



**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)

**CASTLE CARY TOWN COUNCIL MONTHLY MEETING 15 August 2016**

**Present:** Liz Stokes,(Chair) Ian Davies, Bob Gilbey, Pek Peppin, Terry Philpott, Sally Snook, Penny Steiner, Barbara Williams

**County Councillor:** Mike Lewis

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

2016	No of Minutes	<u>DRAFT MINUTES</u>	
TC122	5	<b>Apologies for absence and approval for reason</b> Judi Morison, Unwell, Henry Hobhouse, Unwell, Nick Weeks, Barry Moorhouse, personal reasons.	
TC123	5 in total	<b>To approve the minutes and amended payment schedule of the Town Council Meetings held on Monday 18<sup>th</sup> July 2016 to be signed by the Chair</b> <b>Resolved:</b> Approval of the Minutes for the meeting held 18 <sup>th</sup> July 2016 <b>Resolved:</b> Approval of the July Payment schedule for the meeting held 18 <sup>th</sup> July 2016	
TC124		<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	
TC125	3 pp 15 tot	<b>Public Session (<i>if any member of the public wishes to speak</i>)</b> No members of the public	
TC126	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)</b> No items to be held in Camera	
TC127	5 total	<b>Community Safety and Security</b> Report to be received and distributed PCSO is on annual leave and no report received	
TC128	5 each	<b>To receive any reports/items of information from Councillors (not listed separately on the agenda)</b>  <b>TC 128.1 Mike Lewis, County Councillor</b> Travel around the County SCC have a website to flag up problem areas to be avoided - Somerset.gov.uk website Feedback given to ML ML responded by stating the diversions are aimed at all vehicles  <b>TC 128.2 Nick Weeks, District Councillor-Apologies given</b> Developer of Two Swans is planning to put a cage over the pathway in the next two weeks so that the pathway will be reopened  <b>TC128.3 Henry Hobhouse, District Councillor Apologies received</b>	

		Ian Davies reported the kerb stones are raised by the Horsepond <b>Action</b> LS to contact Highways	<b>LS</b>
<b>TC129</b>	15	<p><b>Chairs Report</b></p> <p><b>TC129.1</b> LS gave feedback from the opening of the cricket nets saying that Steve Chaudoir thanked the council and the Clerk for their support TP enquired about the finances for this. The Clerk confirmed receiving notification the 106 monies have been transferred in August and is to check SSDC payment received in conjunction with the contribution from CCCC matches the purchase payment before completing the paperwork for the nets handover to CCCC.</p> <p><b>TC129.2</b> Feedback on meeting with Highways LS discussed the report circulated to councillors ML – small improvement scheme – Clanville – Lovington up to two schemes up to £50,000 Town or Parish puts forward a proposal to ML who puts to SCC unsure what funding will be available for 2017-18 who will know in November 2016 TP enquired if it is possible to implement a 20mph if the average is more than 25 mph receiving confirmation from ML this may be possible, <b>Action:</b> LS , ID, &amp; BW to form a working group to put to ML for SCC funding to deal with excess speed</p> <p>ML was thanked for progressing signage at Grove Cross</p> <p><b>TC129.3</b> Strategic Objectives 2015-18 and progress update as at 2016 PP queried supporting Caryford Hall as a Charity supporting cultural activities in the Town <b>Actions:</b> LS to incorporate and SS to put on the website.</p>	<b>LS, ID, BW</b>
<b>TC130</b>	5	<p><b>Clerk's Report</b></p> <p><b>130.1</b> List of Market House Key holders circulated Concern raise about issue of keys to vendors and request made to monitor the loan of keys and return of keys as South Street Kitchens not returned the Bollard key and Undercroft padlock</p> <p><b>130.2</b> Update to confirm the youth who damaged the camera at Catherines Close has been charged and has been put into Care in Bristol</p>	<b>LS, SS</b>
		<b>Committees Reports, Recommendations &amp; Progress</b> <b>Major Projects</b>	
<b>TC131</b>		<p><b>Planning Committee &amp; Neighbourhood Plan</b></p> <p><b>TC131.1</b> Minutes Distributed and summary of application given</p> <p><b>TC131.2</b> Report for Neighbourhood Plan-progress to draft status LS has contact David Warburton but has still not received a reply We have a grant of £5100 which will cover the cost of the consultant SH enquired when grant will be issued <b>Action:</b> LS to enquire when the payment will be received</p>	<b>LS</b>

TC132		<p><b>Properties/Infrastructure Committee, Pither Project &amp; Fairfield</b></p> <p><b>TC132.1</b> Fairfield – Grass cutting BG Dan will be cutting the field and the Grounds maintenance contractor has cut the perimeter</p> <p><b>TC132.2</b> Project – update PS suggestions from SSDC to apply to funding applications Also letter to be written to Viridor to enquire why we were refused the funding Letter to be written to request funding is received to enable drainage works to be progressed.</p> <p><b>TC132.3</b> Fees - See Finance proposal</p> <p><b>TC132.4</b> Maintenance –Caretaker report (circulated) SH stated updated monthly report will be circulated with the agenda for Properties and Infrastructure</p>	<p><b>PS</b></p> <p><b>PS</b></p> <p><b>SH</b></p>
TC133		<p><b>Promotion and Communication Committee</b></p> <p><b>TC133.1</b> Promotion plan AB has completed a report to be circulated after returning from annual leave</p> <p><b>TC133.2</b> Photographic exhibition – report Report not available at present but feedback is very positive</p> <p><b>TC133.3</b> Local Business Group – update PS reported this does not look as though this will progress due to time availability restrictions</p> <p><b>TC133.4</b> Council Terms of Reference PS requested all Chairs of committees review their terms of reference to respond to PS by 1<sup>st</sup> September</p> <p><b>TC133.5</b> Weddings – update SH confirmed dates of up and coming weddings in September with a further enquiry of an additional one for Sunday 11<sup>th</sup> September TP highlighted concerns about the steps and it was confirmed that these had been noted but</p> <p><b>TC133.6</b> Email Storage (SS) From the end of September emails will start to be deleted for everything older than 90 days old</p>	<p><b>Chairs</b></p>
TC134	30	<p><b>Finance &amp; Human Resources Committee</b></p> <p><b>TC134.1</b> To receive the Finance Budget Summary The Finance Budget Summary had been distributed by SH and TP explained it is possible to obtain further detailed information from Sage and is happy to carry out a training session to show how this is possible</p>	

	<p><b>TC134.2 Recommendation</b> to Approve August payment Schedule <b>Resolution:</b> Approved</p> <p><b>TC134.3 Recommendation:</b> To approve Delegation Scheme for the Council at August 16 Full Council TP proposed acceptance for the approval of the Delegation Scheme for the Council <b>Resolution:</b> Approved</p> <p><b>TC134.4 Recommendation:</b> To approve the Finance and HR Terms of Reference TP recommended accepting the approval of the separately identifiable Finance and HR Terms of reference <b>Resolution:</b> Approved unanimously</p> <p><b>TC134.5 Recommendation:</b> The project group propose that £1000 is spent on professional fees to secure the required funding. CCTC are requested to contribute 2/3 (£666) Ansford PC would contribute 1/3 (£333) of this money TP proposed the approval Castle Cary Town Council allocate £666 <b>Resolution:</b> Approved</p> <p><b>TC134.6</b> Agenda setting –Justin available 14<sup>th</sup> September 6.30pm LS informed the group Ansford PC , Pitcombe and North Cadbury will be invited to join the session</p>	
<b>TC135</b>	<p><b>Market House Management Group, Market and Weddings</b></p> <p><b>TC135.1</b> Feedback on youth liaison in ref to reinstating a bench at the entrance to the Market House JM,BW,MA JM circulated an email to request the bench is returned to the entrance doorway. LS reported the original donor of the bench has offered to purchase a replacement <b>Action:</b> to re-instate the bench for the short term as a trial</p> <p><b>TC135.2</b> Feedback from Asset Transfer meeting (TP) TP reported monthly meetings taking place and a review of the outstanding works continuing to be discussed at the next meeting taking place on Wednesday 24<sup>th</sup> at the Pavilion</p>	<b>BG</b>
<b>TC136</b>	<p><b>MTIG-Feedback</b> from meeting at the Market House LS read the feedback from Pam Williams to thank CCTC for their input at the meeting TP explained the guided walking tour to the group attending the MTIG The meeting closed at 8.25pm</p>	
<b>TC137</b>	<b>In Camera Session-</b> No Items discussed	

**The September 2016 Monthly meeting of the Town Council will be held on Monday 19<sup>TH</sup> September at the Market House at 7:00pm**

Approved as a correct record.....E Stokes 19 September 2016

Appendix I CCTC August 16 Payment list				
Account	Details	Ref	Ex.Ref	Gross
BGMURTAG	Supply & fit cooker hood and ext vent	104240	B,Murtagh-p-extractor	248.40
BGMURTAG	Supply & fit 3kw water heater + pipeworks	104240	B,Murtagh-P-Water Heater	378.00
BGMURTAG	Replace leaking fleixble hot & cold hoses to kitchen tap	104240	B,Murtagh-P-Leaks	40.80
DAVEMARS	Catherines Close paint+hasp	104241	320 D.Marsh	48.96
DAVEMARS	Play Area-Creocote,bin liners	104241	320 D.Marsh	10.48
DAVEMARS	Shambles kettlesx2 +Ucroft wash bowl	104241	320 D.Marsh	41.99
LYNXCOPI	Copier Charges	104242	67723	48.92
MARKSIMP	Window/roo//gutter cleaning	104243	2	55.00
NALC	NALC Local Council Award Scheme	104244	13666	60.00
MILBORNE	Remote access-fix Dep Clerk emails	104245	10667	30.00
JENNYALD	J.Alderson Newsletter type setting	104246	590	75.00
FURNITUR	Information Point furniture	104247	168334	376.80
AURORA	Newsletter printing	104248	1610	478.00
FIRSTIMA	Friends of Chapel-Cemetery toilet signs	104249	5304	156.00
A.PIGGOT	Market Mgr Aug16	104250	Market mgr Aug16	280.00
SUSANHAK	Cemetery&Chapel eco cleaning mtr reimb Shake	104252	Reimb S.Hake cIn mtrCemetery	16.83
MICHAELS	Reimb M.Stoke mtrls repair Ramp decking on aerial runway	104254	Reimb M.Stokes mtrls	115.12
MICHAELS	Reimb M.Stokes mtrls bottle trap Pavilion	104254	Reimb M.Stokes mtrls	8.70
MICHAELS	Reimb M.Stokes mtrls Shambles pic hanging	104254	Reimb M.Sokes mtrls	3.74
MICHAELS	Reimb M Stokes mtrls Play area gateway	104254	Reimb M.Stokes mtrl	21.49
Payroll Costs	Payroll Costs Aug16	104251-56	Payroll Costs Aug16	3551.57
HMRC Costs A	HMRC Costs Aug16	104257	HMRC Costs Aug16	811.84
SCC Pension c	SCC Pension Costs Aug16	104258	SCC Pension Costs	761.68
MALCOLMK	Newsletter Delivery Aug 16 M.King	104259	Newsletter deliv Aug16	172.00
AMC	Ground maint Cemetery	104260	AMC Ground Maint Cem Jul16	580.00
AMC	Ground maint CC Ent signs Jul16	104260	AMC Ground Maint Ent signsJul1	85.00
AMC	Ground Maint MH Jul16	104260	AMC Ground Maint MH Jul16	83.00
AMC	Ground Maint Play Area Jul16	104260	AMC Ground Maint P/Area	130.00
AMC	Ground Maint DP Field Jul16	104260	AMC Ground Maint DP Field Jul1	125.00
AMC	Ground Maint Ansford Rd bank strim Jun16	104260	AMC Ground Main Ansf Rd bank	45.00
AMC	Ground Maint Cemetery extra visits & Jul16	104260	AMC Ground Maint Cem adnJul16	280.00
GRAHAM	Reimb G.House Chapel Calor Heaters service	104261	Reimb G.HouseChap heat serv	80.00
BARCLAYS	DD Barclays chrgs Aug16	DD Barclays Aug16	DD Barclays Aug16	41.62
SOUTHERN	DD SSE Cath Clse Elec 6May-3Aug16	DD SSEAug16 Catch Clse	DD SSE Aug16 Cath Clse	57.45
CNG	DD CNGas Aug16 Pavilion Jul16	DD CNGas Aug16 Pavilion	DD CNGas Aug16 Pavilion	30.44
CNG	DD CNGas Aug16 MHse Jul16	DD CNGasAug16 MH	DD CNGas Aug16 MH	30.29
SCOTTISH	DD Scottish Power Aug16	DD Scottish Pwr Aug16	DD Scottish Pwr Aug16 Pavilion	55.00
SOUTHERN	DD SSE Aug16 Market House Elec 10MAy-3Aug16	DD SSE Aug16 MH	DD SSE Aug16 MH	276.86
SAGE	DD Sage FMS support Aug16	DD SageAug16	DD Saage Aug16	55.40
				<b>9746.38</b>