



Castle Cary Town Council

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CASTLE CARY TOWN COUNCIL ANNUAL MEETING

7:00pm on Monday 15th May 2017 at the Market House, Castle Cary:

Present: T Philpott (Chair for the meeting) Cllrs Martin Atkins, Justin Birch, Bob Gilbey, Barry Moorhouse, Judi Morison, Pek Peppin, Sally Snook, Nick Weeks Barbara Williams.

Officer in attendance: Sue Hake (Town Clerk)

| 2017 | <u>DRAFT MINUTES</u> |
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| TC53 | <p>53.1 Nomination and Election of Chair of the Town Council for the 2017/18 Municipal Year.</p> <p>BM and PP were nominated to become Chair of the Town Council The votes cast in favour of BM who accepted to take on the role of Chair</p> <p>Declaration of Acceptance of Office to be signed The declaration of acceptance of office was signed by BM and SH</p> <p>Resolved: Standing Orders were agreed to be suspended to permit TP to chair the meeting.</p> <p>Resolved: For Cllr Penny Steiner to take a six month Sabatical but remain on the council and continue to be part of the Fairfield group.</p> <p>53.2 Nomination and Election of Vice-Chair, Committee, Working Group and Sub Group Chairs</p> <p>It was agreed that the election of Vice Chair would be dealt with at the June meeting</p> <p>Resolved: Barry Moorhouse elected Chair of Finance and Management.</p> <p>Resolved: Bob Gilbey elected Chair of Properties/Infrastructure.</p> <p>Resolved: Pek Peppinn elected Chair of Planning</p> <p>Resolved: Judi Morison elected Chair of Marketing, Communications & HR.</p> <p>Resolved: Judi Morison elected Chair of Market Steering group</p> <p>Resolved: Pek Peppin Chair of the Neighbourhood plan group</p> <p>Resolved: Penny Steiner elected Chair of the Fairfield Group.</p> <p>Resolved: Terry Philpott elected Chair of the Market House Asset</p> |

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| | <p>transfer group.</p> <p>53.3 Committee membership</p> <p>Representatives for external groups</p> <p>Friends of the Chapel BW,BG</p> <p>Pavilion and Recreation MA,JB,NW,BG,TP</p> <p>Catherines Close Toilet Club to be removed</p> <p>Pither Project and New Pavilion – under Pavilion and Recreation remit</p> <p>Fairfield-PS,JB,BG</p> <p>Footpath Officer-NW,JM to ask Martin Dycer, rambles at Parish meeting</p> <p>Big Christmas- JM</p> <p>Publicity and Promotion to be removed</p> <p>Newsletter to be removed</p> <p>Market House Asset Group TP, NW, PP BM</p> <p>Wedding group to be removed</p> <p>Tourism Group-to be removed</p> <p>Air Training Core to be removed</p> <p>MTIG, NW & JM</p> <p>Somerset Market Towns Forum to be removed</p> <p>Crown Petfoods BM if required if not to be removed</p> <p>Caryford Hall – MA</p> <p>Ansford School Council-JM</p> <p>Museum-PP</p> <p>Allotments-under remit of Properties</p> <p>Youth Forum-JM,NW,JB</p> <p>Area East Forum-BM</p> <p>Primary School Governor-JB to enquire</p> <p>Castle Cary United Charities BM</p> <p>Viridor-Dave Boyer</p> <p>Dimmer Liaison-SS</p> <p>Parish and Environmental Tree Officer NW,JB to shadow</p> |
| TC54 | <p>Apologies for absence and approval for reason</p> <p>Penny Steiner</p> <p>Recommendation: to remove the word Approval for reason at future meetings</p> <p>Resolved: Agreed</p> |
| TC55 | <p>To approve the minutes of the Town Council Meeting held on Tuesday 18th April 2017 to be signed by the Chair</p> <p>Resolved: to approve subject to typo corrections TC47</p> |
| TC56 | <p>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></p> <p>No declarations</p> |
| TC57 | <p>To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)</p> <p>Resolved: Carparking enforcement</p> <p>Resolved: CCTV</p> |
| TC58 | <p>Community Safety and Security / Fire Officer</p> |

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| | Report to be received and distributed-circulated on receipt of PCSO apologies |
| TC59 | <p>To receive any reports/items of information from Councillors (not listed separately on the agenda)</p> <p>59.1 Mike Lewis, County Councillor Congratulation to BM on election of Chair and thank you to PS for her time as Chair</p> <p>Congratulations were expressed to ML on being re elected County Councillor</p> <p>59.2 Nick Weeks, District Councillor Draft decision on Foxes run online and proposed to be refused NW to request Malcolm Beaton to reopen footpath at the Two Swans site.</p> <p>59.3 Nick Weeks/Lisa Thomas Briefing on river Cary tests (report circ by email) LT gave apologies but hoping to attend the next meeting</p> <p>59.4 Henry Hobhouse, District Councillor HH did not attend</p> |
| TC60 | <p>Chairs Report Final Parish Meeting arrangements</p> <ul style="list-style-type: none"> • JM to deliver Chairs report in the absence of PS. • BM to make sure microphone is available • PS has forwarded Fairfield report • BM to cover Finance report <p>TP circulated new council meeting schedule BM agreed Finance Committee to meet bi-monthly but may need December meeting.</p> <p>Action: TP to forward final schedule to SS TP reported speaking to Sarah Martin from Primary School in reference to recent enquiry about footpath. Action: TP and NW to liaise with Sarah Martin</p> |
| TC61 | <p>Clerk's Report</p> <p>61.1 Market House Clock refurbishment request SH reported request for maintenance work on clock and increase to access hatch Action: BG, SH to follow up at Properties meeting</p> <p>61.2 CCS Community membership information circulated</p> <p>61.3 Notification of internal audit Friday 19th May</p> <p>Playing Pitch consultation email to be circulated</p> <ul style="list-style-type: none"> • NW requested people to submit a response to SS Leisure • NW suggested we put support this in our area and commit to putting some money aside from the 106 and CIL monies • Action: NW to bring a proposal to the next Full Council meeting |
| TC62 | <p>Code of Conduct Resolved: To adopt the Code of Conduct(circulated)</p> |

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| TC63 | <p>Standing Orders Resolved: To adopt the Standing Orders (circulated)</p> |
| TC64 | <p>Terms of Reference Resolved:All Committees to review and confirm or update by 31st July for approval at August Full Council</p> |
| TC65 | <p>Project reports/CCTC Objectives 2017-18 To review and approve the project plans with the appointment of a councillor to lead each project with nominations for councillors to serve on the working group</p> <p>Resolved to support the Pavilion Project NW project lead Need to ascertain whether the Sports Clubs wish to be engaged Football Club have explained they do not wish to proceed and are looking for alternative grounds</p> <p>Resolved to support the Primary School location Project – NW/PS project lead NW has discussed this with Pam Williams and reported SCC have reported the addition of the Scout premises will not be enough and would need a further site adjacent to the current school. NW to work with PP to take project forward</p> <p>Improving the Council Image – JM to support JB to complete a project plan and present at the next Full Council.</p> <p>Resolved to support the Creating a small business centre Project – BM project lead BM to liaise with PP to consider premises. PP suggested listed property on the BMI site. JM reported All Saints are having significant financial problems and may also be suitable for additional use ML reported HH has substantial funds NW also suggested the lower section of the land behind Torbay Road MA suggested the old Consti building</p> <p>Resolved to support Setting up a Youth Council JM project lead JM and JB to progress</p> <p>Resolved to support Resolving traffic and parking issues BW project lead ML states small improvement scheme could look including the road adjacent to the Primary school</p> <p>Resolved to support Defining the future use of public toilets</p> |

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| | <p>BG project lead BG and MA to progress and look into further and report back through Properties</p> <p>Resolved to support Creating the Pitching as a footpath PP to lead PP and BW to make further enquiries</p> |
| | <p>Committees Reports, Recommendations & Progress Major Projects</p> |
| TC66 | <p>Planning Committee & Neighbourhood Plan Minutes Distributed PP reported the preference for the three eco houses Resolved: To approve latest Neighbourhood Plan (PPcirculated) to be submitted to SSDC</p> |
| TC67 | <p>Properties/Infrastructure, Pither Project & Fairfield</p> <p>67.1 Legal agreement of Fairfield ownership share with Ansford PC Recommendation: to approve the signing of the agreement Resolved : Approved</p> <p>67.2 Fairfield - Update on Project Status and Fund application Funding requests still ongoing Drainage works delayed as hoped to progress in approx. 10 days unless weather delays contractor work schedule BG stated David Braybon has recommended two trees need to be removed, awaiting quote.</p> <p>67.3 CCTV feedback BM</p> <p>67.4 Traffic concerns – correspondence approval Resolved: Letters (circulated) to be e-mailed to Mr Warren/Mr Fletcher at Highways and to residents/businesses via Cary Crier/Facebook Action: Agreed SH to send letters Action: SS to forward text to PP for Cary Crier</p> |
| TC68 | <p>Finance & Human Resources</p> <p>68.1 To receive the Budget Summary report and bank reconciliation BM explained the new system, a sample of the Budget report was circulated</p> <p>68.2 Online banking process (previously distributed) Resolved:To approve the online Banking process</p> <p>68.3 Bank Signatories Recommendation: to approve the allocation of a total of 5 additional bank signatories Resolved: Approved BM,SS,NW,JM,PS</p> <p>68.4 Recommendation to Approve May payment schedule to include addition to April list and payment for March invoice rcvd 8th May Resolved: Approved £15966.73</p> |

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| | <p>Councillor Co option:</p> <p>Action: SH to forward information to all JM to oversee the interview process with potential new councillors</p> |
| TC69 | <p>Market House Management Group, Market and Weddings PRS license purchase</p> <p>Resolved: to Approve the purchase of the PRS license up to the figure of £500.</p> |
| TC70 | <p>In Camera Session-</p> <p>70.1 To consider the cost and frequency of carparking enforcement From the costings previously circulated, it was proposed to sign off at least two visits in short space time commencing 2 June with flyers to be printed to be left on all cars parked in the carparks with a notice to be put into the noticeboard at Millbrook Resolved: Agreed to progress through Properties Committee</p> <p>70.2 CCTV: BM has met with Steve Nickerson, and reported advice received Resolved: to leave the cameras as they are, not to upgrade but look to improve security</p> <p>The meeting closed at 21.08</p> |

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 June 2017 Annual meeting of the Town Council will be held on Monday 19th June in the Market House at 7:00pm

Appendix i

| CCTC Payment List May2017 | | | | |
|---------------------------|------------|---------------------------|--|-----------------|
| AC* | Date* | Ex.Ref | Details | Gross |
| Payroll Costs | 22/04/2017 | Payroll Costs Apr17 | Payroll Costs Apr 17 | 4200.86 |
| SCC Pension | 22/04/2017 | Pension Cost Apr17 | Pension Cost Apr17 | 822.03 |
| A.Piggott | 06/05/2017 | Market Manager Apr17 | Market Manager Apr17 | 280.00 |
| Dorset Plannin | 08/03/2017 | 1602 ANCC 03f | Neighbourhood Plan -Consultant | 2001.95 |
| AURORA | 28/04/2017 | 2510 | CC & A Newsletter print | 388.00 |
| MARKSIMP | 21/04/2017 | 5 | Mark Simpson MH Roof/window clean | 85.00 |
| DESIGNSO | 26/04/2017 | 21219 | Design Somerset-call out to PP-email addre | 45.00 |
| AMC | 30/04/2017 | AMC 02100 | AMC Ground Maint Cem | |
| AMC | 30/04/2017 | AMC 02100 | AMC Ground Maint Sign ent | |
| AMC | 30/04/2017 | AMC 02100 | AMC Ground Maint MH | |
| AMC | 30/04/2017 | AMC 02100 | AMC Grount Maint Play Area | |
| AMC | 30/04/2017 | AMC 02100 | AMC Ground Maint DP Field | |
| AMC | 30/04/2017 | AMC 02105 | AMC Grass cut Fairfield & banks Apr | |
| AMC | 30/04/2017 | AMC 02106 | AMC Clean Horsepond Apr | 1429.00 |
| JENNYALD | 25/04/2017 | 596 | Newsletter Typsetting | 75.00 |
| O MORISON | 25/04/2017 | reimb TC Banner purch | TC Meeting banner-reimb O Morison | 136.60 |
| SSDC | 03/05/2017 | 0471007256X | SSDC MHse Service charge 2016-17 | 236.76 |
| DAVEMAR | 01/05/2017 | 329 | Fairfield Gate padlock and keys | |
| DAVEMAR | 01/05/2017 | 329 | Play area suregrip paint | 46.45 |
| ICO | 15/04/2017 | ICO membership | ICO Data protection ann registration | 35.00 |
| MARTINS | 30/04/2017 | Martins CC Clean mtrls | Martins of CC Cleaning mtrls | 18.59 |
| A.PIGGOTT | 15/05/2017 | Market Manager | Market Manager May17 | 280.00 |
| M. STOKES | 18/04/2017 | reimbM.Stokes Fairfield n | reimb M.Stokes mtrls-Fairfield standpipe | 136.23 |
| Payroll Costs | May | Payroll Costs May17 | Payroll Costs May17 | 4325.60 |
| SCC Pension | May | Pension Cost May17 | Pension Cost May17 | 835.75 |
| NEEDFUL | 20/04/2017 | Needfull Things | Needfull Things Cemetery paint | 136.00 |
| SLCC | 19/04/2017 | SLCC membership | SLCC membership SH | 177.00 |
| Barclays | 21/04/2017 | DD Barclays May17 | Barclays DD May17 bnk chrgs | 46.19 |
| Scottish Power | 01/05/2017 | DD Scottish Pwr May17 | Scottish Pwr DD May17 | 51.00 |
| Sage | 18/04/2017 | DD Sage May17 | Sage DD May17 | 69.84 |
| CNGas | 10/05/2017 | DD CNGas May17 | CNGas DD May 17 Mhse | 78.69 |
| SSE | 08/05/2017 | DD SSE May17 | SSE DD May17 | 30.19 |
| | | | | |
| | | | | 15966.73 |