



## Castle Cary Town Council

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

held at 7:00pm on Monday 16<sup>th</sup> October 2017 at the Market House, Castle Cary:

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

**Officer Present:** Sue Hake Town Clerk

**County Councillor:** Mike Lewis

**District Councillors:** Henry Hobhouse, Nick Weeks

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

3 members of the public attended

Updates on the progress with the Fairfield path & minor amendments agreed with the contractor as well as Pump park funding progress given by Dave Boyer and Chris Edwards

CAYC Youth Council were represented by Chair, Casey Hobson who discussed the report previously circulated seeking approval for the works requested

Councillors agreed with requests in principal

**Action:** CH to forward or drop in details to the Clerk for distribution

#### **2017**

##### **TC158 Apologies for absence**

**Bob Gilbey, Penny Steiner, Barbara Williams**

##### **TC159 To approve the minutes of the Town Council Meeting held on Monday 18<sup>th</sup> September 2017**

It was noted the vote recorded on item 155.1 for the minutes was not accurate although it was a majority vote, it was not possible to ratify the numbers due to the absence of councillors at this evenings meeting

**Resolved:** DH voted against, 7 approved, 1 abstained.

**Action:** Vote decisions and number of councillors voting to be verified to the Clerk for minuting at the time of the meeting when vote is not unanimous

##### **TC160 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

##### **TC61 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 requested to be excluded

##### **TC162 Community Safety and Security**

NW Requested all vandalism should be reported to the police as soon as possible

DH enquired if there is an increase in vandalism whilst the fair is on to consider monitoring if the fair is detrimental to the town

PP to circulate an article about vandalism is put out on the town crier and JM to include in the newsletter

**TC163 To receive any reports and items of information from Councillors (not listed separately on the agenda)**

**163.1 Mike Lewis (County Councillor)**

ML informed Councillors that a group of county councillors from scrutiny are monitoring farm sales within the County

There is a consultation on the County Councils Education Travel Policy that ends on 15<sup>th</sup> December with about 9500 pupils being transported in the County

ML also reported two bus companies are folding

**163.2 Nick Weeks (District Councillor)**

NW informed Councillors that the Foxes run planning application is going to appeal

**Action:** NW requested the clerks send a letter of thanks to David Norris who will be leaving SSDC by the end of the year

**163.3 Henry Hobhouse (District Councillor)**

HH also discussed the appeal for the Yarlinton homes owned Foxes run

HH reported volunteer drivers cannot be used across the whole district

And the Ring a Ride (Catbus) have a major funding cut problem

**Action:** SH to obtain a copy of the SSDC letter sent to the Department for Transport from Nigel Collins and request David Warburton considers all consequences and impact to essential rural transport

M&S building lease in Yeovil has been purchased by SSDC who, with the rents received from the lease, will have achieved half of the overall income target by December

**163.4 Update on Key Objectives/Projects**

**a) Update** on progress of Projects (only where there has been progress since last meeting

BM requested the 8 projects are prioritised

**Action:** List of projects to be recirculated

**163.5 Youth Council Report and request for approval of work -Casey Hobson**

**TC164 Chairs Report**

**a) Feedback from Barclays re ATM**

BM gave an update

**b) Feedback from weekend events**

**Action:** SH to send a thankyou letter to Street Scene

**c) Market House Pigeon problem**

BM explained the problems trying to keep the area clean

**Action** NW to contact SSDC to obtain a solution to be reported back at Properties

**d) BM reported on a meeting held with the library representative**

**e) Pitcombe PC are holding a meeting to discuss options for the issue at Grove Cross**

BM suggested an island is installed

- f) BM reported attending the APC meeting on Wednesday and have invited APC to participate and make a presentation at our Annual Town meeting in May 2018
- g) BM reported that Mike Stokes has offered Brue Valley Rotary Club to assist with community projects

**TC165 Clerks Report**

Meeting date confirmation to discuss Dial a Ride funding request  
 Notification of date to be agreed  
 The clerk reported on finger post renovation guidance from SCC (circulated)

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

**TC165 Planning Committee & Neighbourhood Plan**

a) Planning Minutes Distributed  
 The minutes have been circulated

b) Neighbourhood Plan update  
 PP reported public consultation is hoped to start for the first week in March 2018  
 NW reported one application has had CIL applied to it  
 BM requested notification of any budget request for Neighbourhood Plan funding be made before 21<sup>st</sup> November 2017

**TC166 Properties, Infrastructure, Pither Project & Fairfield-updates**

- a) Fairfield Path update-  
 Dave Boyer reported to councillors
- b) Fairfield Pump Park funding update  
 Update given by Dave Boyer and Chris Edwards

NW reported meeting with Horsepond volunteers about future plans and agreement from the local Fire station to flush out the silt lying in the bottom of the pond

NW requested removing Fairfield from future allocation of 106 monies

NW reported the proposed equipment is not up to European standards and so 106 monies have been refused by Robert Parr and so NW will pursue this and feedback to the Council

BM informed NW the Maintenance element of the MH budget will be incorporated in the Properties budget for 2018/19

**TC167 Marketing Communication & HR**

- a) Market day proposal to pursue research into creating a bye-law to enable a new Sunday Market Day -circulated  
 TP reported consultation notice needs to be put on the notice board and in the Newsletter
- b) Networking event - 9th November to be held by our new Village Agent  
 Somerset Community Council have taken over the funding the care for the community which will be run by John Lapwood
- c) Big Christmas update -plea for help with marshalling

JM requested more assistance with Big Christmas as there is no father Christmas and no one available to collect the cones.

JB offered to collect cones & borrow a trailer from NW to pick up the day before & ML suggested Larry Piper from Sparkford to help transport Father Christmas  
PP offered to put out requests for help on the Town Crier

- d) Market House website  
AB and SS are taking this forward
- e) Review of charges for larger, catered events in the Market House  
JM reported the changes made to the charging policy.
- f) CCTC party and buffet date 15/12/17?  
The CCTC party and buffet will be held Sunday 17<sup>th</sup> December 6.30pm. All Councillors, volunteers & staff to be invited
- g) TP- Verbal update on Market House Asset Transfer  
TP gave a report to confirm responses to all but one of the legal queries and has received confirmation of £18675 left in the dowry pot  
The restriction on the building not being permitted to hold an auction requires further intervention and proposes a final tidying up of the lease to bring back to Full Council  
**Action:** BM requested a brief history and the business plan is given to all councillors urgently

#### **TC168 Finance and Management**

- a) To confirm credit card process  
BM explained this process is not currently included in the current standing orders and policies. It will appear on the monthly DD list with a breakdown of the individual items purchased on the credit card however the commitment will have been made in the previous month  
SH with the Chair of the committee can agree up to £500 if the amount has not been budgeted  
BM confirmed the standing orders cover the approval process  
**Resolved:** Agreed unanimously
- b) To note the accounting statements to 30 September 2017  
The accounts circulated were noted and no questions raised
- c) Recommendation: to approve the October Payment Schedule  
BM explained additional payments recorded in advance  
**Resolved:** Agreed £23696.69 with two abstentions, PP had not looked at the list, NW declared an interest as he was to receive payments from the list
- d) Nominate Councillor to verify and authorise payments  
**Resolved:** PP agreed to verify payments on Wednesday and to verify the Fairfield deposit invoice after the meeting.  
BM to go through the electronic approval process
- e) Budget information deadlines 2018-19  
BM requested Councillors forward a formal e-mail to request funding required for projects for discussion and approval by 21<sup>st</sup> November 2017 for incorporation into the 2018/19 budgeting process

**The November 2017 meeting of the Town Council will be held on Monday 20<sup>th</sup> November in the Market House at 7:00pm**

Appendix I CCTC Payments Oct 17				
A/C*	Date	Ex.Ref	Details	Gross
GJSLAND	04/10/2017	2267	Fairfield path dep GJS Landscapes Ltd Fairfield path deposit	8616.00
DAVEMAR	01/10/2017	334	Dave Marsh Pavilion door and Chapel gloss paint	100.93
CCCRICK	18/09/2017	CCCC	Grass cut CC Cricket DP field grass cutting 2017	2500.00
SAGE	22/09/2017	1009281864	Sage accounts training CCB	72.00
SAGE	29/09/2017	1009288129	Sage accounts training AB	72.00
AMC	30/09/2017	AMC02205	Ground Maintenance	1003.00
A.PIGGOTT	13/10/2017	Market Mgr	Market Mgr Oct17	280.00
SSDC	11/10/2017	4710074847	Millbrook rechrgrs Jul-Sept17	1828.46
MARKSIM	22/09/2017	8 MH Roof/window	Market House Roof window clean	35.00
SSE	29/09/2017	881715194/1	SSE Electric -Pavilion	68.68
IVC	13/10/2017	5253	AVC Wireless presenter &HDMI switch	372.00
Payroll costs Oct17	15/09/2017	payroll Oct17	payroll Oct 17	4811.11
SCC Pension Oct17	15/09/2017	Pension Oct17	pension Oct17	943.95
HMRC	15/09/2017	Paye Tax & NIC	Paye & NIC Oct17	864.93
NICKWE	01/10/2017	12	N Weeks-DP Field track resurfcae	1198.80
NICKWE	01/10/2017	13	N.Weeks-Fairfield grass topping	72.00
ROYALBR	02/10/2017	2	Royal British Legion -Poppy wreath	25.00
BARCLAYC	28/09/2017	Sep-17	lanyard badges and Pavilion boiler door	124.44
Barclays	19/09/2017	DD Barclays Octt17	Barclays DD Oct17 bnk chrgs 13 Sept 17	41.91
Scottish Power	02/10/2017	DD Scottish Pwr Oct17	Scottish Pwr DD Oct17 final bal	89.53
BT	19/09/2017	DD BT Oct17	BT Dd Oct17 351763	105.05
BT	20/09/2017	DD BT Oct17	BT DD Oct17 359631	118.11
BT	25/09/2017	DD BT Oct17	BT DD Oct17 Broadband	136.80
GBGAS	Oct 2017	DD BGAS	Bgas DD Oct 17 Millbrook	76.80
Sage	Oct 2017	DD Sage Oct17	Sage DD Oct17	69.84
CNGAS	10/10/2017	DD CNGas Oct 17	CNGas DD Oct 17Market House Gas	40.64
CNGAS	10/10/2017	DD CNGas Oct 17	CNGas DD Oct 17 Pavilion Gas	29.71
				23696.69
Barclaycard	Nov-17	card Purchase in adv	business cards AB + Christmas lights	1066.77