



Castle Cary Town Council

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APPROVED MINUTES CASTLE CARY TOWN COUNCIL MEETING

held at 7:00pm on Monday 11th December 2017 at the Market House, Castle Cary:

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

Officer Present: Sue Hake, Town Clerk

Cllr Moorhouse addressed Councillors to inform them he would be resigning as Chair with immediate effect due to ill health but will endeavour to continue to complete the budget and Precept

Cllr Moorhouse left the meeting at this point and asked Cllr Morison to chair the meeting

Members of the public: 1

2017

TC188 Apologies for absence

Barbara Williams, Debra Henderson, Bob Gilbey, PCSO Tim Russell, Mike Lewis, Henry Hobhouse

TC189 To approve the minutes of the Town Council Meeting held on Monday 20th November 2017

Resolved: Agreed

Items from the previous meeting

JM reported on items from the previous meeting Bin is now installed
NW & TP to arrange meeting with the clubs before the January meeting

TP offered to work with PS to create the disaster recovery plan

TC190 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

TC191 To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)

Item TC201 In Camera: Recommendation: to confirm the permanent position of the Deputy Clerk

Resolved: Resolution passed

TC192 Community Safety and Security

See Circulated email from PCSO after previous discussion with JM & SH
SH informed councillors the PCSO suggested a designated youth shelter is made available to encourage the youths to meet in one area

Action: JM to take the youth café proposal at Millbrook toilets to both Properties and MCHR meetings

Action: SS & NW to look into stand alone pieces of play equipment and a possible block built shelter on the DP field

SH confirmed one of the swings has been vandalised over the weekend and has previously agreed with the cleaner to remove the toilet roll & bin as the toilet paper is being made wet and thrown onto the walls and ceiling with the bin being used for urinating and defecating at the Catherines Close toilet

Action: SS & JB to check the door is shutting after the meeting and before the Council consider temporarily closing the facility after the Christmas holiday

Action: JM to look into the use of the Street Pastor model

SD informed Councillors the wall mounted toilet roll holders, disabled supporting arm and the baby changing unit have been repeatedly vandalised and now removed with a block built changing unit being installed

Action: Clerks to have notice put up to warn parents to bring toilet roll

Following the draft letter to propose a meeting to discuss substance abuse, drink and anti-social behaviour with the local heads of schools and chairs of governors it was agreed to request all attend the PACT meeting being held at Ansford Academy on 20th February to raise the ongoing concerns in the Town

Action: SH to invite the police inspector to the PACT meeting

TC193 To receive any reports and items of information from Councillors (not listed separately on the agenda)

193.1 Mike Lewis (County Councillor)

Not present

193.2 Nick Weeks (District Councillor)

NW reported a number of Parish Councils are keen to support the CAT bus funding
NW confirmed Area East will be discussing Broadband and CIL at the Parish meeting

193.3 Henry Hobhouse (District Councillor)

Not present

193.4 Update on Key Objectives/Projects

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

NW reported the Millbrook toilet project will be looked at in the New Year

TC194 Chairs Report

a) Fairtrade update

JM reported Gill Bagnall has confirmed the Fairtrade certificate is planned to be presented to the Council at the social evening and Councillors were informed Fairtrade chocolate had been included in the bags of sweets given to children at Castle Cary Big Christmas

b) Update for budget setting and possible additional full Town Council meeting

Finance meeting to be held after planning on 8th January

c) Market Towns Investment Group (MTIG)

JM and NW attended the MTIG meeting reporting very positive feedback about the Castle Cary Town website and noted the presentation on electric car charging points made by TP on behalf of Somerton Town Council

TC195 Clerk's Report

Report to be circulated

Queries raised from the circulated report

Concern was raised about the termination of the SID machine service and noted to purchase one would be Approx £2500.

Chapter 8 training would be required thought to be £300-£400 with the suggestion to have at least 2 people trained with a further approx cost of siting a SID thought to be in the region of £60 although this is anticipated will increase

Action: TP to feedback information for speed flashing light signs

Action: JM to enquire with LT in reference to previous Community Speedwatch

Committees Reports, Recommendations & Progress on Major Projects

TC196 Planning Committee & Neighbourhood Plan

a) Planning Minutes to be Distributed

b) Neighbourhood Plan update

public consultation planned for end Feb early March

d) Local plan- Recommendation to hold an extraordinary Full Council meeting on 8th January at 6pm to go through and agree the Town Council's response on the local plan review consultation

Action: PP to put forward a response to be agreed at the EGM before the next planning meeting

Action: SH to remind Ansford PC the meeting with Theo Backhouse will be at 2.30pm on 10th January

PP explained the developer has asked what the field behind the proposed development could be used for by the community

It was noted Elan homes appease to be moving forward and asked Councillors to think of possible new Street names

TC197 Properties, Infrastructure, Pither Project & Fairfield-updates

a) Update on Fairfield

PS reported Clark and Kent have been confirmed as preferred contractor

SSDC have confirmed funding which will now provide enough funding for the project

CCBC tombola and raffle raised over £300 will go towards the benches on the field

Ground Maintenance interviews are being held this week

4George who assisted with the Sport England funding bid will be raising the invoice for 5% of the funding awarded

b) Proposed review of parking

Background: Correspondence has been received from a retailer requesting the

Council consider a potential extension from 2hrs to 3hrs related to on street parking.

This item is also requested by Cllr Henderson in response to an article in the Visitor Options considered;

1. Do nothing; the current 2hr limit is satisfactory

2. Obtain more information from a wider range of town centre business / people using the parking spaces with a formal report to Properties and Infrastructure.

3. Liaise with County Highways re the process for change and their opinions.

Recommendation: Cllrs to agree the required action: project lead, project plan to include timescales and person(s) responsible.

JM reported the feedback and apology from the Visitor about the negative comment about parking in a previous issue

General feedback included a comment from Garry Warren from a separate meeting who advised to keep at 1-2 hours

There were concerns the Town Council would be expected to pay for any new signage if County highways agreed to any changes although it was doubted the enforcement could be managed.

Greater concerns were raised that by requesting any changes that it would increase consideration to implement street parking charges if action to make changes was requested

Whilst Councillors at the meeting did not believe changes should be made and none expressed an interest to lead this project further it was agreed this could be debated further when the information is taken to the Properties on the 22nd Jan so that the retailer and Cllr Henderson can make representation

NW explained the youth group may start using the Pavilion

Action: SH to ask AB to add a request to LBC for a light to be installed at the side door entrance

NW asked Councillors if they wish to look into making further enquiries with the Barclays building to also ensure the ATM remains in the town

SH explained her discussions with the contact from Barclays have included them looking at retaining part of the building and having a dedicated secure door to load the machine

TC198 Marketing Communication & HR

a) Feedback from Big Christmas

JM reported it was a brilliant evening

MA notified Councillors he had received negative feedback from Bruton residents about gaps in stalls

PS explained the gaps were left in front of shops who were remaining open to trade

JM informed the Council she had received apologies from Nigel Marston for not yet arranging a meeting to discuss licensing

b) Feedback from Youth Council meeting

JB reported the group would be making the first dog excrement patrol on Sunday 7th January

The group plan to liaise with the schools and have 2 new members with 3 further potential members in the pipeline

The Chair of the group has made contact with the PCSO and hopes to meet to discuss issues in the town

c) Youth Matters feedback

No feedback given

d) Moat Garden news

Moat Garden group are working towards the area being used again

e) **Recommendation:** to agree in principal the MCHR group continue to liaise with Eat Festivals in response to the e-mail correspondence (refer to document)

Concern was raised about the numbers attended at other events

Resolved: Agreed for MCHR to liaise and complete further research

TC199 Finance and Management

- a) To note the accounting statements to 30 November 2017 to be circulated
Not circulated
- b) Recommendation: to approve the December Payment Schedule
Resolved: Agreed amount £10658.49
- c) Nominate Councillor to verify and authorise payments
Resolved: JM to sign off list Wednesday & SS to authorise Friday
- d) **Recommendation:** To open a new savings bank account with Co-Op and one with Natwest to be set up with the same existing signatories
Resolved: Agreed
Concerns were raised about the number of signatory & authorisers and further volunteers requested. With no additional volunteers it was requested PS is progressed to authorise electronic payments
Action: SH to action PS to be able to authorise electronic payments
- e) Grounds Maintenance Contract update
As the interview panel need to be changed SH was requested to amend times
Action: SH to change times to be 6.15pm, 7pm and 7.45pm

TC200 Dimmer Liaison Update Sally Snook

SS has circulated the summary report following attending the Dimmer Liaison meeting on Thursday 7th December

SS gave feedback on the meeting noting a separate composting license will need to be applied for at the site

The member of public requested to speak before the meeting closed
One of the items raised was the issue of having to go to check on the defibrillator at 10.30 pm one evening and was requested to call 101 and report all tampering and potential vandalism so that police have a record

Meeting closed 9.05pm

- ## **TC201 In Camera: Recommendation:** to confirm the permanent position of the Deputy Clerk
- Resolved:** Agreed

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 January 2018 meeting of the Town Council will be held on Monday 15th January in the Market House at 7:00pm

Appendix I CCTC Payments Dec 17						
A/C*	Date	Ex.Ref	Depa	Details	Gross	
RITAHO	22/11/2017	43 R.Hollis	138	Bus Shelter clean	36.00	
HMRC	01/12/2017	HMRC VAT	0	HMRC VAT Due Jul-Sept17	266.23	
PWLB	01/12/2017	PWLB Fairfield Loan	129	Public Works Loan Board Fairfield Loan	3033.86	
Caryford Hall	01/12/2017	Newsletter deliv nov17	165	Newsletter delivery Nov 17	6.00	inv diff on deliv of newsletter
YOU DP	25/11/2017	1 Paul Youd LAMP	152	Paul Youd Breadmaking workshop	160.00	
VIKING	29/11/2017	761617	104	Stationery	79.85	
MARTIN	30/11/2017	Martins cln mtrls	var	Cleaning materials	51.42	
DAVEMA	01/12/2017	336 D.Marsh	var	Cln mtrl, Angel mtrl, Marketing, Comm items	192.12	
EDFAITH	30/11/2017	17-18/53/04 E.Faithful	128	Pavilion Boiler door metal sheet	80.28	
AMC	31/10/2017	AMC02220	var	Ground Maintenance	1003.00	
THREEC	05/12/2017	2552 Three Counties	166	CCBC Christmas Tree	110.00	
MARKSIM	06/12/2017	9 M.Simpson	142	MH Shambles Roof Window clean	80.00	
A.PIGGOTT	11/12/17	Market Mgr	154	Market Mgr Dec17	280.00	
Payroll costs Dec17	11/12/17	payroll Dec17	var	payroll Dec 17	3742.43	
SCC Pension Dec17	11/12/17	Pension Dec17	var	pension Dec17	908.62	
HMRC					0.00	
BARCLAYC		Dec-17	var	£93.60 weeblyUS San Francisco MH Website -AB £6.49 memory card for camera AB	100.09	
Barclays	11/12/2017	DD Barclays Dec17	104	Barclays DD Dec17 bnk chrgs 13 Oct to 12 Nov 17	27.95	
Sage	Dec 17	DD Sage Dec17	104	Sage DD Dec17	69.84	
Sage Pay	30/11/17	DD SagePay Dec17	104	SagePay Teminal purchase Dec17	430.80	
					10658.49	
SSE	NOV		128	SSE Electric pavilion	68.68	cancelled from Nov Payment list