TC96	Declarations of personal or pecuniary interest <ul style="list-style-type: none"> • None given 	
TC97	Public Session (<i>if any member of the public wishes to speak</i>) <ul style="list-style-type: none"> • No members of the public present 	
TC98	Community Safety and Security <ul style="list-style-type: none"> • No PCSO present • Cllrs noted that recorded crime has increased. Cllr Weeks commented that the figures could be warped as a result of changes to recording policy • ACTION: The councillors agreed to write a letter to the local police thanking them for their swift action in finding a local missing person. 	LS
TC99	To receive any reports/items of information from Councillors	

	<p>(not listed separately on the agenda)</p> <ul style="list-style-type: none"> • Mike Lewis, County Councillor: Reminded councillors the Health and Wellbeing fund is available to apply for until 31st Dec. Bids of between £250 and £5,000 considered. • Nick Weeks, District Councillor: SSDC will discuss the number of houses allocated in the Local Plan within the next three years and will not be brought forward as an urgent matter. Waterways on the levels will be worked on however, there may be a gap before the precepted money is available. • Henry Hobhouse, District Councillor: Reported that there is suspected pollution between the sewage farm, Dimmer and Babcary. • ACTION: Cllr Hobhouse will pass further details to Cllr Snook to make available to local people on the website as a warning. • ACTION: Cllrs Peppin and Tilling will write a letter to the Environmental Agency, to be circulated to the. 	<p>HH and SS</p> <p>PP and LT</p>
<p>TC10 0</p>	<p>Chairs Report</p> <ul style="list-style-type: none"> • Main Priorities for 2016-17 -Neighbourhood Plan- Any comments on current draft can be sent to Cllr Stokes -Market House Asset Transfer- Cllr Tilling suggested the name of the priority should indicate that the Cllrs are assessing the possibility of the asset transfer. -Fairfield- Cllr Piggot suggested this should be completed with consideration given to the Pither Project. Cllr Morison suggested the priority should be known as 'The Fairfield Project' -Pither Project- Cllrs agreed this project should be completed by the end of this year -Publicity and Growth of the Town- Cllrs agreed this is on-going action rather than a priority for next year and is included within our policies. -Working towards the achievement of Quality Council- Cllrs agreed this not a finite project and is ongoing so shouldn't be on this list. <p>Cllrs agreed on the following wording:</p> <p>'We will continue to promote the town and work towards quality council status in addition to the following priorities:'</p> <ul style="list-style-type: none"> • Highways and road marking feedback -Parking: Cllrs are not happy with the new position of the disabled parking bay. Cllr Piggot suggested a bollard in front of the market house will prevent cars rolling into The Market House and allow the disabled bay to be returned to its original position. 	

	<p>-Pitching: Colin Fletcher will find out more information about the status of the Pitching and how to move forward with protecting it.</p> <p>These items will now be discussed at Properties and Infrastructure.</p> <ul style="list-style-type: none"> • Feedback from Surgery <p>An attendee at the Chair's Surgery came to discuss setting up a community car scheme. Cllr Stokes informed attendee that this is not something the Town Council would be able to set up but will give contact details to support the member of the public investigating further.</p>	
TC10 1	<p>Clerk's Report</p> <ul style="list-style-type: none"> • Eco toilet now installed at The Cemetery. • Permission granted for the removal of Yew tree at the Cemetery, (allowing disabled access) and replacement tree being planted. This will be funded by excess money raised for the toilet. • Letter and response distributed regarding bus stop at train station and notification forwarded to Ansford PC. • The issue of conflicting parking restrictions have been raised. • The external audit has now been submitted. Feedback and report is expected in due course • Resolved to allow toilets to open on carnival night. Cllr Tilling agreed to close toilets at the end of the procession. 	
	Committees Reports, Recommendations & Progress Major Projects	
TC10 2	<p>Finance</p> <ul style="list-style-type: none"> • Cllrs noted the bank reconciliation. No comments. • List of September payments were approved • Information for precept and budget discussions to be emailed to Cllrs, paper copies will be available in office • Additional information for the budget can be returned to Town Clerk by 16th Nov, in preparation for Finance meeting on 26th Nov. 	
TC10 3	<p>Planning Committee & Neighbourhood Plan Report</p> <ul style="list-style-type: none"> • Well farm - Cllrs have questioned why 40 houses are planned for 2/3 site and 50 houses granted in total. The design of the housing is not in keeping with the vernacular for Castle Car. Planning committee has not supported the application. 	

	<ul style="list-style-type: none"> • Two Swans (retrospective application) - The change in planning application was to allow for the changed path; however, the original building has been pulled down and redesigned. The Planning committee has not supported the application • Old Bank House (retrospective application) - replaced old sash windows with plain glass. The councillors support this with a small majority. 	
TC10 4	<p>Properties/Infrastructure, Pither Project & Fairfield</p> <ul style="list-style-type: none"> • Fairfield meeting feedback: A project plan has been prepared by the Fairfield Group and will be finalised at next meeting. This will contain a timeline for completions. Public consultation will take place on 24th Oct. Prices for maintenance of the field have been sourced and will be discussed on Monday. Landscape architects in Castle Cary are being used. 	
TC10 5	<p>Prom and Comm</p> <ul style="list-style-type: none"> • Report on Local Business Evening: 19 members of the business community attended with the possibility of a working group or a Chamber of Commerce being formed. There will be a follow up meeting on 14th Oct. • Motion to Adopt Terms of Reference document and social media policy (Financial terms of reference will be discussed at the next meeting). <p>-Resolved to accept Terms of Reference document.</p> <p>-Resolved to accept Social Media Policy.</p> <p>Press and Complaints Policy being reviewed ready for October meeting.</p> <ul style="list-style-type: none"> • Report on Gateway signs: Cllr Steiner reported on the current progress of the Gateway Signs and Cllr Stokes informed the group that she will be involving other members of SSDC (?) on this issue. Cllrs are still aiming to install the signs by Christmas. 	
TC10 6	<p>Human Resources Committee</p> <ul style="list-style-type: none"> • Two new councillors successfully inducted • Cllrs Philpott and Morison to deliver training for working towards Quality Council on Wednesday 28th Oct 6.30 pm. 	
TC10 7	<p>Youth, Schools</p> <ul style="list-style-type: none"> • Feedback from stakeholder's meeting: Contract to be closed for 15/16 and money is being withheld. Another provider has been approached and given until this Friday to put forward a proposal for next year. Currently no Youth Club. 	

	<ul style="list-style-type: none"> • Cllr Weeks informs the group that there is 106 money from previous developments in the area, available to be used for transporting young people to and from events. ACTION: Cllr Weeks will approach 106 officers and request this be added to the new houses being built in Castle Cary. • Passport to leisure still exists however; none of the facilities in Castle Cary will accept it. • Cllr Tilling would like to involve the local primary school's pupil voice in the development of the Neighbourhood Plan. 	NW
TC10 8	<p>Market House Management Group</p> <ul style="list-style-type: none"> • Resolved to approve MHMG to spend £100 on a fridge for the office • Resolved to have recycling removed from the premises by the Properties Manager and disposed of at Martin's ACTION: Town Clerk to add to Property Manager's job list. • Resolved to approve expenditure during the coming three months up to and not exceeding the total of current earmarked LAMP funding. • Resolved to approve Big Christmas expenditure from £250 earmarked funds for the payment of Road Closure application expected to be in the region of £55 and Two Temporary Events notice expected to be approx £21 each. <p>The next asset transfer meeting will be on Friday 30th October, 6.30pm in the Clerk's Office.</p>	SH
TC11 9	<p>Market</p> <ul style="list-style-type: none"> • Motion to approve reviewed Term and Conditions -Resolved to keep the following clause 'The Market Committee reserve the right to refuse an application for a stall without giving reason' -The councillors established that Joy collects the money from the stall holders, not the Town Clerk. -Resolved to accept the clause requiring stall holders to commit to a minimum of 12 weeks and removal of payment accepted in four week blocks. -ACTION: Cllr Piggot to write from the Town Council to the shop keepers giving details of this clause and how it benefits and protects them e.g. 12 weeks shows commitment to the town. 	AP
TC11 0	<p>MTIG</p> <ul style="list-style-type: none"> • Cllrs Morison and Tilling will attend the next MTIG meeting on Thursday 24th September 	

--	--	--

Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of its functions, that “No member of the public, job applicant, elected member or employee shall receive less favourable treatment on the grounds of gender, race, sexual orientation, marital status or disability”.

The October 2015 meeting of the Town Council will be held on Monday 19th October 2015 in the Market House at 7:00pm

CCTC September 15 Payment List Appendix I

A/C	Date	Ref	Ex_Ref	Details	Net	VAT	Total
Aurora		103937	Replacement cheque for June payment	1000 compliment slips - cheque 103868 issued in June and lost	58.00	11.60	69.60
Carymoor Environmental Trust	31/07/2015	103938	Carymoor - education day	Education Officer attendance to run family learning day in Fair Field.	300.00	60.00	360.00
Aurora	14/08/2015	103939	Aurora - Printing costs	Autumn Newsletter - 1720 copies	449.00		449.00
Dave Marsh	01/09/2015	103940	Maintenance materials	Keys, chains etc	21.71	4.34	26.05
PRM Domestic	27/08/2015	103941	Portable appliance testing	97 units @ 2.50	242.50		242.50
Design Somerset	27/08/2015	103942	Website and IT services	email address set up and final balance on website charge	862.50		862.50
Somerset Local Councils	28/08/2015	103943	Training	Essential Clerks Training for A.Branson re minute taking etc	55.00		55.00
SSDC	28/08/2015	103944	Millbrook Gardens services charge	Water, sewerage and cleaning re-charge	1939.52	268.38	2207.90
SSDC	01/09/2015	103945	Car Parks Compensation scheme	April 2015 - September 2015	3309.33	661.87	3971.20
George Lane & Partner	30/06/2015	103946	Weed treatment	Supply and apply selective herbicide for control of broad leaf weeds on DP Field	345.00	69.00	414.00
Somerset Cricket Board	21/09/2015	103947	Reimburse overpayment for use of Shambles	Cricket board inadvertently paid Invoice twice	43.00		43.00
Viking	02/09/2015	103948	Office & domestic supplies	Envelopes, stamps, bin liners (Cemetery) toilet rolls	80.43	5.29	85.72
Martin's of Castle Cary	31/08/2015	103949	Domestic supplies	Urinal blocks for the Pavilion	20.64		20.64
Security & Electrical Services	28/08/2015	103950	Footage recording CCTV	Two visits to access and record information from CCTV at Catherines Close	146.00	29.20	175.20
AMC Services	31/08/2015	103951	Grounds maintenance contract	August contract works	1003.00		1003.00
David Braybon	11/09/2015	103952	Fell bush at Cemetery	Fell and grind out yew bush to facilitate installation of compost toilet	140.00	28.00	168.00
Viking	11/09/2015	103953	Office supplies	Diaries, wall planners etc	34.13	6.83	40.96
Natsol	21/09/2015	103954	Cemetery Eco toilet	Cemetery Eco Toilet	4697.00	939.40	5636.40
Allbuild	21/09/2015	103955	Cemetery Eco toilet Install	Allbuild-Installation of Cemetery Eco toilet	1650.00	330.00	1980.00
SLCC	21/09/2015	103956	Charitable Trusts training	Charitable trusts training SLCC	95.00	19.00	114.00
Angela Piggott	21/09/2015	103957	Market Flyers	Reimb .Piggott - re Market Flyers	40.49	8.10	48.59
Susan Hake	21/09/2015	103958	Market House ladder	Market House Ladder	166.66	33.33	199.99
Peter Parfitt	21/09/2015	103959	Grave Digging Jun-Sep15	Peter Parfitt - Grave Digging Jun-Sep15	1120.00		1120.00
Joy Streetin	30/09/2015	103960	Joy Streetin-Market Stall Manager	Market Stall Manager, September 15 J Streetin	220.00		220.00
Payroll Costs September 2016	25/09/2015	103961-7	Payroll Costs September 2016	Payroll Costs September 2016	4172.36		4172.36
					16980.91	2462.74	23616.01
SSE Southern Electric	Sep-15	DD SSE Sep1	DD SSE Sep15	SSE Electric Market House 14May-3Aug15 DD Sep 15	140.02	7.00	147.02
BARCLAYS	07/09/2015	DD Barclays	DD Barclays C/a Sept 15	Barclays Bank Charges DD Sep15	6.66	0.00	6.66
BARCLAYS	07/09/2015	DD Barclays	DD Barclays DP Sept 15	Barclays Bank Charges DD Sep15	6.66	0.00	6.66
Scottish Power	11/09/2015	DD Scottish	DD Scottish Power Sep 15	Pavilion Scottish Power DD Sept 15	81.02	6.98	88.00
CNG	21/09/2015	DD CNGas	DD CNGas Sep15	DD CNGas to 31st Sep15 Market House	23.19	1.16	24.35
Elite Telecom	23/09/2015	DD Elite Tel	DD Elite Tel Sept15	Elite Tel phones charges DD Sept15	15.64	3.12	18.76
SAGE SUPPORT	25/09/2015	DD SAGE Se	DD Sage Sep 15	Sage FMS support Sep15	30.54	6.11	36.65
Chess	01/08/2015	DD Chess ph	DD Chess Aug15	Chess Phone charges Sept15 for Aug15	37.45	7.49	44.94
					341.18	31.86	373.04

