



Castle Cary Town Council

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DRAFT MINUTES OF CASTLE CARY TOWN COUNCIL MEETING

held at 7:00pm on Monday 15th January 2018 at the Market House, Castle Cary

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

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)

One Member of the public attended

Action: N.Weeks to enquire if the water quality of the River Cary still continues to be considered unsafe and advised against being use at the allotments

2018

TC05 Nomination and Election of Chair of the Town Council for the remainder of 2017/18 Municipal Year.

Declaration of Acceptance of Office to be signed.

Judi Morison was nominated by Pek Peppin and seconded by Penny Steiner

Resolved: Judi Morison accepted the position of Chair of the Town Council

TC06 Apologies for absence

Clr Moorhouse was unable to attend

TC07 To approve the minutes of the Town Council Meeting held on Monday 11th December 2017 & the Extraordinary meeting held on Monday 8th January 2018

TC190 items need to be headed

SS proposed JB seconded

Resolved: Agreed by all who attended

Resolved: Agreed PS NS agreed by all who attended

TC08 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

TC09 To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)

Concern raised about River quality

NW to ascertain if there is an ongoing problem with contamination to the River Cary which is used to water the allotments

- TC10 Community Safety and Security**
 PCSO has not managed to attend
 NW wished to confirm the PACT meeting is for the local parishes
 JM confirmed the Pre-Pact meeting will be held on Tuesday 16th January from 6-7pm
 PACT = Police and Community Together
 DH has extensive experience on Schools duties to work with the community and was requested to attend the Pre-Pact meeting to raise the appropriately worded questions
Action: DH agreed to attend the Pre-PACT meeting
- TC11 To receive any reports and items of information from Councillors (not listed separately on the agenda)**
- 11.1 Mike Lewis (County Councillor)**
 ML reported the Primary school is having an OFSTED to
 SCC will have a 2.99% Council Tax raise
 NW asked ML for an update on possible on street parking charges in Castle Cary
Action: ML to obtain further information if there are plans to implement On Street parking charges in Castle Cary
- 11.2 Nick Weeks (District Councillor)**
 NW reported the SSDC Transformation is ongoing with Area East finding they are under pressure and officers are not always available
Action: SH to circulate the date for the SSDC Area East Parish Meeting
- 11.3 Henry Hobhouse (District Councillor)**
 HH commented about the Garden Village proposal near Yeovilton
 Castle Cary Town Councillors confirmed that a comment about the scheme has been submitted to SSDC
 HH reported the Cary Ward boundary consultation running up to 19 March proposes to remove South Cadbury, Babcary and Yarlinton
- 11.4 Update on Key Objectives/Projects**
a) Update on progress of Projects (only where there has been progress since last meeting
 PP plans to proceed with requesting Highways install a barrier at the top of the Pitching to prevent continued access by vehicles damaging the surface of it.
- TC12 Chairs Report**
a) Feed back from the Eat Festival meeting.
Recommendation to work with Eat Festival to pursue a Food Festival in May 2019.
 JM reported SH has raised concerns about the timing in the run up to District and Local Council elections.
 JM hopes the event will link with the annual regatta on May day
 MA raised concerns about holding the event at the same time as the Regatta and PP suggested liaising with Liz Middleton with Caryford events
 TP requested a parking contingency plan be looked at for the Event
Resolved: Agreed for JM and PS to continue to work with the organisers of the Food Festival event

- b) Monthly Vintage Market business plan to be circulated for a Contract of Services agreement to be issued to the current Market Manager for an initial 3 month trial period

Two options for the Vintage Market were circulated by the Market group

1) to employ AP on a contract of services

2) to support AP to run the market as a commercial enterprise in the Shambles and Undercroft

A percentage of the income was suggested to be considered that was queried by two councillors

JM confirmed AP is aware of both options being submitted to the Council

NW raised concerns about the Council image if problems occur with the event

PS proposed option 2 for the hire of the venue be supported

Resolved: Agreed option 2, to allow AP to book the venue to run the Vintage Market and the Market group will review the process and charges which will then be taken to MCHR on 23rd April for a final decision with a report on the decision taken to Full Council

TC13 Clerk's Report

Report to be circulated

SH confirmed the Cary Ward consultation link has been circulated

NW raised concerns about potentially losing the connection with Babcary relating to the ongoing work on the River Cary

Committees Reports, Recommendations & Progress on Major Projects

TC14 Planning Committee & Neighbourhood Plan

a) Planning Minutes to be distributed

b) Neighbourhood Plan update

PP reported on the future proposed meeting dates

JM asked if young people and schools are able to provide input to the document

Public asked to comment by 1st May then any amendment will be reviewed by SSDC and have it independently examined and it will go to referendum

c) **Recommendation:** to approve the current draft Neighbourhood Plan (circulated) be taken forward for public consultation expected to be in Mid March

Resolved: Agreed

The Council thanks all of the group for the work to date

TC15 Properties, Infrastructure, Pither Project & Fairfield-updates

NW reported the next Properties & Infrastructure meeting will be held Monday 22 January

A meeting has been held with the Football and Cricket Club and a quote will be obtained for an architect

a) Progress report on the Fairfield

PS has circulated a report to confirm the Pump Park installation will commence later this month

The Council thanked the group for all of their work to date

TC16 Marketing Communication & HR

a) Big Christmas December 2018 date

PS reported positive feedback from the Big Christmas and a number of a people have stepped down

JM has stepped down from organising Big Christmas and PS will Co-ordinate for December 2018

AP will oversee the commercial stalls

JB will co-ordinate marshalling

Switch on Saturday Christmas lights will be Sat 1st December 2018 the Big Christmas evening on 6th December 2018

DH noted it was disappointing that businesses did not want to have Christmas trees. PS reported Bruton trees are paid for by the Chamber of Commerce and it is hoped that Castle Cary may have a newly established independent Chamber of Commerce soon who may take this forward.

Newsletter deadline is tomorrow

b) Feedback from Youth Council

JB reported the youth Council have used an entire can of spray on the dog mess Ansford is encouraging year 6 to look at the dog mess problems outside of the School

PS requested involvement from the Youth Council for CCBC

TC17 Finance and Management

a) To note the accounting statements to 31 December 2017 (circulated)

b) Recommendation: to approve the January Payment Schedule (circulated) Plus £135 Jason King for LAMP total £11842.51

Action: Market Mgr contract payments for nontrading Market Days to be reviewed

Resolved: Agreed

c) Nominate Councillor to verify and authorise payments

PS to confirm payments JM to authorise electronic payments

d) Recommendation: To approve a new contract for the phone and broadband lines (circulated)

Action: SH to obtain the total three quotes for consideration at the February Finance Meeting with specification and to look at using the telephone through the internet

HH left the meeting at this point

e) Recommendation: To approve the preferred Grounds Maintenance contractor C (circulated)

NW reported on the contractors interviewed with one being excluded from interview due to price

TP explained the scoring system for environmental, price, locality and reliability

PP explained the reason for choosing contractor C

Resolved: Ten agreed one abstained

f) Recommendation To agree and approve the 2018-19 budget and Precept (papers circulated)

TP went through the spreadsheet for the proposed budget

About £25 per year about 50p per week

Resolved: Nine agreed Two abstained

NW requested a letter be sent to Barry Moorhouse for all of his work on the Preparation of the budget

Meeting closed at 8.55pm

The February 2018 meeting of the Town Council will be held on Monday 19th February in the Market House at 7:00pm

Appendix I CCTC Payments Jan 18						
A/C*	Date	Ex.Ref	Depa	Details	Gross	
CNGAS	10/12/2017	DD CNGas	145	CNGas DD Dec 17 Mhse	146.35	DD CNGAS Dec17
BT	16/12/2017	DD BT	104	BT DD Dec17 Nov-Dec17	153.20	DD BT Dec 17
HMRC	31/12/2017	BP HMRC VAT	var	HMRC PAYE Due to Dec 17	1108.11	
4 George	20/12/2017	BP 4 George	129	4 George Fairfield funding consultancy	2107.55	
RSMITH&S	14/12/2017	BP 102/17	138	R.Smith&Sons Ansford Rd Hedge bank trim	168.00	
SES	12/12/2017	109533 BP	128	SES Audible contract	96.00	
SES	12/12/2017	109441 BP	147	SES Mhse CCTV maint Jan-Dec18	258.00	
GBSPOR	19/12/2017	17-2240-MR	126	GB Sport playground inspection	90.00	
WATER	14/12/2017	5315261783010	125	Catherines Close Water to 12-12-17	44.24	
MARTIN	31/12/2017	Martins of CC	var	Cleaning material,refreshment, t/roll,	117.25	
DAVEMA	01/01/2018	337 D.Marsh	var	Cln mtrl, Angel mtrl, Marketing, Comm items	26.20	
AMC	31/12/2017	AMC02220	var	Ground Maintenance	1003.00	
A.PIGGOTT	15/01/2018	Market Mgr Jan18	154	Market Mgr Jan18	280.00	
Payroll costs	15/01/2018	payroll Jan18	var	payroll Jan 18	3624.13	
SCC Pension	15/01/2018	Pension Jan18	var	pension Jan18	896.72	
HMRC	15/01/2018	HMRC PAYE Jan18	var	HMRC PAYE Jan18	735.12	
TIMBARKE	05/01/2017	Tim Barker	165	Tim Barker contrib for electric for Horsepond tree lights	50.00	
CCAS	20/12/17	CCAS	166	CCBC use of walkie talkies	72.00	
CCAS	20/12/2017	CCAS	166	CCBC don to CCAS for	30.00	
PIPER	20/12/2017	PIPER	166	CCBC sleigh Father Christmas don to Sparkford Playing field	50.00	
Tilling	20/12/2017	Tilling	166	CCBC reimb L.Tilling Spot the window prizes	30.00	
Shaftesbury cariv	20/12/2017	Shaftesbury	166	CCBC Shaftesbury Carnival hire of cones, damage and loss	137.50	
Osborne	20/12/2017	Osborne	166	CCBC reimb D.Osborne for Carol Sheets	68.00	
Wyvern	20/12/2017	Wyvern Morris	166	CCBC Morris Dancers	50.00	
JASONK	30/11/2017	Jason KingLamp	152	LAMP Jason King Oct-Dec 17	135.00	
BARCLAYC	28/12/2017	DD BarclayCC Jan18	var	£49.99 Camera £3.99 camera case, £35.80 stamps	89.78	
Barclays	19/12/2017	DD Barclays Jan 18	104	Barclays DD Dec17 bnk chrqs 13 Oct to 12 Nov 17	51.80	
Sage	Jan/18	DD Sage Jan18	104	Sage DD Jan 18	69.84	
British Gas	6/01/2018	DD Bqas Jan18	124	Bqas DD Millbrook Electric 18Sept-3117 Dec	56.94	
CNGas	10/01/2018	DD CNGas Jan18	145	CNGas DD M Hse Gas	97.78	
					11842.51	