



Castle Cary Town Council

The Market House
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CASTLE CARY TOWN COUNCIL MEETING 7:00pm on Monday 21st March 2016 at the Market House, Castle Cary

Present: Bob Gilbey, Mike Lewis (left at 7.50pm), Barry Moorhouse, Pek Peppin, Sally Snook, Penny Steiner, Liz Stokes (Chair), Nick Weeks.

Also Present: Sue Hake (Clerk) and Anna Branson (Minute Taker)

Members of the Public: John Anderson, Ian Davis, Steve Wilton and Brian Sylvester

Members of the Press: Liam Trim (Western Gazette)

2016	Minutes	Action
TC37	Apologies for absence and approval for reason Judi Morison (Holiday), Terry Philpott (work commitments), Henry Hobhouse	
TC38	To approve the minutes of the Town Council Meetings held on Monday 18th January 2016 and 15th February 2016 <ul style="list-style-type: none"> Resolved to approve both the above sets of minutes. 	
TC39	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>). <ul style="list-style-type: none"> LS declared an interested in item 51.4 and will leave the room during the discussion of this item. 	
TC40	Public Session (<i>if any member of the public wishes to speak</i>) <ul style="list-style-type: none"> No Member of the public wished to speak 	
TC41	To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors) <ul style="list-style-type: none"> Resolved to agree items TC55 Staff Salaries and TC51.4 Bookings and Promotion Manager contract are discussed in camera at the end of the session 	
TC42	Community Safety and Security 42.1 Report from PCSO: received by the council via email. 42.2 Response to email regarding increase in crimes in Castle Cary. LS will be discussing with the PSCO how the Council, community and police can work together. Neighbourhood Watch Schemes may be an option.	

	<p>42.3 Barclays attempted burglary: The councillors felt enough time has passed since the burglary and the bank ought to have fixed the broken window.</p> <ul style="list-style-type: none"> • Resolved to write a letter to Barclays bank requesting they repair the broken window. <p>ACTION: The Council will write to Barclays bank asking them to repair the broken window from the break to improve the look of the town.</p> <p>42.4 High street CCTV: Following a service of the cameras in the high street, it has been reported that one camera is starting to malfunction.</p> <ul style="list-style-type: none"> • Resolved to replace the malfunctioning CCTV camera if needed 	SH/LS
TC43	<p>To receive any reports/items of information from Councillors (not listed separately on the agenda)</p> <p>43.1 Mike Lewis, County Councillor: Registration services (for birth, marriages and deaths) in Somerset will now include North Somerset. The more areas that provide the registration services the cheaper it will become to all those providers.</p> <p>There is an offer of ultra-fast broad band that the Council can bid for should they wish to.</p> <p>43.2 Nick Weeks, District Councillor: NW is consulting with the SSDC legal department regarding the length of time it is taking to finalise and sign 106 agreements. If this is not done quickly enough, the developers may have cause to take their case to appeal.</p> <p>43.3 Henry Hobhouse, District Councillor: Apologies received</p>	
TC44	<p>Chairs Report Town Meeting: will be held on the 17th May 2016. Please hold this date.</p>	
TC45	<p>Clerk's Report</p> <p>45.1 Donald Pither Field-Football Club fence request: The football club requested (via email circulated prior to the meeting) permission to install a removable barrier 1.5m from the edge of the pitch, in accordance with the Somerset Football Associations guidelines for clubs wishing to move up into the next league. Brian Sylvester gave some details regarding the proposed fencing on the Donald Pither field. SH requested more information is provided regarding the construction of the fence and for the football club to consult with the Cricket Club regarding this idea.</p> <p>45.2 The Cricket Club are now looking to go ahead and purchase the nets. They have expressed their concerns regarding the fence proposed by the football club.</p> <p>45.3 New CCTV recorder in Catherine's Close Toilets: will be installed this week.</p>	
TC46	<p>Committees Reports, Recommendations & Progress Major Projects</p>	

TC47	<p>Youth, Schools: PS reported that work in the Swainson building starting in the Easter Holidays will prevent the Youth Club from using the building. They are now searching for an appropriate venue.</p> <ul style="list-style-type: none"> • Resolved to suggest the Pavillion for the Youth group to use for meetings. 	
TC48	<p>Planning Committee & Neighbourhood Plan</p> <p>48.1 Opposite Ansford Lodge: The planning committee recommended support be given to this development, providing three houses are built with the rest of the land being reserved for public use.</p> <p>48.2 Constitutional Club: The planning committee felt the development was too dense and had issues with parking. They suggested the plans reduce the number of houses to 8 houses with more parking</p> <p>48.3 CiL Consultation Feedback: The group discussed the document shared by SS. PP suggested more comment was needed regarding what the the CiL money is spent on.</p> <ul style="list-style-type: none"> • Resolved to accept the document proposed by SS following the amendments proposed by PP. <p>48.4 Feedback from meeting with Kevin Bird, (Silverwood homes) developer and Yarlinton homes: LS reported that she was invited by Kevin Bird to look at the initial proposals they wish to submit for approval. She felt this was a positive step with the development companies.</p> <p>48.5 Update from Neighbourhood Plan group: NW, HH and ML attended a Neighbourhood Planning group meeting. The group is meeting every week to work on the document. LS thanked the group for their hard work.</p> <p>Consultation: the draft neighbourhood plan will be available for consultation for a six week period, possibly starting in mid-April. The process for consultation is under discussion.</p>	
TC49	<p>Properties/Infrastructure, Pither Project & Fairfield</p> <p>49.1 Pither Project: NW reported work on the track is due to start in April/May depending on the weather. Quotes are being gathered for the store.</p> <p>49.2 Fairfield: Some funding has already been granted. The Viridor application for funding will be considered in July providing PS can submit the answers to a list of queries by 12th April.</p> <p>ACTION: To find out whether the 600 tonnes of top soil will be used in the pump park construction and whether there is somewhere on the field it could be stored.</p>	PS
TC50	<p>Prom and Comm.</p> <p>50.1</p> <ul style="list-style-type: none"> • Resolved to approve the adoption of the CCTC Standing Orders based on the NALC Model as amended March 2016 distributed by email 	

	<p>50.2 Local Business update: The Town Council Promotion Group will still progress with trying to set up the Local Business Group and has the aim of working in conjunction with the networking meeting organised by Battens. They hope to invite Pam Williams to speak.</p> <p>50. 3 Caryford Hall- Any Questions –Event: An event organised through Churches Together to support people’s understanding of the EU referendum will be on at Caryford Hall on Tuesday 10th May. The Prom and Comm committee voted to support this event. More information to follow when available.</p>	
TC51	<p>Human Resources Committee</p> <p>51.1 LS reported that there are currently four Councillor vacancies. LS introduced a potential councillor who attended the meeting.</p> <p>51.2 Rep required for MTIG: NW offered to be a CCTC representative at MTIG.</p> <p>51.3 Response to letter of complaint: LS discussed the issues within the complaint letter with the complainant and gave the information requested.</p> <p>51.4 New Caretaker/maintenance person: LS had declared an interest so left the room for the following item.</p> <ul style="list-style-type: none"> • Resolved to approve the employment of the new caretaker/maintenance person to commence 4th April 2016 <p>51.4 Booking and promotion Manager contract: Resolution to approve the Booking and Promotions Manager position is changed from a fixed term contract ending 31st March 2016 and made into a permanent contract to commence from the 1st April 2016 to be discussed in camera at the end of the meeting.</p>	
TC52	<p>Finance</p> <p>52.1 Bank reconciliation noted by the councillors.</p> <p>52.2 Payment Schedule:</p> <ul style="list-style-type: none"> • Resolved to approve March 2016 Payment schedule. 	
T53	<p>Market House Management Group and Market</p> <p>53.1 Evening trading on the cobbles: A second street food vendor has started on the Cobbles each Thursday evening for a trial period and has been well received.</p> <p>53.2 Proposal to restrict the number of evening eatery traders to no more than two per week.</p> <ul style="list-style-type: none"> • Resolved The council decided to defer this decision until the situation presents itself. This will be decided by the whole council, not just the MHMG. 	

	ACTION: AB to give information regarding the new street food vendor for PP to send out on the crier	AB
T54	MTIG next meeting 28th April	
T55	<p>In Camera Session- AB left room before the discussion regarding these items.</p> <p>Staff Salaries</p> <p>51.4 Booking and Promotion Manager contract</p> <ul style="list-style-type: none"> • Resolved to approve the Booking and Promotions Manager position is changed from a fixed term contract ending 31st March 2016 and made into a permanent contract to commence from the 1st April 2016. <p>TC 55.1</p> <ul style="list-style-type: none"> • Resolved to approve 1% increase for the Bookings and Promotions Manager <p>TC 55.2 Deputy Clerk's pay scale</p> <ul style="list-style-type: none"> • Resolved to approve incremental increase for the Deputy Clerk from SCP 21 to SCP 22. 	

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 April 2016 meeting of the Town Council will be held on Monday 18th April in the Market House at 7:00pm

Appendix I CCTC March 16 Payment List				
Account	Details	Ref	Ex.Ref	Gross
SHEPTONM	Big Christmas-Shepton Mallet Carnival Soc don	iGCMas-Shepton Carival So	104093	15.00
CCACS	Big Bhristmas - CC&Ansford Carnival Soc-Walkie Talkies	Big CMas-CCAS-walkie talkkies	104094	36.00
FIRSTIMA	First Image-Fairfield Signs - Fairfield	First Image-Fairfield signs	104095	120.00
TOGETHER	Together Mag-Ad Market House	Together Mag-MHse	104096	15.00
YMONDA	Ymonda 40% deposit CCTV recorder upgrade+ adnl camer	Ymonda-CCTV CC	104097	268.08
YMONDA	Ymonda 60 % bal CCTV recorder upgrade+ adnl camer	Ymonda-CCTV CClse	104098	402.12
DAVIDBRA	David Braybon- treeworks, DP Memorial ground	D.Braybon-treeworks	104099	240.00
CARNIVAL	CC Big Christmas -CC Carnical Soc don marshalling	Big Cmas-CCCarnival club	104100	40.00
WYVERN	CC Big Christmas -Wyvern Morris Dancers	Big Christmas-Wyvern dancers	104101	50.00
CARYCOME	CC Big Christmas -Cary Comedians-Santa & Elves	Big CMas-Cary Comed-SantaElves	104102	40.00
A.PIGGOT	CC Big Christmas-A.Piggott-Santa Vehicle	Big CMas-APiggott-SantaVehicle	104103	15.00
MISSLAUR	CC Big Christmas-L.Tilling-Spot Window przs	Big CMas-L.Tilling-Spot window	104104	30.00
INCOGNEA	CC Big Christmas-Incogneato-Sound equip-Costumehire	Big CMas-IncogneatoSoundCostum	104105	50.00
JENNYALD	J.Alderson-TypesettingNewsletterSpring16	J.Alderson-Newsletter	104106	75.00
SSDC	SSDC Water recharge 256.78+sewer210	SSDC-MillbrookRchrg	104107	466.78
SSDC	SSDC Millbrook toilet cleaning/opening contract	SSDC-MillbrookCleanrchg	104107	1610.28
SSDC	SSDC Car Parks Income Comp	SSDC CCCarpark inc	104108	3971.20
SSDC	SSDC Shambles-Architect final inv contbn	SSDC-Shambles	104109	748.50
ANNABRAN	Reimb A.Branson -Shambles remote contrrols	A.Branson-reimRemotecont	104110	57.12
A.PIGGOT	Feimb A.Piggott-Market banner-birthday celeb	A.Piggott	104111	46.56
AWESOME	Awesome-Market Bags-re birthday	Awesome-CC Market bags	104112	330.00
DESIGNSO	Design Somerset-Website Software update	20915 Design Som	104113	53.00
SALC	SALC insurance risk asmt training JT,SH	1135 SALC-ins risk training	104114	50.00
STEPHENR	S.Rymer Market House works	S.Rymer-MH works	104115	135.00
WEDDINGV	Wedding Venue Grp - Somerset Listing	Wedding Venue group	104116	25.00
GREENSLA	Greenslade Taylor Hunt-Property insurance valuations	124055-Prop valuations	104117	510.00
AMC	AMC Ground Maint Feb Cemetery	01830	104118	580.00
AMC	AMC Ground Maint Feb16 Sign entrance	01830	104118	85.00
AMC	AMC Ground Maint Feb16 Market House	01830	104118	83.00
AMC	AMC Ground Maint Feb 16 Play area	01830	104118	130.00
AMC	AMC Ground Maint Feb 16 DP memorial ground	01830	104118	125.00
DAVEMARS	Chapel maintenance items D.Marsh BG,DH	104119	315 D.Marsh Hardware	28.18
DAVEMARS	Shambles-Batteries AB	104119	315 D.Marsh Hardware	2.99
NICKWEEK	Fairfield N.Weeks grass maint	104120	06 N.Weeks-Fairfield	312.00
MARTINSO	Market House Hand twls,clean mtrls	104121	Martins of CC	41.00
SSDC	SSDC-Fairfield chnge of use app-rechrg1/3 to AnsfordPC	104122	SSDC-App-Fairfield chngeOfUse	192.50
Payroll Costs	Payroll Costs March16	104123-29	Payroll Costs March16	4070.44
A.PIGGOT	Market Manager Mar16 A.Piggott	104130	Market Mgr Mar16	280.00
INFOTONE	Info point Printer toner	104132	Info Point Printer toner	49.08
MRPETERP	Cemetery Gravesx5 + adnl soil relocation	104133	Cemetery Gravesx5 +adnl reloc	1430.00
WARMWELC	Warm Welcome-Pavilion Gas boiler ann service	104134	4650- Pavilion Boiler service	50.00
WARMWELC	Warm Welcome-MarketHse Gas boiler ann service	104134	4651-Market Hse boiler service	50.00
SIMONMES	Plumbing works-S.Messenger Pavilion	104135	001035 Plumbing works-Pavilion	270.00
FIRSTIMA	Catherines Close Sign-problem reporting	104136	5222-1st ImageSignCatheri Clse	60.00
BRITISHG	British Gas Elec-Millbrook 18Dec-17Mar16	104137	British Gas Elec-Millbrook	137.56
VIKINGPA	Viking-Memory sticks incl deliv	104138	57995-Viking memory sticks	30.42
VIKINGPA	Viking-Stamps	104138	57995-Viking stamps	110.00
BARCLAYS	DD Barclays Bnk chrgs Mar16	DD Barclays Mar16	DD Barclays Mar16	6.66
SCOTTISH	DD Scottish Power Pavilion Elec 24 Dec-15Feb16	DD Scottish Pwr Mar16	DD Scottish Pwr Mar16 Pavilion	55.00
CNG	DD CNGas Mar16 MHse	DD CNGas Mar16	DD CNGas Mar16 MHse	171.76
BT	DD BT Phone Chrgs Mar16 -TC line	DD BT Mar16	DD BT Mar16 TC phn chrgs	128.20
				17878.43