



Castle Cary Town Council

The Market House
Market Place
Castle Cary
Somerset
BA7 7AH

Tel: 01963 359631

Email: town.clerk@castle-cary.co.uk

CASTLE CARY TOWN COUNCIL MEETING

7:00pm on Monday 20th November 2017 at the Market House, Castle Cary:

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

Officer Present: Sue Hake, Town Clerk

County Councillor: Mike Lewis

District Councillors: Nick Weeks & Henry Hobhouse

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

Attended by 2 members of the public

2017

TC175 Apologies for absence

Barbara Williams

TC176 To approve the minutes of the Town Council Meeting held on Monday 16th October 2017 & minutes of the Town Council Extraordinary meeting held on Monday 13th November 2017

16h October minutes amendments requested TC159 DH voted against, 7 approved, 1 abstained

TC166 NW reported the proposed equipment is not up to european standard

Resolved: Agreed unanimously subject to amendments

13th November Extraordinary minutes amendment request SS requested to be removed from the minutes for attendance

Resolved Unanimous agreement by those who attended subject to the amendment requested by SS

TC177 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

TC178 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

TC179 Community Safety and Security

The PCSO forwarded the crime statistics report as he was unable to attend,

Councillors were concerned about actions the police are undertaking to deal with the increase in crime and anti-social behaviour

NW stated the police have reported to Area East

TC180 To receive any reports and items of information from Councillors (not listed separately on the agenda)

180.1 Mike Lewis (County Councillor)

ML reported he has applied for the small improvement scheme on the A371 through Castle Cary & Ansford and when asked advised the possible timescales could be in the region of two years

180.2 Nick Weeks (District Councillor)

a) NW gave apologies that a brief on CIL will not be made from SSDC at present. Council members need to be aware that there is a likelihood Area East staff will no longer be based at Wincanton although they hope to use local facilities if this were to happen

b) NW thanked the Council for hosting the CAT (Community Accessible Transport) bus meeting for five local Councils

180.3 Henry Hobhouse (District Councillor)

a) HH reported as part of the 4.2 million budget reduction transformation SSDC have now completed the last retail building acquisition for the Wickes building to reach a £1 million target HH also confirmed vacant SSDC available office space is not being rented as yet

b) NW raised concerns to HH about the loss of Area East and requested alternative rooms are identified locally

JM suggested the Balsam Centre or the Market House could be considered and DH enquired if Councillors have been given the opportunity to feed into decisions at SSDC

180.4 Update on Key Objectives/Projects

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

a) BM congratulated JM and JB the success of Youth Council and can be removed from the list

b) PP sought agreement from Councillors to continue enquiries from Garry Warren for installing a lockable bollard on the Pitching
DH suggested a meeting with Mrs Chinn before any installation is actioned
BM sought agreement from councillors and proposed PP to continue making enquiries into the installation of a lockable bollard and agreement this action was not a substantive issue

Resolved: A unanimous vote was made to support the principle of a lockable bollard and PP to make further enquiries

TC181 Chairs Report

a) The ATM is now working and should be in use for a period up to 6 months from the bank closure

b) BM reported on the meeting with the CAT bus organisation with quarter of the membership taken by Castle Cary residents and will be proposing making a Precept for an interim 3 year period if required

c) BM has circulated a draft letter planned to be sent to Heads of schools, Chairs of governors, the Reverend E Mortimer, Ansford PC and the local Police Inspector in reference to proposing a meeting to discuss ASB in Castle Cary
The council agreed JM, JB NW to attend a meeting with BM

- d) Councillors were informed the PACT meetings have been resurrected and Tim Cook has informed JM the next meeting is to be held at Ansford Academy in February 2018
- e) NW reported a drugs distribution network known as County Lines is being investigated by the Police as they believe they have been working in the area. This involves dealers identifying where youngsters gather who then stay for a fortnight in the area selling drugs before moving on.

TC182 Clerks Report

SH informed councillors of the need to prepare for the deadline of 25th May 2018 General Data Protection regulation

Action: SH was requested to ensure the agreed bin erection is completed on the DP field in the next week

Committees Reports, Recommendations & Progress on Major Projects

TC183 Planning Committee & Neighbourhood Plan

a) Planning Minutes Distributed

PP gave feedback from the meeting held

b) Neighbourhood Plan update

PP still awaiting a response to know if further work is required on the document

TC184 Properties, Infrastructure, Pither Project & Fairfield-updates

a) Update on vandalism at Pavilion

The burglar alarm has been upgraded and we are currently awaiting replacement of the glazed units in the windows

BM explained the need for the intruder alarm system and questions raised about alcohol at the premises

DH suggested the Clubs are requested to pay towards CCTV

Action: NW & TP to discuss with the Clubs

b) Update on Fairfield

PS reported the path has been completed and a lot of positive feedback had been received. The funding is now in place for the Pump park

The Project team would like the sensory garden to be created by local groups

The Maintenance tender are due in the next week

Opening event aimed for next May

Tesco funding has been awarded to the Pump Park project and the amount will be decided dependent on funding tokens allocated by the public at the Shepton Mallet store

c) NW reported significant works are required on the Market House building on the Pitching side and explained Pigeons are also currently a problem

NW proposes the works are progressed early 2018 once he has more details he will inform councillors so that we can inform the community

Works to include gutters, windows, painting, once the scaffold has been erected

BM reported there are funds in the earmarked funds that could be added to the costs

TC185 Marketing Communication & HR

- a) Feedback from MCHR meeting
JM informed councillors about the negative press in the Visitor and that AB is waiting to hear back from the Visitor
PP suggested requesting an article to correct the facts about parking availability in our town
DH raised concerns about the parking comments and has requested this is discussed by the Town Council
NW explained the issue with the town parking and the Council will need to liaise with Highways
Action: Town Centre parking to be taken to the next Properties & Infrastructure meeting
- b) Update on Youth
JM reported convening a stakeholders meeting and look at the budget and must be reported to BM before the 27th November finance meeting
- c) Update in Youth Council
Switch on Saturday help is required for assisting putting lights up and evergreen ivory after 1.30pm on Saturday 24th November in readiness for the switch on at 4pm on the 2nd December
Action: JM to provide text to be sent to PP to put on the crier
- d) Update on Big Christmas
Mike Lewis was thanked for putting forward name of Larry Piper to assist with Father Christmas
- e) TP-Verbal update on Market House Asset Transfer
TP has received no questions to the report he and NW have discussed with Pam but are awaiting response from SSDC legal
PP raised concerns as a member of the asset transfer group that she had not been included in the latest amendment to the document

TC186 Finance and Management

- a) To note the accounting statements to 31 October 2017
BM went through and explained the report and confirmed both Properties & Infrastructure & Marketing Communication & HR show and underspend at present and confirmed the new earmarked fund reports will be recirculated
Action: BM was requested to show Headings on the second page of the report
- b) Recommendation: to approve the November Payment Schedule
Resolved: Agreed for £641 73 for two October payments and £42363.35
Action SH to raise the Fairfield recharges to Ansford as soon as possible
- c) Nominate Councillor to verify and authorise payments
Resolved: DH to approve the list of payments to the invoices 9am Wednesday
Resolved: SS to authorise the payment at 2pm Thursday afternoon
- d) Budget information 2018-19
BM has received all requests for the budget and requests all chairs of committees, PP for the neighbourhood plan and PS for Fairfield

- e) Internal Audit Report responses
BM went through the summary of the report
SH informed Councillors she will query an item referring to the previous audit.
This was a recommendation agreed in June for all invoices to be initialled in addition to recording all payments due on the list. SH explained this action has not been backdated to the start of the financial year.
- f) Update on Disaster Recovery Plan
Action: PS and BM will work on the plan in the new year
- g) To consider approval for a donation to Castle Cary and Ansford Carnival Society
BM proposes CCTC give a £50 donation
Resolved 7 in favour 4 abstentions

TC187 Dimmer Liaison Update Sally Snook

- a) SS reported night and day thermal imaging trials are being looked into and she will attend the next meeting to be held in three months time. SS also informed Councillors that a Freedom of information request for information was being made by Carymoor
- b) NW requested continuing water testing on the River Cary and will request budget

Meeting closed at 8.45pm

The December 2017 meeting of the Town Council will be held on Monday 11th December in the Market House at 7:00pm

Appendix I CCTC Payments Nov 17					
A/C*	Date	Ex.Ref	Details	Gross	
MILBORNE	29/09/2017	12879	Milborne Port Computers MS Office 365 5pc	79.99	Oct-17
DARKIN	29/09/2017	314	Internal Audit fees 16-17	561.74	Oct-17
				641.73	
CARYFORD	31/10/2017	A17087	LAMP Hire of Caryford BHC room 277Sept-4 Oct	28.00	
EMMACRA	26/10/2017	121	LAMP -Creative writing classes Aut 10wks	500.00	
THEVISIT	26/10/2017	62095	Visitor MH ad	94.42	
MILBORNE	01/11/2017	13032	Milborne Port Comp-Livedrive NAD backup (annual)	72.00	
JENNYALD	13/11/2017	599	Jenny Alderson-Newsletter typesetting Oct17	80.00	
AURORA	09/11/2017	3121	Winter Newsletter printing 1650 14pp	468.00	
GJSLAND	06/11/2017	2287	GJS Landscapes Fairfield Path £34500 -£8616 dep	25884.00	
GJSLAND	06/11/2017	2289	GJS Landscapes Fairfield Path 10 ton Type 1 lab	168.00	
GJSLAND	06/11/2017	2288	GJS Landscapes Ltd Fairfield gate & fittings	450.00	
GRANTTH	31/10/2017	8749320	External Audit Fee - Annural Return 2017	720.00	
LOCALWO	31/10/2017	61680286	Local World BMV Ground Maint Contract tender ad	103.01	
LAURATIL	07/11/2017	reimb L.Tilling	reimb L.Tilling Card reader phone link for Tuesday Marketeers	17.98	
SHAKE	24/10/2017	reimb Shake	reimb Shake Newsquest -Gazette Ground maint contract tender ad	100.80	
SSE		881715194/1	SSE Electric -Pavilion	68.68	
PETTYCASH	17/11/2017	Pcash rec	stamps-67.66.stationery 14.78, bolts dave marsh 7, market stall rece	97.84	
Payroll costs Nov17	15/09/2017	payroll Nov17	payroll Nov 17	3709.44	
SCC Pension Nov17	15/09/2017	Pension Nov17	pension Nov17	932.18	
HMRC				0.00	in credit & £864.93 not paid Oct
AMC	31/10/2017	AMC02220	Ground Maintenance	1003.00	
A.PIGGOTT	17/11/2017	Market Mgr	Market Mgr Nov17	280.00	
SSDC	24/10/2017	8920047872	MH premises License B	180.00	
CHARACTE	16/11/2017	25468	Whats on Somerset Winter 2017 1/4pg adAB	336.00	
DIRECTTE	15/11/2017	1045859	Direct Tec Copy chrgs	90.00	
SCHIMMEL	06/11/2017	54	MHSE Toilet Repair carnival day	73.20	
SPFA	01/11/2017	17068 memb SPFA	SPFA annual membership	15.00	
ROMANGL	16/11/2017	25739	vandalised Pavilion Window glass replacement	255.90	to pay after installation
BARCLAYC		Nov-17	Festive lights, 1190.83 business cards 27.99 guttering cem, mac adapter Shambles 15.98, hi vis vests 128.99, AB training 30, JM CCBC postcards 31.20	1456.70	
Barclays	19/09/2017	DD Barclays Oct17	Barclays DD Nov17 bnk chrgs 13 Sept to 12 Oct 17	33.78	
SSE	6/11/2017	DD SSE Nov17 MH	DD SSE MH Nov17	30.39	
SSE	06/11/2017	DD SSE Nov17 CC	DD SSE CC Nov17	10.11	
Sage	No 17	DD Sage Nov 17	Sage DD Nov17	69.84	
CNGAS	10/11/2017	DD CNGas Nov 17	CNGas DD Nov 17Market House Gas	260.52	
Caryford Hall		Newsletter deliv nov17	Newsletter delivery Nov 17	192.00	await inv due on deliv of newslette
SES		quote	Pavilion -new Intruder alarm etc	1356.00	installed awaiting inv
DARKIN	13/11/2017	322	Internal audit fee Oct 2017	398.87	
SSDC	17/11/17	chq	CCBC TENS (temp events notices)	42.00	
SSDC	20/11/17		Mhse Non Domestic Rates	2785.69	SSDC email conf await inv
				42363.35	