



## Castle Cary Town Council

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### **CASTLE CARY TOWN COUNCIL MEETING** **DRAFT MINUTES**

**7:00pm on Monday 19<sup>th</sup> June 2017 at the Market House, Castle Cary:**

**Present:** Barry Moorhouse, Chair, Martin Atkins, Justin Birch, Bob Gilbey, Judi Morison, Pek Peppin, Terry Philpott, Sally Snook, Nick Weeks

**Officer Present:** Sue Hake, Town Clerk

**County Councillor:** Mike Lewis

**District Councillor:** Nick Weeks

#### **Public Session (if any member of the public wishes to speak)**

Attended by 9 members of the public

**2017**

#### **TC106 Nomination and Election of Vice Chair of the Town Council**

**Resolved:** Judi Morison was elected Vice Chair of Council

#### **TC 107 Co-Option for new councillor to Castle Cary Town Council and trustee of the Donald Pither Memorial Trust**

Debra Henderson was co-opted to Castle Cary Town Council.

**Action:** JM to contact DH to inform and request completion of documents

#### **TC108 Apologies for absence**

Penny Steiner, Barbara Williams, Debra Henderson

#### **TC109 To approve the minutes of the Annual Town Council Meeting held on Monday 15<sup>th</sup> May 2017**

**Resolved:** Agreed

#### **TC110 Declarations of personal or pecuniary interest (*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*)**

Nothing declared

#### **TC111 To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)**

No Items required

#### **TC112 Proposal of a Formal motion to revoke the decision to apply car park enforcement on the basis that the impact on third parties was not fully considered**

BM invited members of the public to speak on this item

One member of the public explained some of the housing in the Town Centre does not have any scope for parking other than using the car parks  
A second member of the public expressed concern that parking on the road in Catherines Close is becoming ludicrous and now blocking access to the residents and emergency vehicle  
A third member of the public informed councillors 9 residents living in Whites Yard also have no parking

BM proposed to revoke the decision of car parking enforcement at this time and review in 6 months, requesting all councillors give their opinion on the motion

NW suggested if this is revisited that handing the car parks back to SSDC should be considered

PP agreed this should be reconsidered and the public attending the meeting give their input to make a decision at a future time

**Resolved:** To revoke the decision of car parking enforcement at this time and review in 6 months

**Action:** SH to add car parking Terms of Reference to the next Properties and Infrastructure meeting agenda at the start of the meeting. Terms of reference to be submitted for approval at the July Full Council

**TC113 Community Safety and Security-** No reported received

**TC114 To receive any reports and items of information from Councillors (not listed separately on the agenda)**

**114.1 Mike Lewis (County Councillor)**

ML suggested a member of County Council are responsible for residents parking and could inform the Town Council on what happens in other areas and offered to ascertain the contact details to forward to the clerk

SS thanked ML for the Small improvement scheme for the 30mph on the B3153

**114.2 Nick Weeks (District Councillor)**

Amendments to the consultation Local Plan involving jobs in the rural areas  
Report from Highways at Area East as to how they manage the phasing of traffic lights at Lydford Crossroads.

NW informed Councillors Leachate is currently being tanked away from Dimmer waste centre, due to the low level of water in the river noting contamination was considered to be at battery acid level

**114.3 Henry Hobhouse (District Councillor)**

Not in attendance

**TC115 Chairs Report**  
**Enquiry for Town Council representative to liaise with Caryford Carnival Society have requested a letter of support for the Carnival**  
**Action:** letter of support to be issued

**TC116 Clerks Report**  
Grant requests circulated by e-mail

**Resolved:** £50 grant approved to be actioned towards All Saints Church Clock repair shortfall

Scout Explorer Evercreech grant request considered

**Resolved:** Action: SH to request information and confirmation of a Castle Cary resident who will be attending this event

## **Committees Reports, Recommendations & Progress on Major Projects**

### **TC117 Planning Committee & Neighbourhood Plan**

#### **117.1 Planning Minutes Distributed**

PP discussed the development progress and will be liaising with the owner of the BMI site for an update.

#### **117.2 Neighbourhood Plan update**

PP reported Graham House has replaced David Holt and is working on the final document

### **TC118 Properties, Infrastructure, Pither Project & Fairfield-updates**

BG has erected 5mph signs at the Pither field.

MA reported Steve Wilton (football club) will contact MA with a revised date for a meeting to discuss the Pavilion project. MA to invite the cricket club

Fairfield funding is ongoing

NW explained Area East has had withdrawn the funding offered, but is hoping this will be available and could be increased following a new application.

### **TC119 Marketing Communication & HR**

#### **Recommendation to agree and support the implementation of the circulated project plan for raising the profile of the Town Council**

JM reported Anna Branson will be returning 1<sup>st</sup> August and is hoping to attend the next full council meeting

JM and JB discussed the document for raising the Councils profile and putting photo id and pen profiles

**Resolved:** Agreed with one abstention

### **TC120 Finance and Management**

#### **120.1 Recommendation to approve the revised online banking process**

**Resolved:** Agreed

#### **120.2 Recommendation to approve the June Payment Schedule**

**Resolved:** Agreed the payment list £12085.85

Dave Marsh payment to be made from Petty Cash

#### **120.3 Nominate Councillor to verify and authorise payments**

JB to come into office to verify the invoices to the payment list

B Moorhouse to authorise payments when checked by J Birch

#### **120.4 To approve the earmarked funds as at 31 March 2017 and discuss and agree the proposal for future management of the funds**

**Resolved:** Agreed Earmarked funds

- Resolved:** Agreed future management of the funds
- 120.5 To agree internal auditors report and responses**  
**Resolved:** Agreed
- 120.6 To approve the annual account statement 2016-17 & restated assets**  
**Resolved:** Agreed and signed by the Chair
- 120.7 To note the Annual Accounts public viewing dates of 3 July to 11 August (inclusive of first 10 working days of July17)**
- 120.8 To Approve Section 1 of the Annual Return for 2016-17 for submission to Grant Thornton (to be signed by the Chair and Clerk to include minute reference)**  
**Resolved:** Agreed each section 1 through to 9
- 120.9 To approve Section 2 of the Annual Return for 2016-17 for submission to Grant Thornton (to be signed by the RFO and Chair to include minute reference)**  
**Resolved:** Agreed
- 120.10 To discuss and agree amendments to the delegation scheme**  
**Resolved:** Agreed
- 120.11 To approve the addition of 10b to the Standing Orders (circulated)**  
**Resolved:** Agreed with amendments
- 120.12 To agree to adopt the Financial Regulations**  
**Resolved:** Agreed
- 120.13 Proposal to agree the cost of Christmas Lights for the decoration of the Market House and the trees in the High Street at Christmas can be purchased from reserves up to the value of £1000**  
TP declared an interest on this subject  
**Resolved:** Agreed
- SS requested JM inform councillors of progress on Big Christmas plans

*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 July 2017 meeting of the Town Council will be held on Monday 17<sup>th</sup> July in the Market House at 7:00pm**

Appendix i CCTC Payment List June17					
AC*	Ref	Ex.Ref	Dept	Details	Gross Total
EDWARDFA	BP June17 Faithfull	17-18/05/01	126	PPlay Area repairstp seesaw leg	100.00
BOBGILBE	BP June17Gilbey	reimb 5mph signs-DP field	127	reimb purch 5mph signs DP field	33.58
CARYFORD	BP June17 Caryford	A17012 Caryford Hall 16May17	104	Caryford Hall TC Annual meeting 16 May17	36.75
MARKSIMP	BP June17 M.Simpson	6 Mark Simpson MHse Glass -gut	147	Marks Simpson windows Glass & Gutter clean	75.00
BARRYMOO	BP June17 B.Moorhouse	B.Moorhouse reimb network powg	147	reimb B.Moorhouse 2x network power units	24.99
VIKINGPA	BP June17 Viking	227177 Viking stationery	104	Viking stationery	28.68
DESIGNSO	BP June 17 Design Somers	21312 Design Somerset	104	Design Somerset Hosting website to 1 Jult 2018	125.00
AMC	BP June17 AMC	AMC 02123	132	Ground Maint May17	1003.00
SALC	BP June17 SALC	SALC 17/006	104	SALC NALC affiliation fees 2017-18	609.74
DIRECTTE	BP June17 Direct tec	1042587 Direct tec	104	Copy Charges Direct tec	67.36
JASONKIN	BP June17	IPAD June17	152	LAMP IPAD tutor	120.00
WPSINSUR	BP June 17 WPS	26859987	104	WPS Insurance Jun17-May18 1/3 yrs	2746.06
MICHAELS	BP June17 M.Stokes	reimb M.Stokes Plumbing-Fairfield	129	reimb M Stokes plumbing mtrl Fairfield standpipe	53.00
A.PIGGOTT	BP June 17 A.Piggott	Market Mgr A.Piggott June17	154	A.Piggott Market Mgr June17	280.00
S.Hake	BP June17 S.Hake	reimb S.Hake payroll software	104	reimb S.Hake Payroll Software	78.00
S.Hake	BP June 17 S.Hake	reimb S.Hake Cemetery hand wash	132	reimb S.Hake Cemetery hand wash	61.20
Payroll costs	Payroll Costs Jun17	Payroll Costs June17	var	Payroll costs Jun17	5140.41
SCC Pens	SCC Pension Jun17	SCC PensionJun17	var	SCC Pension Jun17	832.00
Wallgate	BP Wallgate Jun17	011152	126	Wallgate hand wash unit Catherines Close	262.80
Dave Marsh	Dave Marsh June 17	330	126	D.Marsh padlock bolts Catherines Close	7.00
SSE	DD SSE June17	DD SSE June17 Mhse	145	SSE DD Jun17 Mhse elec Feb-May17	197.71
Barclays	DD Barclays Jun17	DD Barclays Jun17	104	Barclays DD Jun17 13Apr-14May17	34.92
Scottish Power	DD Scottish Pwr Jun17	DD Scottish Pwr Jun17	128	Scottish Pwr Jun17 Pavilion	51.00
CN Gas	DD CNGas Jun17	DD CNGas Jun17 Mhse	145	CNGas DD Jun17 Mse	47.81
Sage	DD Sage Jun17	DD Sage June17	104	Sage DD Jun17	69.84
					<b>12085.85</b>