



**Castle Cary Town Council**

The Market House  
 Market Place  
 Castle Cary  
 Somerset  
 BA7 7AH  
 Tel: 01963 359631

Email: [town.clerk@castle-cary.co.uk](mailto:town.clerk@castle-cary.co.uk)

**Minutes for the meeting held 18 July 2016**

**A meeting of the Council as sole corporate trustee of the Donald Pither Memorial Ground Charity;**

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

**County Councillor:** Mike Lewis

**District Councillor:** Henry Hobhouse

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

- 1. Apologies for absence  
Pek Peppin**
- 2. To approve the minutes of the meeting held on 20<sup>th</sup> July 2015  
Approved with one spelling correction requested**
- 3. To receive the Clerk's report and financial statement for the year ended 31 March 2016.  
Resolution: Receive and approved the Clerks report and financial statement for the Donald Pither Memorial Ground Charity**

**Minutes for the Castle Cary Town Council meeting held on 18 July 2016**

2016	<u>No of Minute</u>	<u>Minutes</u>	
TC106	5	<b>Apologies for absence and approval for reason-Pek Peppin, Reason approved</b>	
TC107	5 in total	<b>To approve the minutes of the Town Council Meetings held on Monday 20<sup>th</sup> June 2016 to be signed by the Chair and amend the agenda to remove reference to amending the payment schedule Resolved: to approve the minutes and amend the agenda</b>	
TC108		<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>).-None declared</b>	
TC109	3 pp 15 tot	<b>Public Session (<i>if any member of the public wishes to speak</i>) No members of the public attended</b>	
TC110	5	<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) – No Items to be discussed in camera</b>	
TC111	5 total	<b>Community Safety and Security-Report to be received and circulated Action: LS to email to query burglary</b>	<b>LS</b>
TC112	5 each	<b>To receive any reports/items of information from Councillors (not listed separately on the agenda) Bob raised the issue of Himalayan balsam NW raised the issue and concern the weed in the pond has taken hold since being reported which has now spread and NW has opened the sluice to remove some of the algae BW will speak to Lawrence about the condition of the pond Mike Lewis, County Councillor-Nothing to report NW asked about signs being put up outside of the town because of the road closure and Suggested Grove Cross Action: LS to trace signs previously used</b>	<b>LS</b>

		<p>ML to seek frames from John Nicholson and drop them off and happy to facilitate more signs and had queried 12 week closure contractor will be working Saturdays and so is now expected to be an 8 week period and possible use of temporary traffic lights</p> <p><b>Action:</b> LS to meet highways on Wednesday morning to go through list of items being raised and will forward to councillors and meet Liam from the Western Gazette</p> <p>JM suggested promoting shop locally and free parking</p> <p><b>Action:</b> PS to liaises with Anna Branson</p> <p><b>Nick Weeks, District Councillor</b></p> <p>District Exec 5 year housing supply does not look as though there will be one for the foreseeable future going into 2018</p> <p>NW has spoken to David Warburton about this issue.</p> <p><b>Henry Hobhouse, District Councillor</b></p> <p>Spector in Martock has ruled in favour of the local community plan and has stipulated no further planning would be permitted in Martock</p> <p><b>Youth Matters report (JM)</b></p> <p>Youth Matters has been relaunched and is hoped to stay in the Swainson Building which will not be sufficient if the youth club numbers increase.</p> <p>Hoping to arrange a meeting with the aim for the Scouts, JM requested NW and TP to attend in September</p>	<p><b>LS</b></p> <p><b>PS/AB</b></p>
TC113	15	<p><b>Chairs Report</b></p> <p>Road Closures</p> <p>LS reported 5 further road disruptions in the area and will be discussing further</p> <p>Signage for the Disabled bays in the town and appropriate signage</p> <p>Road Markings at junction with Woodcock Street and centre lines on the A371</p> <p>New Parking bays by the Co-Op</p> <p>Congestion outside the old Nat West possibly cause by parked cars</p> <p>TP asked if the congestion is from legally parked vehicles and is concerned if there is a suggestion to remove any parking.</p> <p>BW suggested relocating two spaces from outside of Highfield House to allow exit from Ansford Road</p> <p>The Speed some vehicles travel through the centre of Cary. Also the Speed on the A371</p> <p>Action: LS will raise the issue of implementing a 20mph speed limit</p> <p>Parking on the Pitchings – This has been resolved</p> <p>Torbay Road and the debris from Tyre Renewals</p> <p>A letter has been issued but as yet no response has been received.</p> <p>Story telling in the Library during the school holidays Friday 11 to 11.30 am</p> <p>Disposal of the old photocopier-This is currently for sale on ebay</p>	<p><b>LS</b></p>
TC114	5	<p><b>Clerk's Report</b></p> <p>Nothing to report</p>	
		<p><b>Committees Reports, Recommendations &amp; Progress Major Projects</b></p>	
TC115		<p><b>Planning Committee &amp; Neighbourhood Plan</b></p> <p>115.1 Minutes Distributed</p> <p>BM enquired if there are further applications would they not be permitted</p>	

		<p>NW reported the Two Swans – the building form the Map does not fit The footpath will be the designated width for wheelchairs and pushchairs and awaiting search to find out if any of the properties have been sold and it is hoped the footpath will be opened ASAP. It is only the foundation along the front of the building that is not correct. ML informed Councillors Ordnance survey maps should not be considered to be accurate and only indicative</p> <p>115.2 Report for Neighbourhood Plan to update councillors on potential support by consultant and future direction of plan LS- Nothing further to report as the rewriting is ongoing.</p>	
TC116		<p><b>Properties/Infrastructure, Pither Project &amp; Fairfield</b> TP raised that a member of the public has raised concern about the safety of the bench on the Cobbles. <b>Action:</b> Clerk to request the bench relocated from the Undercroft at the Market House to replace the vandalised bench on the Cobbles <b>Action:</b> BG to try to repair of the bench so that it may be reinstated in the porch area JM raised concerns about the issue of removing the bench from the Porch LS suggested the involvement of a councillor to liaise with the young people about the issue of the amount of litter being left in the porch <b>Action:</b> MA BW and JM to liaise with the youngsters</p> <p>TP enquired if there has been any feedback about the Pavilion from the Clubs and received confirmation there has been none.</p>	<p><b>Clerk</b></p> <p><b>BG</b></p> <p><b>MA/BW /JM</b></p>
TC117		<p><b>Prom and Comm.</b> No items discussed</p>	
TC118	15	<p><b>Finance &amp; Human Resources</b></p> <p>118.1 IT replacement proposal (BM) <b>BM suggested the two PCs used by the Clerk And Deputy Clerk and a storage device, different version of software Microsoft office 365 at £10 per month per user amounting to 484 and allows 1tb storage</b> With recommendation to Full Council to release funds from reserves <b>Recommendation:</b> to approve up to £2500 for the first year IT upgrade and to note further future additional Annual costs of £484 <b>Approved-</b> unanimously</p> <p>118.2 <b>Appointment of Internal auditor for 2016/17 (three year contract) (TP)</b> Quotes requested from Charltons Accountancy Darkin Miller South West Audit Partnership Quotes have been received from Darkin Miller for £250 per day and SW Audit Partnership at £300 per day. <b>Recommendation:</b> to approve Darkin Miller as auditor for a period of one year at £250per day with a proposed two audit days <b>Approved-</b>unanimously <b>Action:</b> Clerk to inform auditors</p>	<p><b>BM</b></p> <p><b>Clerk</b></p>

	<p><b>118.3 Auto-Enrolment-Pensions</b>  <b>Recommendation:</b> to approve the roles of the town councils cleaners and the maintenance caretaker to be permitted to join the LGPS (local government pension scheme)</p> <p><b>Approved-</b> unanimously  <b>Action:</b> Clerk to progress</p> <p><b>118.4 Recommendation</b> to Approve July payment Schedule  <b>Resolution:</b> Approved</p> <p><b>118.5</b> Circulation of first quarter financial summary of budget spreadsheet  TP thanked the Clerk for the hard work involved to complete the report and went on to explain the Spreadsheet</p> <p>TP-Justin will be coming to complete the agenda training on Wednesday  <b>Action:</b> TP to reconvene for a Wednesday in September  <b>Action:</b> LS to contact local councils to enquire if they would like to attend when the date has been agreed.</p>	<p><b>Clerk</b></p> <p><b>TP</b>  <b>LS</b></p>
TC119	<p><b>Market House Management Group, Market and Weddings</b>  Lamp Report &amp; Ticket Selling Policy (JM)  JM reported Lamp courses provided 1/3 of the Shambles booking with 78 different learners explaining the various courses and that most are full paying and not required to use the earmarked funds.  Lamp celebration evening held the previous week  Clerk confirmed the VAT has now been refunded as is not applicable on fees received  Ticket Selling policy is now in place for the information point for selling tickets going forward</p>	
TC120	<p><b>MTIG</b>  JM has made enquiries about possible funding and asked for feedback from Councillors  TP highlighted that figures are likely to be needed  JM has suggested Castle Cary collective pop up shop  LS thanked JM for the work completed so far.  NW suggested contacting Pam Williams to ascertain if there is a precedent about looking at works being done on owners of shops Incogneato and Hazels flowers  <b>Action:</b> PS to liaise with JM when meeting with Pam Williams and seek advice on what can be done on the properties  NW raised the MTIG will be held here and so would like the Market House</p>	<p><b>PS</b></p>
TC121	<p><b>In Camera Session- No In Camera Session</b></p>	
	<p><b>The meeting closed at 8.45pm</b></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 August 2016 Monthly meeting of the Town Council will be held on Monday 15<sup>TH</sup> August the Market House at 7:00pm**

Approved as a correct record.....E Stokes 15 August 2016

Appendix I CCTC July 16 Payment List				
Account	Details	Ref	Ex.Ref	Gross
SSDC	Market House Gf Rent to 31 MAr17	104217	04710068681	1125.00
WPSINSUR	WPS Insurance add	104218	22639057	158.07
THEVISIT	The Visitor ad -AB	104219	59727	121.39
DESIGNSO	Design Somerset -3 new councillors email accounts	104220	21012	45.00
FIRSTIMA	First Image-Market Signsx3	104221	5293	108.00
FIRSTIMA	First Image-Wedding text on reverseSignsx3	104221	5293	48.00
A.PIGGOT	Market Stall Mgr A.Piggott	104222	Market Mgr A.Piggott	280.00
SUSANHAK	reimb S.Hake carbon paper	104224	S.Hake,carbon paper	1.89
Payroll Costs	Payroll Costs Jul16	104223-29	Payroll Costs Jul16	4341.64
ANNABRAN	Shambles - Picture Wires-A.Branson	104230	ReimA.Branson -Shambles wires	105.30
CCPLAYFE	Playfest grant-£100 Jul16	104231	CC School Assn-Playfest	100.00
AMC	AMC Ground Maint Jn16	104232	AMC Ground Maint Cem	580.00
AMC	AMC Ground Maint Entrance signs	104232	AMC Ground Maint Entrance sign	85.00
AMC	AMC Ground Maint MH	104232	AMC Ground Maint MH	83.00
AMC	AMC Ground Maint Play Area	104232	AMC Ground Maint P/Area	130.00
AMC	AMC Ground Maint DP Feild	104232	AMC Ground Maint DP Field	125.00
DAVEMARS	D.Marsh MH fuses,wwm liq, antpdr,Kettle chng	104233	319 DMarsh-MH items	26.30
EMMACRAI	LAMP tutor CreativeWriting Emma Craigie	104234	LAMP -E,Craigie	250.00
MRPETERP	P.Parfitt - Grave DiggingAp-13Jul16	104235	P.Parfitt-Ap-13 Jul16	1180.00
DORSETPL	Dorset Planning Consultant -N/hood Plan Apr16 - APC split?	104236	Dorset Planning-N/Hood Plan	190.00
DORSETPL	Dorset Planning Consultant -N/hood Plan Jn16 APC APC split?	104236	Dorset Planning -N/Hood Plan	190.00
BRITISHG	Millbrook BGas Electric chrgs MAr-Jun16	104237	B.Gas Elec Millbrook	95.26
SSDC	Millbrook SSDC wter 40.01,sewerage 32.74 chrg	104238	04710068832	72.75
SSDC	Millbrook SSDC Clean-open-close contract rchgr	104238	04710068832	1658.92
SPILLERA	Market House keys	104239	Q102303	90.00
BT	BT TC Phone line rntl 1May-31Aug disp divert chrgBTRKA172	BT DD Jul16	BT DD Jul16	108.84
BARCLAYS	Barclays Bnk fees13May-12Jun	Barclays DD Jul16	Barclays DD Jul16	42.59
BT	BT TC Internet 1Jun - 31Aug16	BT DD Jul 16	BT DD Jul16	126.00
SCOTTISH	Scottish Power DD Jul16 Pavilion	Scottish Pwr DD Jul16	Scottish Pwr DD Jul16	65.00
CNG	CNGas DD Jul16 Pavilion	CNGas DD Jul16 Pavilion	CNGas DD Jul16 Pavilion	3.87
CNG	CNGas DD Jul16 MH recon Jan-Jun16	CNGas DD Jul16 MH	CNGas DD Jul16 MH	243.32
CNG	CNGas DD Jul 16 MH recon Jan-Jun16 CCL chrg	CNGas DD Jul16 MH	CNGas DD Jul16 MH	33.30
SAGE	Sage DD Jul16 FMS support	Sage DD Jul16	Sage Dd Jul16	55.40
				<b>11868.84</b>