

**Minutes of the Town Council Meeting held on Tuesday 25th October 2016
in the Bruton Community Hall**

Present: Councillors: Brownlow, Crawford, Hall, Hood, Jones and Marsh
In the Chair: Councillor Hall
In attendance: The Clerk

16/116 Welcome and Apologies for Absence
Apologies were received from Councillors Anderton, Baker, Hughes and Phillips.

16/117 Declarations of Interests
There were none.

16/118 Minutes of the Meeting held on 27th September 2016
It was proposed and seconded that the minutes of the meeting held on 27th September 2016 be adopted as a true and accurate record.
Resolution Adopted 6-0-0

16/119 Co-option of New Town Councillor
It was proposed and seconded that Justin Robinson be co-opted as a councillor to fill the current vacancy and was duly elected.
Resolution Adopted 6-0-0

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

16/120 Presentation by Aidan McDonald regarding 2016 Christmas Evening
Aidan McDonald briefed Council on plans for the 2016 Christmas Evening, which will take place on Wednesday 7th December, as follows:

- Road closure of High Street from 5pm to 9pm.
- Santa will be at the Chapel for 6pm with his grotto held in the Sun Inn.
- Carols will be piped from the Church which will hold a Christmas tree festival. The crib will be as usual at Church Bridge.
- The focus for stalls will be in the High Street with birds of prey and reptiles on show at the Country Store in West End.
- Bruton Art Factory is doing the press release.
- The removal of litter is still to be agreed.

Aidan then went on to explain that in future a separate committee from the Chamber of Commerce will be set up to govern events in town such as the Christmas Evening and the Spiral of Light.

Aidan was thanked for attending and then left the meeting.

16/121 Presentation by David Weston and Gordon Fry from BCP regarding County Signage

Gordon Fry spoke to Council. David Weston was unable to attend and sent his apologies. Funding given by the Town Council for the refurbishment of the signs has not yet been completely used, although it is hoped to finish all the signs soon. It was emphasised that the intention of the Bruton Community Partnership is to support the Town Council. A template for the design of the parish signs was shown to Council with a preference expressed towards the white signs. The idea of local businesses sponsoring the signs had proved controversial as the advertising was not liked by all. The BCP would therefore like the Town Council to make a decision as to the way forward. This item will therefore be discussed in detail at the next full Council meeting in November.

Gordon was thanked for his work with the BCP and thanked for his attendance at the meeting.

16/122 Public Question Time

There were no questions this time.

16/123 Action Points from Previous Meeting

The Clerk reported on the action points from the previous meeting. A reply has been sent regarding the S106 funding from Coxs Close. A decision is still to be made as to whether to make an insurance claim for the Youth Shelter, although repairs are underway. The conclusion of audit has been posted on the website. The letter to SCC has been sent. Community Kids have been informed of the TC representative. Councillor Rubbo has volunteered to help on Friday mornings in the TIC. All other items are on the agenda.

16/124 Reports from County and District Councillor

County and District Councillor Anna Groskop reported. Congratulations were given to Trevor Coldman for his recent Chairman's Award for work in the community, recently presented at a ceremony at Taunton Rugby Club. A round of applause was given by the Town Council. Thanks were also given to Councillor Brownlow for his support in helping to deliver Highways projects in the town. Other items reported included:

- Charlie Field from SCC had been contacted about the lease of the County Field and he thought the offer made to the Town Council was generous. Further instruction as to how to proceed is required from the Town Council.
- Speech Day at Sexeys School had been attended.
- A meeting had taken place with Kings School and others concerning traffic calming outside the school.
- A community support group is to be set up in Bruton.
- There is no bus to Frome at the moment.
- Requests for business premises in the town have been received.
- Business rates have been increased and help for businesses is available from James Divall.

16/125 Reports from Committees

a) Planning Committee Meeting 5th October 2016

Councillor Hall reported. It was explained that the Landhouse application had been streamlined although the number of houses remains the same. The cycle track to town will not be created, instead a second road crossing near Uphills is proposed. It is hoped that the development will commence early 2017. A viability study will be requested. It was proposed and seconded that Council adopt the recommendations of the Planning Committee.

Resolution Adopted 7-0-0

i) Parking Strategy

Councillor Marsh queried whether the guidelines used in a previous planning application complied with the parking strategy adopted by the Town Council in January 2012. After discussion it was agreed that the best way forward was to review the Terms of Reference of the Planning Committee at a future planning meeting.

b) Services and Amenities Committee Meeting 11th October 2016

In the absence of Councillor Hughes, Councillor Hall reported on a meeting of the Services and Amenities Committee held on 11th October, the minutes of which had previously been distributed. It was proposed and seconded that Council adopt the recommendations of the Services and Amenities Committee.

Resolution Adopted 7-0-0

Councillor Marsh also requested that an allocation of £8,000 for the MUGA be considered by the F&GP Committee when setting the precept.

Councillor Brownlow spoke of using the Parish Ranger scheme and will speak to Councillor Hughes about this matter.

i) Churchyard

It was reported that volunteers had recently done a very good job in clearing overgrown vegetation in the Churchyard. However this had left a lot of debris which needed to be cleared. A quotation for removal had been received for £500 plus VAT plus hire of skip. To help bring the costs down, the contractor suggested using the help of volunteers. It was proposed and seconded that Councillor Hall try to reduce the costs of removal from the above quote as much as possible and then arrange for the debris to be removed.

Resolution Adopted 7-0-0

ii) Cemetery

It was reported that a memorial bench in the cemetery had recently been accidentally damaged by the contractor cutting the perimeter fence. The contractor had offered to compensate. The Clerk was instructed to arrange for the bench to be repaired.

iii) Update of Sale of Easfield Play Area

The Clerk reported that the estate agent and solicitor had been instructed to sell the land and it will be sold at auction in Frome on Tuesday 29th November 2016.

It was also reported that an offer of £100 had been made to buy the multi play unit. This figure to include removal of the apparatus. It was proposed and seconded that Council accept this offer.

Resolution Adopted 7-0-0

iv) Telephone Box

Concern was expressed that nothing had happened to this project recently. Councillor Robinson expressed his interest in taking this project forward and will liaise with interested parties.

v) Additional Town Council Notice Boards

The current notice board is very central in town and it was considered that additional notice boards should perhaps be placed in other areas of the parish, particularly the outlying villages. The Clerk was instructed to investigate costs and Councillor Hood will analysis results from the Town Plan. Once this information is available, this item will be discussed again.

c) Finance and General Purposes Committee

i) Electricity Supply

The Clerk reported that the long running dispute with British Gas has now been resolved and the final bill of £81.72 has now been paid.

ii) Employment of Cleaner for Public Toilet

The current contractor has now left and a new cleaner is therefore required. A person has been recommended and the clerk will meet to agree terms.

d) Transport Committee Meeting 18th October 2016

Councillor Brownlow reported on the minutes of the Transport Committee meeting held on 18th October, a copy of which forms a part of these minutes. Councillor Brownlow thanked County and District Councillor Groskop for her help with the 20mph scheme. It was also reported that the filleting works have been completed in St. Catherines Hill. Loose grit from recent road surfacing works in Coombe Street is causing a problem with drains and this has been reported to John Nicholson.

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

Resolution Adopted 7-0-0

e) Communications Committee Meeting 4th October 2016

Councillor Hall reported in the absence of Councillor Anderton. It is hoped to recruit volunteers to run the website and and this will be advertised on Facebook. It was proposed and seconded that the recommendations of the Communications Committee be adopted.

Resolution Adopted 7-0-0

16/126

Step Into Bruton Publication

It was reported that 2,000 copies remain from 20,000 printed 2 years ago and it is therefore estimated that the leaflets will run out before the end of next summer. The Chamber of Commerce has been alerted, but as well as a re-print, the leaflet needs to be updated. Councillor Hall will ask Lucy and Robert Carter whether the design can be transferred to a new edition. A town group will need to take responsibility and the Bruton Community Partnership was suggested. County and District Councillor Groskop stated that a grant request should be made to Area East.

16/127

Town Plan

Councillor Hood reported that so far 142 on-line responses have been received together with approximately 100 paper replies. It is hoped that there will be at least a 10% return. A session has been booked at the Eastfield Community Hall in order to give advice to anyone who needs help completing the survey. The prize draw will need to be organised and Councillor Hall is happy to do this. The next stage will be to analyse the results and this is to be done with the help of Councillor Jones and a former mathematics teacher. It is also hoped to involve pupils from Sexeys School and Bruton School for Girls. The intention is to benchmark each year and a typist is sought to help with the data entry. Congratulations were given to Councillor Hood for his excellent work on the survey which is a very good document.

i) Delegating Powers

It was stated that, as the Town Plan is run by a Steering Group, it had been incorrect for Council to delegate powers for spending money. The correct procedure is for any requests for money to be made through the Clerk who has the authority to delegate. The prize draw offered for completion of the Town Plan is authorised under Section 137.

- 16/128 Bruton Community Partnership**
It was reported that a fund raising event will be held on 9th March 2017 with the intention to raise money for the MUGA at Jubilee Park.
- 16/129 Chamber of Commerce Reports**
There was nothing to report this time and Councillor Marsh stated this did not need to be a standing agenda item. The next meeting of the Chamber of Commerce will be on 21st November 2016.
- 16/130 Town Work Plan – review and exceptions reports**
The Chairman presented the work plan. The £1,000 set aside for Cole Road Traffic Calming is still awaiting an invoice from SSDC. No response has yet been received from SSDC regarding asset transfer of the Dovecote Building and car parks. Funds raised for the Man on the Bench sculpture will be held by the BCP. Work on the Cuckoo Hill play area is due to start in February or March 2017. Documents for the JPDP are still awaited from James Divall. Councillor Phillips is meeting with Rob Parr regarding the MUGA and is hopeful for designs to be produced by the end of November 2016. It is hoped that this project will be ready to start by this time next year. A Town Council response to the offer of a lease for the County Field needs to be agreed and this item will be on the next full Council agenda.
- 16/131 Reports:**
Town Councillors – Councillor Crawford reported that she had attended a meeting about the sale of the Rectory. Once sold it is hoped that the Church Office will still be available, but located elsewhere. It is hoped that the garden of the Rectory will still be available for the summer fete.
Councillor Marsh reported that the Community Hall is owned by the Diocese and the current lease ends in August 2024. What happens to the Hall after this time will have an impact on the JPDP. Councillor Marsh reported on a recent workshop attended with Councillor Jones and organised by the Community Council for Somerset.
Councillor Brownlow reported that he had recently spoken to Judy Morrison who had informed him that the company used by Castle Cary TC for youth provision no longer offers this service.
Councillor Jones reported that the letter in response to the Capping Consultation is now ready to be signed and sent.
Councillor Hood had received many complaints about the double yellow lines in Higher Backway.
Councillor Robinson reminded Councillors of the forth-coming Finance Workshop that is taking place in the Community Office on Tuesday 1st November at 7.30pm.
Chairman – Councillor Hall reported that he had had an enjoyable evening at the Mayors Award Ceremony recently with Trevor and Angela Coldman.
- 16/132 Items for next agenda**
Design/sponsorship for County Signs. Lease of County Field. Councillors are asked to forward items for the next agenda to the Clerk by Monday 21st November 2016.

16/133 Accounts for Payment

1	Community Council	Course fees x 3	£45.00
2	J. Vanden-Heede	Cleaning of public toilets	£240.00
3	British Gas	Final electricity bill – 2/6-22/9/15	£81.72
4	K F McCarthy	Salary – October 2016	£1194.55
5	HMRC	Tax/NI – October 2016	£257.34
6	Bruton Community Hall	Hire of hall for meetings	£75.00
7	Vodafone	Phone bill to 30/9/16	£23.08
8	Three Counties Tree Services	Grounds maint. - 09-19/09/16	£874.20
9	Three Counties Tree Services	Grounds maint. - 23/09-2/10/16	£1069.20
10	Three Counties Tree Services	Grounds maint. – 07-14/10/16	£874.20
11	Glasdon UK Ltd	Litter bin for High Street	£349.56
12	Louise Adams	Refund allotment fee	£10.00
13	Wincanton Print	Town Plan flyers x 2000	£140.00
14	Wincanton Print	Town Plan newsletter x 1500	£555.00
15	Wincanton Print	Envelopes – 1200	£258.00
16	Mogers Drewett LLP	Solicitors costs re sale of Eastfield	£500.00
17	Lyreco UK Ltd	Printer cartridges	£386.10
18	Lyreco UK Ltd	2017 diaries and products for loo	£34.38
19	Steve Hall	Mileage to attend Mayors Awards in Taunton and Solicitors in Wells	£46.80

Resolution Adopted 7-0-0**16/134 Correspondence**

1. Valuation Office Agency Review of Rateable Value

16/135 Confidential Business – Motion to exclude the public

It was proposed and seconded that in view of the confidential nature of the business about to be transacted the public and press be excluded.

Resolution Adopted 7-0-0**16/136 Business Contribution to Town Plan**

It was reported that certain businesses had expressed a wish to be involved with the Town Plan and Councillors will meet with the businesses involved to discuss.

16/137 Availability of Community Space

A small group of Councillors will be formed to discuss further.

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. Review Terms of Reference – Planning Committee
2. Speak to Councillor Hughes re Parish Ranger Scheme - MB
3. Renegotiate removal costs of debris in Churchyard – SH
4. Arrange repair of bench - Clerk
5. Accept offer to buy play equipment – Clerk
6. Investigate notice boards – Clerk/JH
7. Meet with potential cleaner – Clerk
8. Request for website volunteers on Facebook – SA
9. Ask Robert and Lucy Carter about design rights – SH
10. Capping Consultation letter to be sent - EJ