



Castle Cary Town Council

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MINUTES of CASTLE CARY TOWN COUNCIL MEETING

held at 7.00pm on Monday 18th March 2019 at the Market House, Castle Cary

Present: Judi Morison, Chair, Martin Atkins, Margaret Bebbington, Justin Birch, Hedge Burley, Bob Gilbey, Pek Peppin, Penny Steiner, Nick Weeks, Barbara Williams

Officer Present: Sue Hake, Town Clerk, Zöe Godden observing to act as Locum Clerk

District Councillors: Nick Weeks, Henry Hobhouse

County Councillor: Mike Lewis

No members of the public attended

TC030 To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)

HR Items under TC044

Resolved: Agreed HR item TC044 to be discussed In Camera

TC031 Apologies for absence

Terry Philpott, Sally Snook, Mike Lewis to arrive later.

TC032 To approve the minutes of the Town Council meeting held on Monday 18th February 2019

Resolved: To approve the minutes of the Town Council meeting 18th February

Resolved: Agreed to defer to the next meeting due to the website failure

Action: To approve minutes of the Town Council meeting held on Monday 18th February 2019 at April 15th Full Council

Also, to approve the correction of the June18 TC72 Minute to state approval of 21st May18 Meeting minutes.

Resolved: Agreed to correct June18 TC72 Minute to state approval of 21st May18 Meeting minutes.

TC033 Declarations of interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct, and to note the grant of dispensations made by the town clerk in relation to the business of this meeting.

No items declared

TC034 Community Safety and Security

9 Crimes reported in Castle Cary & Ansford in December 2018 has not been updated yet <https://www.police.uk/>

JM reported 21 crimes are now shown and JM has asked the PCSO

PCSO Emma Reeves has reported visiting a young person in reference to the graffiti on the pump track and will also be visiting an additional young person about this.

TC035 To receive any reports/items of information from Councillors (not listed separately on the agenda)

Mike Lewis (County Councillor)

Apologies received for late arrival

MS reported on the SCC finance report sent to the Clerk, who confirmed this has been forwarded to the Town Councillors.

PP raised concern about the responses raised by SCC about the Neighbourhood plan and asked why this had been raised at the very late stage of regulation 16 and not at 14.

PP also enquired about the possible disposal of the land and queried the ownership of the land where the new school was going to be located

ML was not aware of a change of ownership of the land

Action: ML to arrange a meeting with PP JM GH and the portfolio holder Frances Nicholson and Dave Farrow.

Nick Weeks (District Councillor)

NW reported Area East have approved £27000 funding for Caryford Hall and that the Planning department are still having problems

Henry Hobhouse (District Councillor)

HH reported on the Battery storage at Norton Fitzwarren that should earn more than 1 million pounds a year and the opening of an MOT station at Lufton for camper vans.

HH has been contacted by Catherines Close residents asking why the gate lock was removed to access the childrens play area.

NW explained this was to enable easier access to mums with pushchairs and the gate was also in place

JM confirmed a soft closure had been installed on the gate after a meeting had been held with the residents at the time.

Update on Key Objectives/Projects

SH has forwarded **CRICKET CLUB AND FOOTBALL** club contact details to NW for Nick to arrange a meeting.

There will be a Site meeting held at the DP Field on Wednesday 20th March.

TC036 Chairs Report

a) APC /CCTC Fairfield agreement update

JM has not received any contact from APC but gathers there is an understanding they will take on the management of the field

b) Community Clear up date

JM enquired about holding a community clear up on 27th March with other groups to join in. SH reported CCB has chased the removal of a Holly Tree and requested litter is removed.

Action: CCB to forward email to Cooper and Tanner to have a documented response.

Action: JM to contact Chris Cooper

c) Greener Cary Feedback

JM thanked everyone who attended and confirmed there is enough interest to hold an event in September

NW explained there is a dispute over who owns the wall at the back of the pond

d) Elections update

JM confirmed the notice for election has gone onto the website and nomination packs are available.

JM reported 3 packs were issued at the meet your councillors session held on Saturday Morning.

CE and NB also attended on Saturday morning from Ansford Parish Council.

TC037 Clerk's Report

a) Market House transfer update

SH confirmed the transfer is expected to be completed on 31st March

SH informed councillors the Catherines Close Toilet door was found on the CCTV to be Wind damage and that razor wire had been removed from the roof of the Pavilion.

NW queried why something that was not on the agenda has been brought up when he

believed this could not happen.

SH explained a resolution and vote cannot be made to decide an item that has not been displayed on the agenda for the required 3 clear days notice period.

Committees Reports, Recommendations & Progress on Major Projects

TC038 Planning Committee

a) Draft Minutes (uploaded to website)

b) Neighbourhood plan update

PP explained Regulation 14 where stakeholders have been contacted to ask if there are any comments.

County Council have now made some very late objections at Reg. 16 stage after the plan had been sent to the Examiner, concerning where the primary school needs to be located.

County Council has selected a site for the new school, chosen not because it is a good place to put a school but because SCC happens to own that piece of land.

The examiner has requested PP liaise with District Council and the County Council.

PP was told by SSSDC to contact Frances Gully in SCC – who is a town planner, requesting a meeting to discuss our concerns. SCC refused to meet us.

PP raised concerns that she (PP) has a document that says the site may have been sold which could mean there is no option to negotiate any alternative sites to be considered for the Primary School.

PP stated there are studies that moving services, such as doctors' surgeries and schools to the edge of town has been proved to have a detrimental effect on town centres.

NW was not aware if the land has been sold

HH believes the Donne family would know the answer to this

Purdah is a concern

HH explained Wincanton went through this and arranged a land swap.

PP explained the BMI site could be a suitable location for the new school.

It is not believed the school's carpark was taken into account for the feasibility study

Action: JM PP and GH to contact ML to seek answers to the questions and ask why the key items are not included in the feasibility study & why other sites were not considered and comprehensive feasibility studies have not been done.

TC039 Finance and Management

a) Finance

Recommendation: To approve March Payment Schedule (circulated)

To Nominate Councillors to verify and authorise payments

Resolved: to Approve the March Payment list with one abstention as not read

Resolved: MB Wednesday morning and PS to release payments on Friday

b) **Recommendation:** to Approve delegation of the appointment of the new Clerk to the interview panel.

c) **Resolved:** Agreed to Approve delegation of the appointment of the new Clerk to the interview panel.

d) **Recommendation: To Approve the Financial Risk Management Assessments**

Resolved: Agreed to Approve the Financial Risk Management Assessments

Action: SH to query with internal auditor as approved at November Finance meeting.

e) **Recommendation: To re-adopt the Financial Regulations**

Resolved: Agreed To re-adopt the Financial Regulations with one abstention as not read

f) **Recommendation:** To retain Sue Hake as a bank signatory until a new Clerk is appointed and the Annual Accounts are complete

Resolved: Agreed to retain Sue Hake as a bank signatory until a new Clerk is appointed and the Annual Accounts are complete

- g) Recommendation:** To retain Terry Philpott as a bank signatory on the Scottish Widows account until new signatories can be implemented
Resolved: Agreed to retain Terry Philpott as a bank signatory on the Scottish Widows account until new signatories can be implemented
- h) Recommendation:** To approve a credit card for Claire Craner Buckley and the new Clerk when appointed & To retain Sue Hake as a card holder until the new cards are activated
- i) Resolved:** Agreed To approve a credit card for Claire Craner Buckley and the new Clerk when appointed & To retain Sue Hake as a card holder until the new cards are activated.

TC040 Marketing & Communication

- a) Marketing & Communication update (PS)**
PS has spoken to the Pond volunteers about cleaning the pond and NW will arrange the regatta.
PS has not received any communication from Eat Festival
PS explained the decision for raising invoices for street food bookings on a weekly basis

TC041 Fairfield

- a) Fairfield working group & volunteers 23 March 2019**
The group will be meeting on Saturday and hoping to find new volunteers to join the group. Work will commence at 10am.

TC042 Properties & Infrastructure

Cemetery

Friends of the Cemetery Chapel update (SS)

JM read the report from the Friends

Action: NW to ask the owners of the fallen chimney stack to be removed

NW reported the generous offer from Martin Atkins to gift an old portacabin unit to be located on the DP Field

Plastic is still being dumped into the silos.

Contractors need to be asked to remove the turf before the grave digger removes the soil.

Contractors need to be asked how they are managing the backfilling of the graves at the Cemetery.

NW confirmed Chris Cooper will clean up the car parks that has been previously requested

SH explained the quotes for the Millbrook toilet refurbishment for the materials and installation are both over the £500 threshold and so will still require three quotes

TC044 In Camera HR

- a) To approve the employment of the Locum Town Clerk & RFO**
- b) Resolved:** Agreed to approve the employment of the Locum Town Clerk & RFO
- c) To agree the hourly rate and mileage payments**
Resolved: Agreed to agree the hourly rate scp 24 and 45p pm mileage payments
- d) HR Clerk interview panel to have delegated power to recruit the new Clerk**
Resolved: Agreed HR Clerk interview panel to have delegated power to recruit the new Clerk
- e) To approve 2019 salary payscale and employee increment payments**
- f) Resolved:** Agreed to approve 2019 salary payscale and employee increment payments.

JM thanked the Clerk for her work through the changes over the last seven years and Offered best wishes for the future and in her new role.

The meeting closed at 8.55pm

The April 2019 meeting of the Town Council will be held on Monday 15th April in the Market House at 7:00pm

Approved as a correct record.....J Morison 15th April 2019