



**Castle Cary Town Council**

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**CASTLE CARY TOWN COUNCIL MINUTES**  
**For the meeting held on 17<sup>th</sup> October 2016**

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

**District Councillor:** Henry Hobhouse

**County Councillor:** Mike Lewis

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

**No members of the public attended**

16	Minutes	Action
TC154	<b>Apologies for absence and approval for reason</b> Sally Snook, Barbara Williams	
TC155	<b>Declaration of interest.</b> Members to declare any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct, and to note the grant of dispensations made by the town clerk in relation to the business of this meeting. <b>None</b>	
TC156	<b>Exclusions of the press and public:</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 excluded	
TC157	<b>Confirmation of minutes of the Town Council Meetings held on Monday 19<sup>th</sup> September 2016</b> <b>Resolution-</b> Agreed subject to amendments to Planning	
TC158	<b>Community Safety and Security</b> <b>158.1</b> Report to be received and distributed  <b>158.2</b> Fire Officer-John Wenglorz John Wenglorz provided a report on calls actioned by the station which are higher than last year John to forward details of training in reference to how to use a fire extinguisher  <b>158.3</b> Feedback from Sue Mountstevens-LS Letter circulated and suggested to log all emails being sent.	
TC159	<b>To receive any reports/items of information from Councillors</b> <b>(not listed separately on the agenda)</b>  <b>159.1 Mike Lewis, County Councillor</b> ML raised the subject of small improvement loans	

	<p><b>159.2 Nick Weeks, District Councillor</b>  NW reported SSDC are now offering printing services  NW thanked HH for his input to the public enquiry  NW informed the Council Wincanton are moving away from free car parking but this will not affect Castle Cary</p> <p><b>159.3 Henry Hobhouse, District Councillor</b>  Appeal Barrister for the appellant was extremely strong  Moat Garden group are able to raise funds to purchase the land but Town Council were asked if they would like to purchase the land  HH to provide a report by Wednesday for this to be included for consideration at Properties on the following Monday</p> <p>The Waste incinerator and transfer station will be located at Dimmer as this has been passed and Viridor has the contract Meeting being held by Somerset Waste Board Friday 21<sup>st</sup> October</p>	HH
TC160	<p><b>Chairs Report</b></p> <p><b>160.1 Safer Travel group-Report circulated-LS</b>  Recommendation: To approve the priorities and agree actions required  NW flagged up the need to incorporate the Infrastructure group ID circulated a copy of crash sites and explained the proposal is to relocate some of the parking spaces  LS plans to invite Ansford PC if one of their councillors would like to join the group  Resolution-All councillors agreed for the group to continue to progress looking at proposals for reduced speeds in the centre of the Town and safer parking</p> <p><b>160.2 Catherines Close complaint-feedback from meeting with residents</b>  Residents want a feasibility study for the use of the gate to the Play Park  LS will write to the residents to confirm the councils proposal to install a soft closing mechanism and monitor for a short period and then discuss with the residents  BG suggested installing a chicane such as a 3ft fence panel  NW explained there is an established right to use the road as this has been the case for a significant number of years</p> <p><b>160.3 Crocus bulb feedback</b>  The location is still to be decided</p> <p><b>160.4 Finger post renovation enquiry feedback</b>  NW and MA are planning to make a start at the weekend  <b>Action:</b> to flag up in the Newsletter</p>	LS

TC161	<p><b>Clerk's Report</b></p> <p><b>161.1</b> Enquiry from Stonewater Housing for Welfare facilities to be sited on Millbrook Carpark for a period of 4 weeks-possible fee to be agreed-email circulated  <b>Action</b> SH to request a charge of £120 per week plus VAT  Subject to knowing exact size of Elliot building and number of parking spaces</p> <p><b>161.2</b> Enquiry to hold a car boot sale 6 November on Millbrook Main car park – scanned request circulated  The decision to reject this request was made at the meeting  Suggest the use of Caryford Hall</p>	SH
TC162	<p><b>Committees Reports, Recommendations &amp; Progress</b></p> <p><b>Major Projects</b></p>	
TC163	<p><b>Planning Committee &amp; Neighbourhood Plan</b></p> <p><b>163.1</b> Minutes Distributed  PP explained the process of the appeal and the barristers employed by the developers for the public enquiry  The inspector had a day to walk around the site  PP did not feel SSDC defended the decision against the development</p> <p>ML explained he was not able to attend but another officer did attend</p> <p>NW explained the SSDC Planning department cannot expect any consistent responses to applications</p> <p><b>163.2</b> Neighbourhood plan  The group will be meeting David Warburton meeting on Friday.  LS explained the plan is still in draft form  Meeting SSDC on 3<sup>rd</sup> November  Grant funding for £5000 has now been received  The local plan is being reviewed and is likely to be completed in 2018/19</p>	
TC164	<p><b>Properties/Infrastructure Committee, Pither Project &amp; Fairfield</b></p> <p><b>164.1 Millbrook Toilets</b></p> <p>Recommendation: To approve reducing the Millbrook toilet facilities to have access to a single unisex toilet for a trial period of two months commencing 1 November 2016</p> <p>Resolved: To reduce the facilities at Millbrook to commence from 1<sup>st</sup> November 2016 with meter readings to be monitored.</p> <p><b>Action:</b> SH to ask MS to obtain meter readings for the two month period</p>	SH

	<p><b>164.2 Fairfield</b></p> <p>Update on funding</p> <p>PS reported she and TP met with Louise Treacher. Phase one and two were approved and discussions how to fund phase three will take place Louise would be able to start mid to late November LS notified the Council she has issued a letter in response to a resident but had not received any feedback</p> <p><b>164.3 DP Field</b></p> <p>NW informed the Council the roller has been repaired The estimate of work has increased a further in excess of Two thousand pounds. The grass area outside of the edge of the track will require to be included as additional works to the existing Grounds Maintenance contract. Councillors agreed the Contractor completing the track should not be out of pocket due to additional stone required and to put details of costs onto the invoice to be submitted to the Town Council</p>	
TC165	<p><b>Finance &amp; Human Resources Committee</b></p> <p><b>165.1</b> To receive the Finance Summary SH answered questions raised Resolved to Accept the finance summary</p> <p><b>165.2 Recommendation</b> to Approve the October payment Schedule <b>Resolved:</b> to approve the payment schedule</p> <p><b>165.3 Deputy Clerk Vacancy-Recruitment</b> MF has submitted notice to terminate her employment in January 2017 <b>Resolution</b> to appoint the deputy clerk for 16 hours per week to commence first week January 2017 Hours to be advertised as 4 hours per day over 4 days on Salary Scale LC1 scale point 18-21 To be advertised via Facebook, website, post office, SSDC, notice boards, job centre plus Resolved: to agree the recruitment</p> <p><b>Action</b> SH to circulate ads by end of 14 Oct applications to be returned by 28<sup>th</sup> October and interviews to be held wed 16<sup>th</sup> Nov TP, JM, PS, SH LS to form the interview panel</p> <p><b>Proposal</b> for delegated authority to be given to the group to appoint the deputy clerk</p> <p>Resolved unanimous approval of delegated authority to the group</p>	SH

#### **165.4 CCTC RESPONSE TO DCLG CONSULTATION ON CAPPING (required by 28th October )**

**Recommendation:** CCTC support the views expressed by NALC and adopt the statement detailed below in relation to the Government consultation on capping and the requirements for a referendum.

*This meeting welcomes and notes the successful lobbying by the National Association of Local Councils to ensure council tax referendums principles have not been extended to local parish and town councils since the introduction of these measures in the Localism Act 2011.*

*Local parish and town councils are an important part of communities and local democracy, and should be able to get on with the job of improving quality of life and well being without central government interference. It is vital local councils continue to have the freedom and flexibility to raise the resources they need to invest in local services, especially at a time when they are taking on services and assets from principal councils, often much valued services which would otherwise cease completely and which communities want to see continue.*

*This meeting is therefore extremely concerned about a consultation published by the government on 22 September which includes proposals to extend council tax referendums to some or all local councils.*

*Local councils are doing a brilliant job improving their areas; whether it's by building community resilience, increasing house building through neighbourhood planning, providing local transport solutions, supporting the local economy and businesses, organising community events and festivals, helping meet social care needs and making places dementia friendly or giving grants to help local groups and organisations – all this and more for an average cost to residents of just over a pound a week.*

*This meeting also notes that local councils account for just 1.7% of the £26 billion raised through council tax in England and have demonstrated fiscal responsibility in recent years with overall increases in precepts going down, rising this year by just 6 pence per week as a result of local councils taking on services from principal councils and funding not being passed on to them. Given their important and growing role, local councils should be celebrated and supported, not hindered by central government. This meeting is therefore resolutely opposed to proposals by the government to extend council tax referendum principles to some or all local councils.*

*Resolved – unanimous approval to forward the response*

	<p><b>165.5 EXTERNAL AUDIT REPORT:</b></p> <p><b>The external audit report has been received and in the opinion of the auditor the information on the annual return is in accordance with proper practices and no matters have come to their concern that relevant legislation and regulatory practices have not been met.</b></p>	
TC166	<p><b>Promotion and Communication Committee</b></p> <p>Report on Switch on Saturday (project plan circulated) &amp; Big Christmas Resolved to agree the project plan</p>	
TC167	<p><b>Market House Management Group, Market and Weddings</b></p> <p><b>Charges 2017/18</b> <b>Recommendation to be taken to full council:</b> Charges in the Shambles, Undercroft and Cobbles for 2017/18 to remain the same as for 2016/17 Resolved- Unanimous approval for the charges to remain the same <b>Recommendation to be taken to full council:</b> Charges for weddings in the Shambles or Undercroft to be set at £450 for a two-hour ceremony. Two-hour wedding ceremony in the Round House to be charged at £300. Additional time to be paid for by the hour in accordance with our usual charges. Request to minute that the number of Weddings are not to be capped <b>Agreed</b> AP given targets for additional stalls Costs will be covered before going into year three</p>	
	<b>Meeting closed at 8.57pm</b>	

**The November 2016 Monthly meeting of the Town Council will be held on Monday 21st November at the Market House at 7:00pm**

Approved as a correct record.....E Stokes 21 November 2016

**Castle Cary Town Council**

**Appendix i Payment Schedule October meeting**

Date	Account	Ref-chq/dd	Dept	Details	Gross	Comments
05/10/2016	SSDC	104287	166	CCBig Christmas Road closure 15-12-16	200.00	
13/09/2016	ORCHARDF	104288	104	Orchard Farm Allotment land to be rchrgd	450.00	
30/09/2016	MARKSIMP	104289	142	Shambles Gutter & roof clean	35.00	
21/09/2016	DESIGNSO	104290	153	500 MH flyers A4 double sided	98.00	
28/07/2016	DESIGNSO	104290	165	Website amended-Accommodation print list	45.00	
30/09/2016	MARTINSO	104291	128	Pavilion cln mtrs	14.91	
30/09/2016	MARTINSO	104291	132	Chapel cln mt	1.65	
30/09/2016	MARTINSO	104291	125	Catherines Cls cln mtrls	4.50	
30/09/2016	MARTINSO	104291	142	Market Hse cln mtrls	39.88	
14/10/2016	MILBORNE	104292	104	PC equip	1547.98	
20/09/2016	BRITISHG	104293	124	Millbrook BGas elec	95.80	
20/10/2016	A.PIGGOT	104295	154	Market Mgr Oct16	280.00	
01/10/2016	AMC	104296	132	Cemetery Ground Main Oct16	580.00	
01/10/2016	AMC	104296	138	Signs entrance Ground maint Oct16	85.00	
01/10/2016	AMC	104296	147	Market Hse Ground Maint Oct16	83.00	
01/10/2016	AMC	104296	126	Play Area Ground Maint Oct16	130.00	
01/10/2016	AMC	104296	127	DP Field Ground Maint Oct16	125.00	
17/10/2016	Payroll Costs	104297-303		Payroll Costs Oct16	4184.65	
17/10/2016	SCC Pensior	104305		SCC Pension Oct16	773.62	
17/10/2016	FELICIAN	104306	152	Lamp- Spanish F. LopezChaves 8x1.5 26/sep,3,10,17Oct	490.00	
30/09/2016	DIRECTTE	104307	104	Direct tec Copy chrgs 886 mon 204 col	13.70	
30/09/2016	ANNABRAN	104308	153	reimb A.Branson Facebook wedding ad	11.00	
10/10/2016	RICHARDB	104309	166	CCBC Richard Ballinger magic	180.00	
20/09/2016	BT	DD BT Oct15	104	BT DD Oct16 359631	75.79	
19/09/2016	BARCLAYS	BT Barclays DD Oct16	104	BarclaysDD Oct16 bnk chgs	45.35	
11/10/2016	SCOTTISH	DD Scottish Pwr	128	Scottish Power DD Oct16 Pavilion	55.00	
10/10/2016	CNG	DD CNGas Oct16 Pav	128	CNGas DD Oct16 Pavilion	34.06	
10/10/2016	CNG	DD CNGas Oct16 MH	145	CNGas DD Oct16 Mhe	33.89	
25/10/2016	SAGE	DD Sage Oct16	104	DD Sage Oct16 FMS Support	55.40	
10/10/2016	BT	DDBT Oct16 Bb	104	BT DD Oct16 Bb	130.80	
					9898.98	