



**Castle Cary Town Council**

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**MINUTES OF CASTLE CARY TOWN COUNCIL MONTHLY MEETING**

**Monday 20<sup>th</sup> June 2016 at 7pm at the Market House, Castle Cary:**

**Present:** Liz Stokes,(Chair) Martin Atkins, Ian Davies, Bob Gilbey, Barry Moorhouse, Judi Morison, Pek Peppin, Terry Philpott, Sally Snook, Penny Steiner, Nick Weeks, Barbara Williams

**County Councillor:** Mike Lewis

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

2016	<u>Minutes</u>	<u>ACTION</u>
TC90	<b>Apologies for absence and approval for reason</b> District Councillor: Henry Hobhouse Other Commitment	
TC91	<b>To approve the minutes and amended payment schedule of the Town Council Meetings held on Monday 16<sup>th</sup> May 2016 to be signed by the Chair</b> <b>Resolved:</b> to approve the minutes on completion of amending the wording of item 86.7	
TC92	<b>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>).</b> No Declarations made at this point	
TC93	<b>Public Session (<i>if any member of the public wishes to speak</i>)</b> No Members of the public in attendance	
TC94	<b>To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)</b> Noted: Item TC105 not required to be discussed	
TC95	<b>Community Safety and Security</b> Report to be received and distributed Statistics received and circulated prior to the start of the meeting	
TC96	<b>To receive any reports/items of information from Councillors (not listed separately on the agenda)</b>  <b>TC96.1</b> Councillors were informed of damage made to the front of the Market House Camera now installed at the front of the market House Problems will be monitored for one month with the subsequent plan to remove the bench during this time  <b>TC96.2</b> ID informed the Council a local resident had brought to his attention significant amounts of Rubber debris is being dropped on the road from lorries visiting the Tyre renewals unit. <b>Action:</b> LS agreed to have a look Torbay Road and Blackworthy Road to assess	<b>BG</b>          <b>LS</b>

	<p><b>County Councillor: Mike Lewis</b></p> <p><b>TC96.4</b> ML advised Councillors he had received a request from a resident for a pedestrian crossing to be installed in the town centre.</p> <p><b>TC96.5</b> ML informed councillors he had discussed the A371 closure with Lee Ford at SCC and also asked John Nicholson to respond to a communication from the Brook House Inn.</p> <p><b>Nick Weeks, District Councillor</b></p> <p><b>TC 96.6</b> NW warned councillors if a zebra crossing was installed this would require the loss of 8 or more parking spaces.</p> <p><b>TC 96.7</b> A suggestion was made to make the town centre a 20 mph zone as an option.</p> <p><b>TC96.8</b> NW notified councillors Retail support is still available from SSDC for premises in the town centre but in answer to questions informed the Council the owner of the property has to agree. Area East will support up to 50% of the cost up to an amount of £1500</p> <p><b>TC96.9</b> TP suggested empty shop window display boards could improve the look of empty shops PS to take Prom and Comm</p> <p><b>Henry Hobhouse, District Councillor</b> Apologies received</p>	<p><b>PS</b></p>
<p>TC97</p>	<p><b>Chairs Report</b></p> <p><b>TC 97.1</b> Feedback from Annual Parish Meeting LS reported Items brought up at the meeting are being looked at</p> <p><b>TC 97.2</b> Traffic Lights &amp; Proposed 8 week Road Closure A371 and other issues raised with Highways LS reported ongoing problems with obtaining information from Highways BM suggested copying emails to include Mike Lewis ML explained Highways are being called away from general duties to deal with urgent works with Colin Fletcher only working part time who deals with signage generally. BM stated Care for Cary would support a proposal to implement a 20mph zone and will progress support for this from the group PS requested the disabled bay restrictions need to be progressed on the list of outstanding works with NW noting these should be marked in yellow as white is only advisory. Action: LS to forward emails to all councillors</p> <p>ML will follow up the traffic lights and Helen Rutter should also follow this up</p> <p><b>TC97.3</b> Complaints received</p> <ul style="list-style-type: none"> <li>• LS informed councillors of a grass complaint as it is currently growing extremely fast and actions taken to discuss, improve and monitor</li> </ul>	<p><b>BM</b></p> <p><b>LS</b></p> <p><b>ML</b></p>

	<ul style="list-style-type: none"> <li>A complaint has also been made about the Horsepond . LS informed the council Lawrence is currently on holiday and will be followed up on his return with BW offering to meet with Lawrence to discuss plant or chemical options, suggesting testing for excess nitrate. NW stated chemicals had been used previously but this is costly and fish tend to relocate to the park pond.</li> <li>LS informed the Council she has issued a letter of response to the letter of complaint received for concerns about coffee mornings on Saturdays and the Natwest van using the cobbles in the town centre believed to have been free of charge.</li> <li>Judy Hayter is looking at the covenants on the Fairfield neighbouring properties have complained about this.</li> <li>A complaint about the bus shelter had been received, but has since been cleaned.</li> </ul>	<b>BW</b>
TC98	<p><b>Clerk's Report</b></p> <p><b>TC98.1</b> SH requested notification of preferred SALC agenda/minute training for councillors <b>Action:</b> Councillors to email SH preferred date and SH to confirm with Justin at SALC</p> <p><b>TC98.2</b> Enquiry received about refreshment station to be located in Castle Cary on Sunday 24 July. Suggestions received were Undercroft and provision of Espresso fix to be given, or Millbrook Carpark or Caryford Hall <b>Action:</b> SH to respond with suggestions</p> <p><b>TC98.3</b> Enquiry received to use Millbrook carpark location for van from Deafplus. <b>Action:</b> SH to confirm agreement for use of car park</p>	<p><b>AII/SH</b></p> <p><b>SH</b></p> <p><b>SH</b></p>
	<b>Committees Reports, Recommendations &amp; Progress Major Projects</b>	
TC99	<p><b>Planning Committee &amp; Neighbourhood Plan</b></p> <p><b>TC99.1</b> Minutes Distributed</p> <p><b>TC99.2</b> PP planning officer has visited the two swans and confirmed the footings should be at an angle <b>Action:</b> NW to discuss with an enforcement officer</p> <p><b>TC99.3</b> PP has met with Yarlinton homes who have purchased Foxes run and discussed the proposed number of houses requested revised to 26 against previous application to build 27</p> <p><b>TC99.4</b> Report for Neighbourhood Plan to update councillors on potential support by consultant and future direction of plan LS reported David Holt is now rewording the sections and wished to express her thanks to him for his work to try to progress the plan, with Michael Bainbridge applying for funding</p> <p><b>TC99.5</b> BM reminded councillors planning training will be taking place at the Market House the following evening at 6.30pm</p>	<b>NW</b>

TC100	<p><b>Properties/Infrastructure, Pither Project &amp; Fairfield</b></p> <p><b>TC100.1</b> Fairfield - Update on Funding  PS notified Councillors the change of use has been granted for the field. PS also informed the Council, Viridor have declined to progress the funding application due to the high number of applications received and advised PS we did not have adequate points to be put forward for final consideration in July.  PP and BM suggested contacting Liz Middleton who has details of funding organisations  PP suggested CCS can assist with the wording for funding applications  LS stated the group have worked extremely hard and this is no reflection of their work and thanked the group for everything they have done</p> <p><b>TC100.2</b> NW notified Councillors the track is expected to be started in the next two or three weeks and the soil relocated to the Fairfield.</p>	PS
TC101	<p><b>Prom and Comm.</b></p> <p><b>TC101.1</b> Vintage Photo Exhibition update-  AB reported this is in progress with Angela Piggott</p> <p><b>TC101.2</b> Wedding Exhibition update  AB informed councillors this has been postponed due to family illness at present</p>	
TC102	<p><b>Finance &amp; Human Resources</b></p> <p><b>TC102.1 Recommendation</b> to Approve June payment Schedule  <b>Resolved:</b> to approve the payment schedule subject to SH amendment to change the payment to Design Somerset to cover website hosting only and not additional storage</p> <p><b>TC102.2 Recommendation</b> for the Finance and HR working group to revert to committee status  <b>Resolved:</b> to approve</p> <p><b>TC 102.3</b> To note Annual Accounts public viewing dates 21<sup>st</sup> June to 1<sup>st</sup> August 2016</p> <p><b>TC102.4 Recommendation</b> to note amounts restated on the Annual internal audit report 2015/16(distributed with supporting documents including list of assets)</p> <p><b>Resolved:</b> To amend agenda item 102.3 that should state  To note amounts restated on the Accounting statement for the year 2014/15 including the removal of items related to both the Pavilion aswell as the DP Field (distributed by email with supporting documents including the list of assets) in addition</p> <p><b>Resolved:</b> to approve the amounts recorded on the statement in addition to future financial documents to be presented on screen and as a hard copy at the finance meeting preceding Full Council.</p>	

	<p><b>TC102.5 Recommendation</b> to Approve Sections 1 of the Annual Return for 2015/16 for submission to Grant Thornton (to be signed by the Chair and Clerk) Mr Philpott went through each of the Accounting statements 1-9 in Section 1 of the Annual Return for the financial year ended 31 March 2016.</p> <p><b>Resolved:</b> to approve each of the statements</p> <p><b>TC102.6 Recommendation</b> to Approve Sections 2 of the Annual Return for 2015/16 for submission to Grant Thornton (to be signed by the RFO and Chair)</p> <p><b>Resolved:</b> to approve Section 2 of the Annual Return for 2015-16</p> <p><b>TC102.7 Recommendation</b> to Approve the addition of Bank signatories Ian Davies, Martin Atkins and Barbara Williams</p> <p><b>Resolved:</b> to approve the additional bank signatories</p> <p><b>TC102.8 Recommendation</b> to agree the increase of salaries in line with the national agreed pay review for 2016-17 and 2017-18</p> <p><b>Resolved:</b> to approve the national agreed pay review for 2016-17 &amp; 2017-18 with the Chair abstaining subject to making a declaration of personal interest</p> <p><b>TC102.9 Recommendation</b> to adopt the Lone Working Policy (distributed) <b>Resolved:</b> to Approve the above policy</p> <p><b>TC102.10 Recommendation</b> to approve payment up to £40 per wedding for wedding host recruitment</p> <p><b>Resolved:</b> to approve the above payment</p>	
TC103	<p><b>Market House Management Group, Market and Weddings</b></p> <p><b>Recommendation:</b> Provide a larger suitable bin in the toilet, to be emptied twice a week</p> <p><b>Resolved:</b> to agree the above purchase</p> <p><b>Recommendation:</b> to agree marquee to be used by Town Council only and not hired to the public</p> <p><b>Resolved:</b> to agree the marquee would not be hired out to the public</p> <p><b>Recommendation:</b> to approve Cost of gazebo hire to be £25 with concession to Market Traders on Market day.</p> <p><b>Resolved:</b> to agree the gazebo hire fees</p> <p>TP informed Councillors Pam Williams has suggested monthly meetings early on a Wednesday in preparation to progress the Asset Transfer</p>	

TC104	<b>MTIG</b> -No meetings held	
TC105	<b>In Camera Session-</b> Discussion regarding options for Round House toilet cover No longer required to be discussed	

**The July 2016 Monthly meeting of the Town Council will be held on Monday 18<sup>TH</sup> July the Market House at 7:00pm**

Approved as a correct record.....E Stokes 18 July 2016

Appendix I CCTC June16 Payment List				
Account	Details	Ref	Ex.Ref	Gross
CARYFORD	Caryford Hall S137 grant	104188	Caryford Hall donation	50.00
STUARTTB	Stuart Talbott-Playday 2016	104189	Playday 16 -Stuart Talbott	100.00
FELICIAN	LAMP Feliciano Lopez Chaves 6,13,20,27 June	104190	LAMP-Feliciano LopezChaves	150.00
JASONKIN	LAMP Jason King - IPAD crs's Jan 29-Jun27	104191	LAMP Jason King-IPAD crses	360.00
JASONKIN	LAMP Jason King- Extra crse June 16	104192	LAMP Jason King IPAD xtra crs	60.00
JULESHOR	LAMP Jules Horn Creative Jounalling crse mtrls	104193	LAMP Jules Horn Journaling mtr	40.00
JULESHOR	LAMP Jules Horn Creative Jounalling crse	104193	LAMP Jule Horn Journaling crse	280.00
DAVEMARS	Cemetery bin liners	104194	D.Marsh Cem-bin liners	2.99
DAVEMARS	Play Area -Coach screws	104194	D.Marsh coach screws P/area	7.99
SALC	SALC netgotiate better planning outcome LS SH	104195	1141 SALC Planning training	150.00
VIKINGPA	Office stationery	104196	232853-Viking-Stationery	54.49
CARYFORD	Carford Hall hired Annual meeting 17May16	104197	Caryford Hall hire 17 May16	42.00
LYNXCOP	Lynx copiers blk5388-1985=3403c2238-1106=1132	104198	67310-Lynx copiers	68.90
AMC	Ground Maint May 16 Cem	104199	01907 AMC GroundMainMay16 Cem	580.00
AMC	Ground Maint May16 GW entrance	104199	01907 AMC GroundMainMay16 GWen	85.00
AMC	Ground Maint May 16 MH	104199	01907 AMC Ground Maint May16MH	83.00
AMC	Ground Maint May16 Play Area	104199	01907AMCGround Maint May16 P/A	130.00
AMC	Ground Maint May16 DP field	104199	01907AMCGround MaintMay16 DPF	125.00
S&CSLATT	Cricket Nets to claim S106 monies CC paid cont	104200	7967 Cricket Nets	21691.20
BWBSL	Fairfield Water 16-12-15-8-6-16	104201	27849927 BWBSL Fairfield	14.42
BWBSL	Catherines Clsoe toilet16-12-15-8-6-16	104202	14261783 BWBSL CatherinesClse	48.95
SUSANHAK	reimb SHake Panic alarms	104203	RembSHake-Panic alarms	39.92
A.PIGGOT	Market Manager -A.Piggott Jun16	104204	Market Manager A.Piggott Jun16	280.00
WPSINSUR	WPS CCTC Insurance 2016-17	104205	WPS insurance renewal 2016-17	3296.04
TREETOPS	Flood mitigaction workGalhamptonre MikeLewis	104206	FloodMitigationWork-Galhampton	6564.00
Payroll Costs	Payroll Costs Jun16	104207-13	Payroll Costs Jun16	4214.23
DIPININI	Cleaning cover DPinions -Wedding	104214	Cleaning -Wedding-DP	16.00
DESIGNSO	Design Somerset Website hosting 2016-17	104215	21045 web hosting	125.00
FELICIAN	LAMP Feliciano Lopez Chaves	104216	3 LAMP Feliciano Lopez Chaves	300.00
BARCLAYS	Barclays DD Jun16	DD Barclays Jun16	DD Barclays Jun16	6.66
SCOTTISH	Scottish Power DD Jun16 Pavilion	DD Scottish Pwr Jun16	DD Scottish Pwr Jun16	65.00
CNG	CNGas DD Jun16 MH	DD CNGas Jun16	DD CNGas Jun16 MH	60.20
SAGE	Sage DD Jun16 FMS support	DD Sage Jun16	DD Sage Jun16	55.40
				<b>39146.39</b>

Initials