



# Bruton Town Council

## Minutes of the Town Council Meeting held on Tuesday 23rd February 2016 in the Bruton Community Hall

Present: Councillors: Anderton, Baker, Brownlow, Carey-Downes, Hall, Hood, Hughes, Marsh and Phillips  
Councillor Crawford arrived after item 2.

In the Chair: Councillor Hall

In attendance: County & District Councillor Groskop  
The Clerk

### 15/158 Minutes of the Meeting held on 19th January 2016

It was proposed and seconded that the minutes of the meeting held on 19th January 2016 be adopted as a true and accurate record.

**Resolution Adopted 9-0-0**

### 15/159 Co-option of Councillor

There were two candidates. A written ballot was undertaken. After voting by Councillors it was proposed and seconded that Ewan Jones be co-opted as a councillor to fill the current vacancy and was duly elected.

**Resolution Adopted 9-0-0**

*Councillor Jones signed the acceptance of office and then took his seat.*

*At this point Councillor Crawford joined the meeting.*

### 15/160 Declarations of Interests

There were no declarations.

### 15/161 Apologies for Absence

Apologies were received from Councillors Pawsey and Pickering.

### 15/162 Public Question Time

Mrs. Annette Pitman asked Council to consider an adjustment to the Dropping Lane/Godminster Lane junction as previously promised by Highways.

### 15/163 Action Points from Previous Meeting

The Clerk reported on the action points from the previous meeting. Letters have been sent to all grant applicants and the precept request has been sent to SSDC. The accountancy software has been ordered and will be installed in May 2016. An asset transfer meeting has been arranged with SSDC for 24th February. The Tolbury Lane area has been added to the Grounds Maintenance Contract. Easthill residents are to soon receive letters regarding the possible sale of Eastfield play area. The spiral of light event had to be postponed because of stormy weather and will now take place on 27th February. The lime tree to be removed from JP has, in fact, been identified as a maple tree. All other items are on the agenda.

## **15/164 Reports from Committees**

### **a) Planning Committee Meeting 27th January 2016**

It was proposed and seconded that Council adopt the recommendations of the Planning Committee.

**Resolution Adopted 11-0-0**

### **b) Planning Committee Meeting 17th February 2016**

It was proposed and seconded that Council adopt the recommendations of the Planning Committee.

**Resolution Adopted 11-0-0**

### **c) Finance & General Services Committee**

#### **i) Pension Scheme**

Councillor Hood reported that the Finance & General Purposes Committee wish to recommend the following:

- a) The qualifying salary for pension purposes should be the full salary including overtime, with pension contributions starting on 1st October 2016.
- b) Contributions should not be phased in but that, from 1st October 2016, they be made at the 2019 rate of 8%.
- c) Contributions should be split with 4% paid by the Town Council and 4% by the employee.

It was proposed and seconded that Council adopt the recommendations of the Finance & General Purposes Committee.

**Resolution Adopted 11-0-0**

#### **ii) Minutes of F & GP Committee Meeting 16th February 2016**

Councillor Marsh reported on the meeting held on 16th February 2016 and, in particular, reported the following:

- Expenditure for 2015/2016 is within budget.
- Grants received from SSDC for the town plan will need to be match funded. Committee would like to recommend that Councillors Brownlow and Hood be delegated powers to spend on the town plan in accordance with Standing Orders.
- Councillor Brownlow will speak to Bruton Community Partnership about its request for a £500 grant for a feasibility study for additional access to the railway station as it is understood this project is not currently on the BCP's priority list.
- Committee wish to recommend that an updated version of the Local Council Administration book be purchased. Committee also recommend that an electronic version be also purchased, but only if the cost includes future updates.

It was proposed and seconded that Council adopt the recommendations of the Finance & General Purposes Committee.

**Resolution Adopted 11-0-0**

**iii) Final payment for works at Riverside Walk**

The Clerk reported that there is a dispute over the final invoice submitted by SSDC. Having spoken to James Divall it appears that a promised grant of £1,000 from SSDC has not been included in the calculations. Also there was a question as to whether or not work in the Patwell Pump area, included in the invoice at a cost of £1,125.08, had taken place. There is, however, still currently £3,000 allocated towards this work by the Town Council which has not been spent. After discussion it was proposed and seconded that £3,589.96 be paid towards the work undertaken around the Crown Green area and that the £1,000 owed from SSDC be claimed.

**Resolution Adopted 11-0-0**

**iv) Request for funding assistance from Bruton Museum**

A request for a small grant for £50 had been received from the museum. The stair lift to the museum has been out of order for some time and a small contribution from the Town Council would allow the museum to secure enough funding from SSDC to complete this long overdue work.

It was proposed and seconded that £50 be awarded.

**Resolution Adopted 11-0-0**

**v) External Audit for Smaller Authorities**

Councillors considered the new arrangements for the appointment of external auditors and the setting of audit fees from 2017 and it was proposed and seconded that Council do not opt out of the new arrangements.

**Resolution Adopted 11-0-0**

**d) Services and Amenities Committee**

**i) Cantilever Swing at Youth Area**

Due to the absence of Councillor Pickering, this item is deferred until next time.

**ii) Maple Tree at Jubilee Park**

Councillor Hall reported that a maple tree in Jubilee Park has become diseased. It was proposed and seconded that the tree be cut down completely.

**Resolution Adopted 11-0-0**

**e) HR Committee**

Councillor Hood reported that the meeting due to be held on 2nd February had been postponed and a new date is to be arranged. The pension scheme, which was due to be discussed, was subsequently considered by the Finance and General Purposes Committee.

**f) Transport Committee Meeting**

**i) 20mph Scheme**

Councillor Brownlow reported that the 20mph scheme is to be advertised for consultation from 29th February for 18 days.

**ii) SID's Report**

Steve Turner presented the recent data from the speed indicator device. A Speedwatch team has now been trained and equipped with a speed radar gun and the first monitoring session has taken place. It is hoped that, in future, there will be 2 to 3 sessions a week. The team are targeting the areas of Cole Road, Frome Road and Station Road where speeding is known. Data collected has also identified Cuckoo Hill as a site for monitoring but each new site does have to be risk assessed first. It is hoped that a lorrywatch can also be set up in the future.

**iii) Kings School Silver Street/Plox Traffic Calming Proposals**

Councillor Brownlow and James Divall recently met with the Head of Kings School, who is very keen to improve road safety in the area. It is hoped to meet with Fin McNab in April once the design analysis draft report is completed. Councillor Brownlow also spoke of Shute Lane where promised white lines were not painted. Highways has promised that the lines will be painted once the weather improves.

**iv) Darkey Lane**

John Nicholson from Highways has given permission for the Town Council to arrange for drainage works to improve the middle of Darkey Lane and Council considered a quotation for the work of £110. It was proposed and seconded that the quotation be accepted.

**Resolution adopted 11-0-0**

The Clerk was instructed to liaise with Highways before authorising the work.

**v) Sign for St. Catherines Hill**

A meeting had taken place with residents of St. Catherines Hill regarding the loss of the gulleys on the side of the road and a subsequent letter was sent to John Nicholson, Councillor Anna Groskop and the portfolio holder at County Hall. It was proposed and seconded that five poster road signs be purchased at a total cost of £69.00.

**Resolution adopted 11-0-0**

It was also reported that Bruton Community Partnership would like to replace the "Welcome to Bruton" signs, situating them closer to the town. It was however pointed out that the current signs indicate the parish boundary and therefore should remain in their current positions. It is hoped to discuss this matter further at the next Transport Committee Meeting on 15th March 2016.

**g) Communications Committee**

Councillor Anderson reported that he has been working on the web-site and thanked all Councillors who had so far submitted photographs. It is hoped to hold another Committee Meeting in March.

**15/165 New E-mail and Internal Communications System**

Councillor Anderton reported that the e-mail system has now gone live and that everyone should now use the new system. It was also reported that everyone can now access the electronic calendar and that future storage provisions will enable easier access to documents, thereby negating the need to send items by e-mail.

**15/166 Youth Club/Youth Council**

Councillor Baker reported on the latest situation regarding youth provision. Enquiries have been made with Castle Cary Town Council regarding the possible sharing of youth workers and a reply is awaited. Councillor Baker is happy to take the lead for youth provision and it was agreed that, at the present time, arrangements for the future of the Youth Club will take priority over the Youth Council. Council was also reminded that there is equipment left over from the Youth Club, currently stored at the JP Pavilion, which will need to be relocated.

**15/167 Outhouse on Crown Green**

Councillor Marsh will raise this item at the next meeting of the Chamber of Commerce and will report back.

**15/168 Council Stand at the Packhorse Fair**

Councillor Baker will co-ordinate with the Festival of Arts. Consultation for the Town Plan and advertising Speedwatch and the Jubilee Park Development Plan were ideas put forward for use of the stand. Councillors Hood and Marsh will prepare items with Councillors Brownlow and Crawford also offering their help on the day.

**15/169 Tour Bus for Town**

It is understood that Bruton Community Partnership wish to organise a tour bus with the support of the Town Council. Councillor Brownlow will discuss with BCP and report back.

**15/170 Annual Playground Inspection**

It was proposed and seconded that the Playground Inspection and Risk Assessment Service offered by SSDC at a total cost of £157.00 plus VAT be accepted.

**Resolution Adopted 11-0-0**

**15/171 Town Work Plan – review and exceptions reports**

The Chairman presented the work plan. In particular the following was reported:

- A meeting is to take place tomorrow with SSDC to consider the possibility of an asset transfer of the Dovecote Building. It is hoped at the same time to discuss the car parks currently managed by SSDC.
- Councillor Hughes is to take over as acting Chair for the Services & Amenities Committee in Councillor Pawsey's absence and a meeting will be arranged for March.
- Councillor Marsh advised that the Eastfield play area is now in need of repair and therefore should be sold quickly.
- A response is still awaited from James Divall regarding a draft plan for the Jubilee Park Development Plan. The aim is to have a document ready for the Packhorse Fair.

**15/172 Reports:**

**Town Councillors – Councillor Hood** reported that he had held various meetings to discuss the Town Plan and to look at what had been done before. It is hoped to set up a Steering Group and an article will appear soon in the Dove magazine

**Councillor Baker** reported that arrangements for the Packhorse Fair are proceeding well with a larger area being provided by Kings School this year. Information is available on the website and facebook.

**Councillor Brownlow** reported that he had spoken to BCP regarding a recent grant application for improved access to the railway station. A letter from SSDC regarding underused buildings in the town has been discussed with Aidan McDonald who is keen to make use of property behind Church Bridge Stores. It was suggested that Aidan be asked to attend the next planning committee meeting.

**Councillor Jones** reported on a meeting he had attended concerning improvements to the A303.

**Councillor Marsh** reported that a community litter pick is to take place at Mill on the Brue at 10am on 5th March. The Clerk was instructed to chase the order for the skate park sign.

**Councillor Phillips** reported that he had recently attended Councillor training. The Arts Council England is currently offering funding for libraries.

**County Councillor and District Councillor Groskop** – Councillor Groskop reported that the SSDC budget for the next financial year has been approved. There is more money available for gully emptying. A resident of Dropping Lane is determined to have the speed limit reduced. Speed checks are requested for Redlynch and Wyke Champflower. James Divall has met with the Chamber of Commerce to discuss grants and applications for reduced business rates. The CAT Bus is financially secure for the coming year.

**Chairman** – The Chairman reported on the unveiling ceremony for the memorial bench for Mr. David Hick, which took place on Saturday 20th February.

### 15/173 Items for next agenda

Cantilever Swing. Councillors are asked to forward items for the next agenda to the Clerk by Thursday 17th March 2016.

### 15/174 Accounts for Payment

(Items 1 to 11 payments made in December 2015)

1	British Gas	Electricity (final bill)	£33.40
2	Gartell & Son	Pitch works (final invoice)	£2306.17
3	GMR Benches Ltd.	Memorial bench	£629.50
4	K F McCarthy	Salary – Dec 2015	£1033.76
5	HMRC	Tax/Ni – Dec 2015	£171.98
6	Vodafone	Phone bill to 30/11/15	£20.68
7	Wessex Water	Water bill - JP	£31.84
8	Three Counties Tree Services	Weed kill	£270.00
9	Bruton Community Hall	Hire of Hall for meetings Aug-Nov	£75.00
10	Greg Mainstone	Fit memorial bench in churchyard	£100.00
11	Rural Vision Ltd. (Client a/c)	Peppercorn rent for JP	£1.00
12	K F McCarthy	Salary – Feb 2016	£1091.99
13	HMRC	Tax/Ni – Feb 2016	£211.55
14	Vodafone	Phone bill to 31/01/16	£19.43
15	Bruton Community Hall	Hire of Hall for meetings in Jan 16	£27.00
16	Brue Computing Ltd.	Software setup on laptop	£20.00
17	Councillor Mike Brownlow	Mileage to attend meeting	£26.10
18	Three Counties Tree Services	Clear debris from Dovecote carpark	£265.99
19	Shaun Nash (Bruton) Ltd.	Cleaning of public toilets 27 weeks	£648.00
20	ICO	Data Protection registration	£35.00
21	Community Rehabilitation Co.	Contribution community placements	£420.00
22	BT	Internet Services	£52.20

### Resolution Adopted 11-0-0

### 15/175 Correspondence

1. Friends of Bruton Railway Station Thank you letter for grant.

**Members of the Council considered these matters in the exercise of their functions: Equal opportunities (race, gender, sexual orientation, marital status and any disability): Crime and Disorder, Health and Safety and Human Rights.**

### Action Points

1. Set up pension scheme – JH
2. Speak to BCP re grant application and tour bus – MB
3. Purchase administration book (e-book) – Clerk
4. Pay invoice for Riverside Walk – Clerk
5. S & A Committee Meeting to be arranged – KH/Clerk
6. Liaise with Highways and contractor re Darkey Lane – Clerk
7. Chase re youth issues – AB/Clerk
8. Outhouse on Crown Green – JM to raise at next CC Meeting
9. Council Stand preparations – JH/JM