



**MINUTES**  
**CASTLE CARY TOWN COUNCIL MEETING**

**held at 7:00pm on Monday 21st August 2017 at the Market House, Castle Cary**

**Present:** Barry Moorhouse, Chair, Justin Birch, Debra Henderson, Sally Snook, Bob Gilbey, Martin Atkins, Nick Weeks, Penny Steiner, Terry Philpott, Pek Peppin, Judi Morison

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

**County Councillor:** Mike Lewis

**Members of the public** x1

**Public Session (if any member of the public wishes to speak)**

**2017**

**TC133 Apologies for absence**  
Barbara Williams

**TC134 To approve the minutes of the Town Council Meeting held on Monday 17 July 2017**

**Resolved:** Agreed,

Items being followed up

All weather pitch letter from SSDC-SH to check this has been received

Fairfield Income will need to be paid to Ansford

Induction for Justin Birch still to be completed

**TC135 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 declarations made

**TC136 To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)**  
**TC145 In Camera Session to receive proposal concerning Clerks salary review**  
**Resolved:** agreed to discuss item TC145 in camera

The meeting was closed at this point for the member of public to speak

Fray Cronie gave a report from the youth club which will be restarting 7<sup>th</sup> Sept.

There will be a Committee meeting next week Tuesday 7pm Swainson building where the budget will to be discussed

The Youth Club have expressed an interest in using the toilet block once gutted with an external shelter

NW confirmed the Pavilion had been available for 2 months

**Action:** SH to progress with the meeting urgently with the Pavilion users

**TC137 Community Safety and Security**

NW reported a number of migrants climbed out of a lorry at Crown Petfoods

**Action:** SH Statement to be requested from the police

JM raised concern about the damage made at the church has not been flagged up for the seriousness and cost

**TC138 To receive any reports and items of information from Councillors (not listed separately on the agenda)**

**138.1 Mike Lewis (County Councillor)**

Library customer satisfaction is now closed

Customer engagement feedback is important for 9<sup>th</sup> Sept Library liaison at the Market House

A371 on Cary Hill HGV traffic issues are being looked at by Garry Warren of SCC Highways who is also looking into general traffic issues from Ansford Hill through to Clanville

ML will put forward for the Small improvement scheme either the A371 or the High Street.

ML was asked to look into the Storm drains flood problem in Church Street by NW

**138.2 Nick Weeks (District Councillor)**

NW reported communication has been requested from SSDC to explain exactly how CIL can be spent by CCTC.

**138.3 Henry Hobhouse (District Councillor)**

HH did not attend

**138.4 Update on Key Objectives/Projects**

NW Pavilion in progress

NW PP bus stop relocation-in progress

JB JM Improving image of the Council-in progress

BM JM small businesses in progress

BW car parks no feedback available

NW BG Millbrook toilet to report later

PP Pitching no progress

**TC139 Chairs Report**

**139.1 Feedback from Barclays following notification of Bank Closure**

BM gave feedback from discussions with Mark Hatcliff including the progress of an ATM

**139.2 Recommendation: working group to be formed to progress a basic disaster recovery plan**

DH to work with BM

**139.3 Recommendation: Working group to be formed to investigate options regarding extending Market day ie; Market Charter day/bylaw/licenses**

TP offered to give some input on work on byelaws

PS to work with JM

NW reported there is an option to purchase 30 day/pitches of street trading licences to be used over a 12 month period. This will be a pilot scheme in conjunction with the licensing department

**139.4 Clerk training update**

BM reported the clerk has now passed the qualification for the Certificate in Local Council Administration and Councillors congratulated the Clerk on this achievement

**139.5 Vintage Market update**

BM reported that the cancellation was not discussed or consulted with the council and confirmed the Council do not have a signed contract in place It was agreed a new business plan will need to be resubmitted to agree the process for this to progress in 2018

**139.6 Somerset Waste debit card payments**

BM notified councillors about payments to Somerset Waste

**TC140 Clerks Report**

No items to report

BM requested the Clerks ensure the minutes are uploaded to the website and that all minutes, in draft form, are issued within 10 days of meetings

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

**TC141 Planning Committee & Neighbourhood Plan**

**141.1 Planning Minutes Distributed**

PP gave feedback on the meeting held

**141.2 Neighbourhood Plan update**

PP confirmed this has been updated

**TC142 Properties, Infrastructure, Pither Project & Fairfield-updates**

NW gave feedback on the actions following the meeting held the previous week from the Draft Minutes to be distributed

**142.1 Proposal to repair damage corners to Donald Pither Field track**

To seek three quotes for materials, councillor Nick Weeks and Martin Atkins have offered to provide labour free of charge

Clerks note: there is currently no budget for this expenditure

All works greater than £1000 require three quotes

Councillor may opt to suspend Standing orders and approve this project without quotes, although this action is normally taken for emergency or specialist works

BM propose NW is allocated up to £999 net for materials to be recharged to the council with VAT to progress repairs with the money coming from a virement within the properties budgets. As the amount proposed is less than £1000 three quotes will not be required.

**Resolved:** Agreed

NW reported the Hydrated Lime appears to have made some improvement and will be repeating the process week commencing 28<sup>th</sup> August and will look at replacing plants

NW informed the council Laura Tilling had confirmed the funding raised from a coffee morning and donated for the hand rail can be used for access to the main entrance

**142.2 Recommendation: To agree and approve the Contractor to be used to install footpaths on the Fairfield, refer to separate report**

PS reported on the Path quotes discussed at the Properties  
Nigel Begg has contacted SSDC to obtain advise on the specification

**Resolved:** Action PS to go back to the to clarify quotes to ensure they comparable, and ascertain the guarantee period. Report to go back to Full Council

**TC143 Marketing Communication & HR**

**143.1 Discussion and proposal to establish the relationship between the Town Council and the new Youth Council**

JB reported issues playpark, litter and dog poo are the main concerns of the group

**Action:** JM and JB to establish some Terms and Conditions for the group to contribute to the Council

TP offered to provide finance training to new councillors and will notify the date when set

**TC144 Finance and Management**

**144.1 To note the accounting statements to 31 July 2017**

**Resolved:** Agreed

**144.2 Recommendation: to approve the August Payment Schedule**

**Resolved:** Agreed the total sum of £15727.40

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

**Resolved:** JM agreed to verify and authorise the payments

**144.4 Approve the use of a debit/credit card reader and the associated costs**

BM reported on the fees for the Barclaycard machine

**Resolved: Action** BM to complete further research and bring back to Full Council

**144.5 Recommendation: to discuss Ethical Investment of Town Council funds and agree the distribution between different banks to minimise risk**

**Resolved: Action** councillors to inform Finance meeting the names of three ethical or alternative banks

**144.6 Budgets 2018-19-**

Chairs of committees to produce a budget

Councillors to request any amounts that will be required for projects

Earmarked reserve – requests

TP suggested Finance looking at moving the council to Income and expenditure accounting

**The September 2017 meeting of the Town Council will be held on Monday 18<sup>th</sup> September in the Market House at 7:00pm**

**TC145 In Camera Session to receive proposal concerning Clerks salary review  
Please refer to separate report**

**In Camera Session**

**One councillor and All non-councillors left the meeting**

**It was proposed:-**

- a) To increase the Clerk's salary by 1 scale point backdated to 1<sup>st</sup> April 2017
- b) To increase the Clerk's salary by a further scale point on achieving the CiLCA qualification to be effective from 1<sup>st</sup> September 2017 as agreed in her contract of employment.
- c) To allow the Chair of the Council and the Chair of HR to increase the Clerk's Salary by a further scale point when the Clerk has, to their satisfaction, achieved efficiency and performance targets previously agreed with the Town Clerk. This scale point option to be withdrawn if the targets are not achieved by 1<sup>st</sup> April 2018

The proposal was discussed and passed by a majority of the councillors present (9 in favour, 1 against)

**The meeting was closed at 09:15 pm**

Appendix i CCTC Payment List August 2017						
A/C*	Date*	Ex.Ref	Depart	Details	Gross	
STUARTT	21/07/2017	Playday grant	112	Stuart Talbott- Playday grant	150.00	P
EMMACRA	18/07/2017	LAMP	152	LAMP tutor-Emma Craigie creative writing 5x£50	250.00	P
DENISEM	01/08/2017	LAMP	152	LAMP tutor-Denise Magill French 8hrx£30	240.00	
LISATHOM	01/08/2017	River Cary testing	138	Lisa Thomas River Cary testing	291.82	
DAVEMAR	01/08/2017	332	var	D Marsh, FF keys and bollards combi locks	81.72	
AMC	31/07/2017	AMC02163	var	Grounds Maint Jul17	1003.00	
A.PIGGOTT	21/07/2017	Market Manager	154	Market Manager Aug17	280.00	
SSDC	03/07/2017	Mhse rent -Mar17	145	SSDC Market House Rent to Mar17	1125.00	
SSDC	20/07/2017	Mhse plants	147	SSDC Market Hse Flower plants	363.00	
SSDC	20/07/2017	Millbrook rchgs	124	Millbrook recharges incl water refund	1744.57	
SSDC	25/07/2017	Market Hse insurance rch	145	SSDC Insurance recharge to Jun17	1245.79	
JENNYAL	07/08/2017	598 newsletter typesetting	161	Newsletter Typesetting	80.00	
BUY&SAVE	15/07/2017	Wedding table cover	153	Wedding table cover	10.00	
MARKSIMP	04/08/2017	Shambles roof/wnd clean	147	Shambles Roof and glass door clean	45.00	
NICKWEEKS	08/08/2017	reimb N.WEEKS H.Lime	138	reimb N.WEEKS Hydrated Lime-Horsepond	17.58	
RITAHOL	12/08/2017	6 bus shelter clean	138	Bus Shelter clean May,Jul,Aug	36.00	
PeterParfitt	10/08/2017	Gravedigging	132	Graves 5/5-9/6-12/7-7/8	1120.00	
Gillian Sinclair	01/08/2017	reimb G.Sinclair mtrsl	132	Friends of Chapel - reimb Chapel embroidery re BW	40.15	
Mike Stokes	01/08/2017	Materials	var	reimb M Stokes materials	33.36	
S.Hake	01/08/2017	hand gel purch reimb	var	SHakehand gel reimb	1.59	
S. Hake	08/08/2017	CILCA reg reimb	112	CILCA registration reimb	250.00	
Payroll costs Aug17	21/08/2017	payroll Aug17	var	payroll Aug 17	4722.70	
SCC Pension Aug	17/07/2017	Pension Aug17	var	pension Aug17	898.50	
Walker Fire	02/08/2017	282615	132	Chapel Fire Ext check	30.60	
Walker Fire	02/08/2017	282616	128	Pavilion Fire Ext check	31.80	
Viking	16/08/2017	443682	104	Stationery	83.82	
Aurora	15/082017	2815	161	Newsletter printing Aug17 14p	478.00	
Barclays	19/07/2017	DD Barclays Aug17	104	Barclays DD Aug17 bnk chrgs to 12Jul 17	38.20	
Scottish Power	01/08/2017	DD Scottish Pwr Aug17	127	Scottish Pwr DD Aug17	51.00	
Sage	01/08/2017	DD Sage Aug17	104	Sage DD Aug17	69.84	
SSE	07/08/2017	DD SSE Aug17	125	SSE DD Electric Aug17 Catherines Close	56.97	
SSE	07/08/2017	DD SSE Aug17	145	SSE DD Electric Aug17 Market Hse	276.86	
CNGAS	10/08/2017	DD CNGas Aug17	145	CNGas DD Aug 17Market House Gas	24.31	
CNGas	10/08/2017	DD CNGas Aug17	128	CNGas DD Aug17 Pavilion	4.67	
Groundwork UK	21/08/2017	NP Grant 02449 underspend refun		Groundwork UK Neighbourhood Plan grant 02449 underspend re	359.55	
Caryford Hall	/8/2017	August newsletter	161	Newsletter delivery	192.00	awaiting inv
					15727.40	