



**CASTLE CARY TOWN COUNCIL MEETING**

**held at 7:00pm on Monday 15<sup>th</sup> February 2016 at the Market House, Castle Cary**

**Present:** Bob Gilbey, Mike Lewis, Barry Moorhouse, Pek Peppin, Terry Philpott (arrived 19:24), Sally Snook, Penny Steiner, Liz Stokes (Chair), John Thompson, Laura Tilling, Nick Weeks.

**Also Present:** Tim Russel (PCSO) left at 19:20, Sue Hake (Clerk) and Anna Branson (Minute Taker)

**Members of the Public:** Steve Chaudoir

2016	Minutes	ACTIONS
TC18	<b>Apologies for absence and approval for reason</b> Judi Morison (Holiday), Henry Hobhouse,	
TC19	<b>To approve the minutes of the Town Council Meetings held on Monday 18<sup>th</sup> January 2016</b> <ul style="list-style-type: none"> <li>• Approval to be postponed until next meeting when the full minutes including appendices can be issued</li> <li>• 10.5 should state an increase by 10% of the <i>budget</i> not precept</li> </ul>	
TC20	<b>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>).</b>	
TC21	<b>Public Session (<i>if any member of the public wishes to speak</i>)</b> <ul style="list-style-type: none"> <li>• Steve Chaudoir spoke; SSDC suggested that Castle Cary Cricket Club apply for 106 monies (for the club's new nets) in conjunction with CCTC to allow the VAT to be claimed back and therefore saving 20% of the cost.</li> <li>• This issue will be discussed within item 29, which includes the Pither Project.</li> </ul>	
TC22	<b>Community Safety and Security</b> PCSO reported on the crimes – 23 crimes in total, 130 incidence in total.	
TC23	<b>To receive any reports/items of information from Councillors (not listed separately on the agenda)</b> <b>Mike Lewis, County Councillor:</b> SCC council tax to be increased by 5.4%, which includes a small percentage increase for Somerset Rivers Authority and Adult Services. <b>Nick Weeks, District Councillor:</b> Castle Cary's Neighbourhood Plan may be the first one to be adopted. This document needs to be used for a reference document within planning decisions. <b>Henry Hobhouse, District Councillor:</b> absent	
TC24	<b>Chairs Report</b> -Complaint received, acknowledged and a copy will be sent to the chair of HR to be dealt with in line with Castle Cary Town Council policy -Positive comments received from one shop owner regarding the Town	

	Council's work; specifically the installation of the town signs.	
TC25	<p><b>Clerk's Report</b></p> <p><b>25.1 Correspondence- circulated-SSDC Consultation on Community Infrastructure Levy Draft Charging Schedule-10<sup>th</sup> Feb – 24<sup>th</sup> March 2016:</b> A sub-committee will be formed by Pek, Sally and Nick to create a proposal to bring to the next full council.</p> <p><b>25.2 E-mail circulated for feedback from Highways in reference to additional signage requested:</b> The issue of the signs will be discussed further at the Properties Committee.</p> <p><b>25.3 Cemetery fees</b> to be discussed in camera at the end of the meeting. TP proposed the discussion of the change in the current cemetery fees to be discussed in camera at the end of the session.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to accept the above proposal.</li> </ul> <p>Cemetery fees were approved; to be published by 1<sup>st</sup> March 2016.</p> <p>The issue of using email to make decisions will be discussed at the next Prom and Comm meeting.</p>	
TC26	<b>Committees Reports, Recommendations &amp; Progress Major Projects</b>	
TC27	<p><b>Youth, Schools</b></p> <p><b>27.1 Youth Matters:</b> Youth club starts again next week. A new youth leader is being appointed by Inspire to Achieve.</p> <p><b>27.2 Swainson Building:</b> Alterations to the building are being conducted without consultation with Youth Club or Toy Box, all maintenance is embargoed, no management of lettings is being undertaken and there are large cleaning bills.</p> <p><b>27.3 Feedback of Get Set forum (children's centre matters):</b> Holding local forums quarterly in Swainson building. Castle Cary not currently an area of need, however, this is being argued against.</p>	
TC28	<p><b>Planning Committee &amp; Neighbourhood Plan</b></p> <p><b>28.1 Planning Minutes circulated:</b> No comments made.</p> <p><b>28.2 Feedback for consultation at Ansford Academy 20&amp;21 Jan and Castle Cary Primary School 29<sup>th</sup> January:</b> The Neighbourhood Plan group talked to Year 11 regarding Neighbourhood Plan and consulted with parents during a parents evening at the school. They also visited the Primary School, where parents were really keen to talk about housing and employment.</p> <p>The Neighbourhood Plan group are very dedicated and are doing an excellent job for the town.</p>	
TC29	<p><b>Properties/Infrastructure, Pither Project &amp; Fairfield</b></p> <p><b>29.1</b> NW proposed that the Town Council bid in partnership with Castle Cary Cricket Club for the 106 monies needed for the club's replacement nets. TP specified this should be organised as far as possible by the Cricket Club to minimise the impact on the Town Council's staff.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to accept the above proposal</li> </ul>	

	<p><b>29.2</b> TP proposed the plan submitted by the Fairfield group for works in the Fairfield is accepted the by the council.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to accept the above proposal with two abstentions.</li> </ul> <p><b>29.3</b> BM proposed the Town Council authorise the Fairfield subcommittee to submit the grant applications with the current quotes, with the understanding that the quotes may change.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to accept the proposal.</li> </ul> <p><b>29.4</b> NW questioned why the CCTV cameras in the Catherine's Close toilets have not been looked at in regards to the most recent vandalism. LS offered to take responsibility for moving forward with this issue and will report to the properties meeting on 29th February.</p> <p><b>29.5 Pavillion Meeting Feedback:</b>  -NW will submit the planning application for the track and new store.  -Clubs are going to agree two draft plans; a single story option and a two story plan.  - The football club have asked for a muga; the Donald Pither Memorial Field trust will be asked to give permission for this but not to fund this.</p> <p>TP proposed that the Town Council fund 10% of the architects fees, which is around £300, and administers the process to enable the management VAT.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to accept the above proposal.</li> </ul> <p><b>29.6 Risk management document</b> to be discussed at the properties meeting on 29<sup>th</sup> February.</p>	
TC30	<p><b>Prom and Comm.</b></p> <p><b>30.1 The Local Business Group</b> was due to meet in March, however, Battens Solicitors are trying to restart the Chamber of Commerce in Castle Cary. The Promotion Groups Plans are put on hold until the outcome of this meeting is known.</p> <p><b>30.2 Weddings:</b> Lots of publicity for the wedding venues has been organised– magazines, newspapers, online, radio and television (Points West)</p> <p><b>30.3 Gateway Signs:</b> The location of the last Gateway signs will be considered by NW and ML. If it is felt there is a suitable location, the council will ask Highways to install the sign.</p>	
TC31	<p><b>Human Resources Committee</b></p> <p><b>31.1</b> PS proposed the council accept the recommendation of the HR working group that all qualifying employees are enrolled into the local government pension scheme.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to accept the above proposal with one abstention.</li> </ul> <p><b>31.2</b> PS proposed that the council adopt the training policy circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to adopt with one abstention.</li> </ul>	

	<p><b>31.3</b> PS proposed the council amalgamate the Finance and HR working groups.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to accept the above proposal, with one abstention.</li> </ul> <p><b>31.4</b> PS proposed Councillor Philpott be elected Chair of the new joint committee.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to accept the above proposal.</li> </ul> <p><b>31.5</b> PS proposed the council approve the recruitment of a Caretaker/maintenance person within the approved budget. LS declared an interest and did not vote</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to approve the above proposal.</li> </ul>	
TC32	<p><b>Finance</b></p> <p><b>32.1</b> TP proposed the Town Council approve the financial risk management review.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to approve the above proposal.</li> </ul> <p><b>32.2</b> Revised cemetery charges to be discussed <b>in camera</b>.</p> <p><b>32.3</b> TP proposed the Town Council approve expenditure of £2000 from general reserves for wedding expenses.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to approve the above proposal.</li> </ul> <p><b>32.4</b> TP proposed the Town Council approve the earmarked funds.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to approve the above proposal.</li> </ul> <p><b>32.5</b> To receive the bank reconciliation: noted by councillors, no questions.</p> <p><b>32.6</b> TP proposed the Town Council approve February 2016 Payment schedule of £9217.84 and £485.35.</p> <ul style="list-style-type: none"> <li>• <b>Resolved</b> to approve the above proposal.</li> </ul>	
TC33	<p><b>Market House Management Group and Market</b></p> <p><b>33.1 Library future - report back on meeting held 12<sup>th</sup> February:</b> LT reported on the meeting. SCC library representatives assured the group that library was not going to be moved to the Swainson building</p> <p><b>33.2 Shambles Maintenance:</b> A set of sockets in The Shambles are not working and there is a leak in the roof. NW offered to find out from Peter Biggenden regarding moving this issue forward.</p> <p>Properties meeting to discuss how to keep the roof clean to ensure these leaks don't occur.</p>	
T34	<p><b>MTIG:</b> Nothing to report.</p>	
T35	<p><b>To agree any items to be dealt with after the public, including the press have been excluded. (A resolution was passed by Councillors to discuss the item below in camera)</b></p>	
T36	<p><b>In Camera Session-</b></p> <ul style="list-style-type: none"> <li>• <b>Market House Asset Transfer</b></li> </ul>	

*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 March 2016 meeting of the Town Council will be held on Monday 21<sup>st</sup> March in the Market House at 7:00pm**



Appendix I CCTC February 16 Payment List				
Account	Details	Ref	Ex.Ref	Gross
SSCAB	LAMP crse SS Citizens Advice Bureau	104069	Lamp crse SSCAB	180.00
FELICIAN	LAMP -Spanish tut 22&29Feb Feliciano Lopez Chaves	104070	LAMP F.LopezChaves	150.00
FELICIAN	LAMP -Spanish tut 7&14 Mar Feliciano Lopez Chaves	104071	LAMP F.LopezChaves	150.00
LYNXCOPI	Lynx Copier purch Sharp MX2314N	104072	Lynx Copier	1974.00
MARTINSO	MH Cleaning materials	104073	Martins of CC	3.79
DAVEMARS	Catherines Close -screws, rawplugs	104074	Dave Marsh 314	5.18
DAVEMARS	Cememtery-Hammerite blk	104074	Dave Marsh 314	7.00
THECONDU	Conduit-Wedding Ad 1/4 pg colr Feb16	104075	Conduit-Wedding ad	106.00
THEVISIT	Visitor-Wedding Ad 9cmx2cm col ad	104076	Visitor-Wedding Ad	121.39
VIKINGPA	Viking Office staionery	104077	5414099 Viking-stationery	42.97
VIKINGPA	Viking MH c mtrls	104077	5414099 Viking t/mtrls	12.00
VIKINGPA	Viking -Copy paper	104078	5414099 Viking copy ppr	77.94
AURORA	Aurora Newsletter printing Feb16	104080	1023 Aurora	558.00
AMC	AMC Ground Maint Jan16 Cemetery	104081	AMC 01806 Cemetery	580.00
AMC	AMC Ground Maint Jan16 Signs/entrance	104081	AMC 01806 Signs/entrance	85.00
AMC	AMC Ground Maint Jan16 MH	104081	AMC 08106 MH	83.00
AMC	AMC Ground Maint Jan 16 Play area	104081	AMC 08106 play area	130.00
AMC	AMC Ground Maint Jan 16 DP field	104081	AMC 08106 DP field	125.00
Payroll Costs	Payroll Costs Feb 16	104083-89	Payroll Costs Feb16	4105.64
A.PIGGOT	Market Mgr Feb 16	104090	Market Mgr Feb 16	280.00
SLCC	SLCC Clerk conference Feb16 P1	104091	SLCC conf Feb16 PC01	85.20
SLCC	SLCC Clerk conference Feb 16 P2	104091	SLCC conf Feb16 PC02	128.00
MALCOLMK	Newsletter Delivery Feb 16	104092	Newsletter Deliv Feb16	172.00
BARCLAYS	Barclays DD Feb16	Barclays DD Feb16	DD Barclays Feb16	6.66
SCOTTISH	Scottish Power Feb 16 Pavilion	Scottish Power DD Feb16	DD Scottish Power Feb16	45.00
CNG	CNGas DD Feb 16 Market House	DD CNGAS Feb16	DD CNGas Feb16	93.08
SAGE	Sage DD Feb 16 FMS support	DD Sage Feb16	DD Sage Feb16	36.65
SOUTHERN	SSE DD Feb 16 Catherines Close4/11-5/2/16	DD SSE Feb16 CClse	DD SSE Feb 16 Catherines Close	23.01
SOUTHERN	SSE DD Feb 16 Market House 11/11-5/2/16	DD SSE Feb16 MH	DD SSE Feb 16 Market House	280.95
				<b>9647.46</b>