



## Castle Cary Town Council

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### **CASTLE CARY TOWN COUNCIL MEETING**

held at 7:00pm on Monday 17<sup>th</sup> July 2017 at the Market House, Castle Cary

#### **MINUTES**

**Present:** Barry Moorhouse, Chair, Martin Atkins, Bob Gilbey, Debra Henderson, Judi Morison, Pek Peppin, Terry Philpott, Sally Snook, Nick Weeks, Barbara Williams

**2017**

**TC121 Apologies for absence**

Penny Steiner, Justin Birch

**TC122 To approve the minutes of the Town Council Meeting held on Monday 19 June 2017**

**Resolved:** Agreed

**TC123 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*)**

No items declared

**TC124 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

**TC125 Community Safety and Security**

Apologies given by PCSO Tim Russell

SH circulated crime statistics received earlier on the day of the meeting

**TC126 To receive any reports and items of information from Councillors (not listed separately on the agenda)**

**126.1 Mike Lewis (County Councillor)**

ML explained to councillors that increased free childcare hours are to be made available and has forwarded the e-mail to the clerk

SS raised concerns about the road closure on the B3153

**Action:** SH to forward to ML to look into

JM enquired why childrens services are no longer in the Swainson building

**Action:** ML to look into further

**126.2 Nick Weeks (District Councillor)**

NW enquired if the clerk had received a letter from SSDC relating to the all weather pitch, who confirmed no letter had been received

**Action:** NW to pursue

**126.3 Henry Hobhouse (District Councillor)**

HH sent apologies in advance for late arrival

HH reported SSDC are looking into purchasing 10ft or 20ft lorry containers holding batteries with a ten year guarantee that could be charged at off peak times and would

enable SSDC to dispose of the generators at the different SSDC buildings Westlands, Brympton Way and Lufton

## **TC127 Chairs Report**

### **127.1 Feedback on Yarlington Homes about Catherines Close**

BM has received confirmation from Yarlington that they own the Catherines Close Road and the Town Council have no control or jurisdiction over issues relating to the road  
Yarlington will continue to liaise with the residents about this

### **127.2 Feedback in reference to the Horsepond clearance**

BM reported receiving a call from Mr Huggins who will no longer be clearing the pond as this has become too much

### **127.3 Feedback on Volunteers tea party**

BM fed back communication needs to be improved to and from the volunteers on the information point

### **127.4 Feedback on Ansford Academy Annual Awards**

BM gave feedback from attending the award evening

### **127.5 Feedback on Circus**

BM reported feedback on the success of the Circus on the Fairfield and issues with the key were resolved  
SH confirmed Suzie McKenzie is holding a key for the padlock

## **TC128 Clerks Report**

SH reported receiving an e-mail from the Ansford Clerk in relation to the distribution of the income from the field with the suggestion any charges for maintenance contributions were reduced by the income amount such as the net Circus which would be 1/3 of £166

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

## **TC129 Planning Committee & Neighbourhood Plan**

### **129.1 Planning Minutes Distributed**

PP gave feedback from the Area East Meeting on the Dimmer application and the Alma Field

NW Area East and HH will be sitting down with the planning office about the definition of the land at Dimmer

### **129.2 Neighbourhood Plan update**

PP Reported that is hoped to submit the draft plan to SSDC for 1st stage approval shortly. PP suggested that the Planning committee attempt to influence the final design, construction materials and layout of the proposed 650 new house before a decision is made on the reserved matters of the applications.

## **TC130 Properties, Infrastructure, Pither Project & Fairfield-updates**

**130.1** NW reported back on the meeting with the Clubs and confirmed the Youth Club could make use of the Pavilion on Mondays & Thurs

NW confirmed concerns about the track on the DP field are being looked into

**130.2** NW confirmed a letter will need to be written through the Clerks to SSDC about gutting the units not in use at Millbrook toilets

**130.3** NW has liaised with Garry Green in ref to relocation of the bus stop and informed councillors the cost is believed to be around £15k to make the transformation in the car park and will take this item back to the next Properties meeting

BM noted this could not be actioned in the current year as it would need to be budgeted in the next financial year

**Action:** NW to discuss relocating the bus stop at Properties & Infrastructure meeting

**130.4** NW suggested putting chalk, aqua plankton into the Horsepond to clear the blanket weed on a trial basis. Lisa Thomas indicated that this may not work in removing the blanket weed established in the pond. She suggested doing a test on a sample of water and weed from the pond.

**130.5** BG has obtained three quotes for the proposed new play equipment

**130.6** TP advised he was obtaining information from Modulec regarding changing-room options

**130.7** TP reported the Market House Lease is with the SSDC legal team

**130.8** BM confirmed the Fairfield budget figures and stated he will write to the Chair of the Fairfield committee to confirm the path quotes are required to be taken to Full Council

NW raised concern that Fairfield is not discussed at the Properties meeting

**Actions:** BM to write to the Chair of the Fairfield group to confirm the path quotes need to be taken to Full Council and inform the Chair of the committee of NW concerns as Chair of Properties the Fairfield is not discussed at the meetings

**130.9** Lisa Thomas gave a presentation on the river Leachate survey  
BM informed Lisa of an e-mail received by the Clerk from the environment agency stating that the water was now clear and no leachate is being  
SS reported the leachate treatment centre will not be installed as the willow bed will be used in the summer and tanked away to Bristol in the winter  
Lisa reported the allotment association take their water supply downstream from the sewage discharge point into the river and the samples taken have faecal coliforms from the sewage. She has advised the allotment society to draw water upstream from the sewage discharge point.

Lisa answered questions raised by councillors

## **TC131 Marketing Communication & HR**

**131.1 Youth Council progress and project plan update**  
One meeting held with a second one next month

**131.2 Newsletter Update**  
Reminder to councillors for articles before the deadline

**131.3 Anna Branson return schedule**

AB has confirmed return dates and JM wished to thank LD for her hard work

**131.4 Induction update**

JM confirmed induction completed with DH but JB was unable to Attend

DH requested anyone attending training records key points on training

BM offered to run internal planning training

**TC132 Finance and Management**

**132.1 To note the accounting statements to 30 June 2017**

BM gave a presentation on the accounts for the period April to June 2017

**132.2 Recommendation to approve the July Payment Schedule**

TP declared an interest on this item

**Resolved:** Agreed

**132.3 Nominate Councillor to verify and authorise payments**

BM explained the process to DH as a new councillor

BM happy to complete the authorisation until mandates are completed

SS to go to the office to sign the payments

**132.4 Recommendation to approve the earmarked funds reporting process**

BM explained the new reporting process to earmarked funds and answered questions relating to this

**Resolved:** To adopt the new reporting system

**132.5 Recommendation to agree retrospective approval of the use of reserves for the payment of the drainage works on the Fairfield**

**Resolved:** 7 agreed 1 disagree and 1 abstention

**132.6 Recommendation to approve the quote received for the delivery of the Castle Cary and Ansford Newsletter**

**Resolved:** Agreed

**132.7 Recommendation to Approve option 2 of the Vintage Market Proposal to be run for a 4 month trial from September 2017**

**Resolved:** Agreed with 1 abstention

**132.8 Recommendation Full Council create a committee to progress enquiries to add a further trading day to the Chartered Market Day**

**Resolved:** Agreed with 1 abstention

**132.9 Recommendation to request Castle Cary Town Council manage the physical and financial management of the Donald Pither Memorial Ground Trust**

**Resolved:** Agreed with 1 abstention

**132.10 Recommendation for two councillors to progress a brief Disaster Recovery Plan document**

**Resolved:** to defer to the next Finance & Management Meeting

**132.11 Notification of Finance and Management meetings to be held bi-monthly. The next meeting will be held 11th September with the option to hold additional meetings as required**  
**Resolved:** Agreed for BM to progress by the next finance meeting

*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 2017 meeting of the Town Council will be held on Monday 21<sup>st</sup> August in the Market House at 7:00pm**

Appendix I CCTC Payment List July 2017					Gross	
A/C*	Date*	Ex.Ref	Depart	Details		
PWLB	23/06/2017	Field loan payment	129	Fairfield Loan Payment	3033.86	Paid 23 June
					3033.86	
DAVEMAR	01/07/2017	331	var	D Marsh, water conn MH, keys Pavilion, nitromors, cemetery	34.79	
AMC	31/06/2017	AMC02146	var	Grounds Maint June17	1003.00	
AMC	31/06/2017	AMC02146	129	Grass cutting Fairfield 13/6/17	330.00	
PARISHONL	06/07/2017	POL-2017-4Oud018	107	Parish On Line subscription-maps-Neighbourhood Plan	124.80	
ALLSAINTS	01/07/2017	ALL Saints - Clock don	115	Grant funding for All Saints Clock	50.00	
MARTINS	30/06/2017	Martins CC Clean mtrls	var	Martins of CC Cleaning mtrls,+ h towels, urinal blocks	77.65	
A.PIGGOTT	15/05/2017	Market Manager	154	Market Manager May17	280.00	
Water2Bus	21/06/2017	5315231783010	126	Catherines Close Water rates 9/12/16-19/6/17	47.57	
Water2Bus	20/06/2017	5327849927019	129	Fairfield Water Rates 12/12/16-20/6/17	15.85	
BRITISHG	20/06/2017	984201516	128	Millbrook Toilets Electric	82.93	
Mike Stokes	17/07/2017	Materials	var	reimb M Stokes materials	114.53	
S.Hake	17/07/2017	hand gel deliv	var	hand gel deliv	7.95	
Payroll costs Jul17	17/07/2017	payroll	var	payroll	4249.79	
SCC Pension Jul	17/07/2017	Pension Ju17	var	pension Jul17	774.68	
Barclays	20/06/2017	DD Barclays Jul17	104	Barclays DD Jul17 bnk chrgs to 12 Jun17	33.81	
Scottish Power	10/07/2017	DD Scottish Pwr Jul17	127	Scottish Pwr DD Jul17	51.00	
Sage	01/07/2017	DD Sage Jul17	104	Sage DD Jul17	69.84	
BT	20/06/2017	DD BT JUL17	104	BT DD Jul17 ww35235690351763	93.27	
BT	20/06/2017	DD BT JUL17	104	BT DD Jul17 ww3522 2053 359631	121.22	
BT	20/06/2017	DD BT JUL17	104	BT DD Jul17 wm 3648 5652 Broadband	141.60	
CNGAS	10/07/2017	DD CNGas Jul17	145	CNGas DD Jul17Market House Gas -30/6/17	28.55	
					7732.83	