



Castle Cary Town Council

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APPROVED MINUTES of CASTLE CARY TOWN COUNCIL MEETING **held at 7.00pm on Monday 15th April 2019 at the Market House, Castle Cary:**

Present: Judi Morison (Chair), Martin Atkins, Margaret Bebbington, Hedge Burley, Pek Peppin, Sally Snook, Penny Steiner, Nick Weeks, Barbara Williams

Locum Town Clerk: Zoe Godden

District Councillors: Nick Weeks,

County Councillor: Mike Lewis

Three members of the public were present at the start of the meeting.

Before the meeting started, the Chair noted that Martin Atkins and Barbara Williams were not standing for election on 2nd May 2019 and thanked them for their contributions to Castle Cary Town Council,

19:01 – The Chair allowed a public open session.

Members of the Horsepond Restoration Project gave an update on their progress. A fundraising website and social media page had been launched. Other sources of funding were being investigated. Fund raising to date had reached £3.5k and the target of £4.5k should be reached by the summer. The organisers were looking to take opportunities to raise the profile of their fundraising efforts, such as the Eat Cary event on 4th May and the Regatta on 6th May and have requested the relevant fundraising licences for those two days. Quotes for the restoration work have been obtained and a preferred contactor has been selected. Although this contractor had not submitted the cheapest quote, they were very knowledgeable and were keen to take part in follow-up activities after the main part of the work had been completed. It had previously been agreed that the Horsepond Restoration Project could lodge its funds in one of the Town Council's Scottish Widows accounts. Mr Rowbottom said her would email the Clerk to discuss the paying-in Process. The Clerk was instructed to determine how the funds could be deposited and to check if two cheques that had already been handed over had been paid-in.

Action 190415/1: Town Clerk

There followed some discussions about a crack in the wall at the Horsepond. Judi Morison and Nick Weeks agreed to look into the ownership of the pond to determine who was responsible for its maintenance.

Action 190415/2: Judi Morison and Nick Weeks

It was thought that this crack was the result of subsidence and the Clerk was instructed to find out if this would be covered by the Town Council's insurance.

Action 190415/3: Town Clerk

It was further reported that there was a suspected blockage in a tunnel at the back of the pond and that there was another crack that needed attention. that there was another crack

Mr Rowbottom confirmed that the Horsepond Group would clean the pond in time for the Regatta on 6th May and would ensure that all foliage was removed to enable the boats to run properly.

In response to a question from Mr Rowbottom, Nick Weeks confirmed that sluice and mesh improvements would be completed within the next two weeks and that the Town Council would inform the Group when the sluice was to be opened.

Action 190415/4: Martin Atkins and Nick Weeks

Finally, Mr Rowbottom asked permission to erect a banner on the wall of the Horsepond to promote the fundraising activities. It was **agreed** that the banner could be erected on the condition that a proof was approved by Penny Steiner prior to it going up.

Action 190415/5: Penny Steiner

The Chair thanked the Horsepond Restoration Group for their hard work and fundraising.

19:15 – The Chair brought the public open session to a close and three members of the public left the meeting.

The meeting started at 19:16

**TC045 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 TC058**

RESOLVED: It was proposed and agreed that any press and public would be excluded before item TC058 because confidential human resources matters would be discussed.

TC046 Apologies for absence

Apologies had been received from Justin Birch, Bob Gilbey and Terry Philpot.

**TC047 To approve the minutes of the Town Council meeting held on
Monday 18th March 2019**

The Chair presented several amendments to item TC038 of the draft minutes.

RESOLVED: It was proposed and agreed to approve the amendments as presented.

Seven votes in favour.

There was some discussion about matters from the draft minutes. Regarding the siting of the new primary school, Pek Peppin agreed to send a list of questions to

Mike Lewis for submission to the Education Department at the County Council, with the hope that these would be answered satisfactorily.

Action 190415/6: Pek Peppin

Nick Weeks reported that he had spoken to the owners of the fallen chimney stack at the cemetery and they had agreed to remove this.

The Chair informed members that Cooper and Tanner had been made aware of the dangerous tree at the Constitutional Club.

RESOLVED: It was proposed and agreed to approve the minutes, with the inclusion of the amendments as agreed above.

TC048 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.

Martin Atkins declared a disclosable pecuniary interest in item TC057 b) as the provider of one of the quotes for a storage container. Martin agreed that he would leave the meeting for the duration of this item.

TC049 Community Safety and Security

To receive information on reported crime figures in Castle Cary.

The Chair reported that only nine crimes had been recorded for Castle Cary in January 2019.

**TC050 To receive any reports/items of information from Councillors
(not listed separately on the agenda)**

Mike Lewis (County Councillor) – Reported that he had received a considerable number of complaints about potholes from all over the town and so had asked John Nicholson from County Highways to attend to these. Mike went on to say that he had received an email from Martyn Evans at County regarding a small improvement scheme for the A371. As the Town Council had not been made aware of this, Mike would not take any action at present.

Nick Weeks reported that badgers had damaged a sandstone wall in Church Street and asked Mike to request that Gary Warren from Highways should write to the owners to instruct them to make the required repairs.

Nick Weeks (District Councillor)

Had nothing to report as he was in purdah.

Henry Hobhouse (District Councillor)

Was not present.

Update on Key Objectives/Projects

Judi Morison reported that Gary Warren from County Highways had visited the Market House to say that he planned to erect a sign to advise that people can only park in the disabled bays for two hours and that this sign would be fixed to one of the existing bollards. Gary was also progressing with the bollard to prevent people parking on the cobbles. Judi had resent a letter from SSDC confirming that residents near the Pitching no longer had the right to park here.

Judi went on to report that the asset transfer relating to the Market House had taken place and that a celebration would be planned to take place after the elections on 2nd May. Judi was trying to set up meetings with the Museum and Dance School.

TC051 Chair's Report

a) Eat:Cary update

Judi Morison reported that there had been some objections to the Eat:Cary event leading to a statement being released by the Town Council to counter the objections. One member of the public in particular had strongly objected and been threatening to Councillors. The organisers of Eat:Cary needed to clarify that stall holders were all to be from within 30 miles of Castle Cary. The organisers have since confirmed that they applied for the licence in October 2018 under our ancient Market Charter.

Sally Snook asked if we had a policy for dealing with threats from members of the public to staff and councillors. The Clerk was instructed to look for a suitable vexatious complainers policy.

Action 190415/7: Town Clerk

Hedge Burley said that flyers that falsely claimed that Town Councillors were personally benefitting from the event had been circulating and she agreed to bring these in to the Market House.

Action 190415/8: Hedge Burley

Judi went on to report that parking for stall holders would be at Fairfield.

b) Elections update

The Chair reported that there would be no poll for the forthcoming elections on 2nd May because nine people had been nominated for the 13 Town Councillor places. It was **agreed** to interview anyone who wanted to put themselves forward for co-option.

Action 190415/9: Judi Morison

Nick Weeks asked if there were any issues with councillors sitting on more than one Town or Parish Council. Judi Morison **agreed** to contact SALC for advice.

Action 190415/10: Judi Morison

TC052 Clerk's Report

a) To note that the Market House transfer has been completed.

Noted.

b) To note that the Clerk has taken advice on improvements to the email system for staff and councillors and to agree any action to be taken. The Clerk explained that she had asked Milborne Port Computers to look into the various problems being experienced in the office relating to emails. It was common for emails sent from the office to be received into spam mailboxes of the recipients, which was causing problems.

RESOLVED: It was proposed and agreed that the Clerk could spend up to £500 to resolve these problems.

Action 190415/11: Town Clerk

Committees Reports, Recommendations & Progress on Major Projects

TC053 Planning Committee

a) To note the responses to planning applications submitted to SSDC. Pek Peppin reported that there was no news about possible development at Foxes Run.

Pek said that there would be more information from the BMI site to be considered at the next Planning Committee meeting on Tuesday 7th May and asked that Committee members familiarised themselves with this information in advance of that meeting.

Pek reported that a developer had been in touch with the Clerk's office to ask for a meeting as he wanted to share his plans to build 200 properties on a site near the railway station. A meeting had been arranged for 1st May at 10:3. Ansford Parish Council had also been invited to attend.

Pek and the Chair had had a chance meeting with some developers who wanted to know what sort of development would be favoured by the community. Pek and Judi had indicated that employment land was needed rather than more dwellings. The developers had been particularly interested in renovating listed buildings.

b) Neighbourhood plan update
Pek reported that the Examiner would make a decision on the Neighbourhood Plan submission on 17th April.

TC054 Finance and Management

a) Finance

Recommendation: To approve April Payment Schedule (circulated) and to nominate Councillors to verify and authorise payments

The Clerk was advised to shop around more carefully for items such as the kettles that had been bought for the Market House to make sure the best price was obtained.

Nick Weeks declared a disclosable pecuniary interest in this item as a recipient of one of the payments. Nick took no part in discussions or voting for the remainder of this item.

RESOLVED: It was proposed and agreed to approve the payments as presented.

Action 190415/12: Town Clerk

- a) To agree two signatories for a direct payment authorisation form.

RESOLVED: It was proposed and agreed that Hedge Burley would check the invoices at the Market House on the morning of Tuesday 16th April and that Judi Morison would authorise the payments later that day.

Action 190415/13: Hedge Burley & Judi Morison

- a) To note that the Clerk and Deputy Clerk have been issued with Town Council credit cards.

Noted.

- b) To hear an update on banking arrangements.

The Clerk reported that an updated mandate for the Scottish Widows accounts was in the process of being prepared.

The Chair informed members of a bank called Triodos that may be suitable for the Town Council. She and the Clerk would look into this.

Action 190415/14: Judi Morison & Town Clerk

- c) To agree that the Locum Clerk can seek quotes for sector-specific accounting software.

RESOLVED: It was proposed and agreed that the Clerk could obtain quotes and produce a report for presentation to the Finance Committee in due course.

Action 190415/15: Town Clerk

- d) To consider a request from Castle Cary and Ansford Twinning Association for a donation towards the cost of a celebration lunch on 31st May.

It was **agreed** that the Town Council did not wish to award a grant but would be happy to advertise twinning events on the Town Council's website.

TC055 Marketing & Communication

- a) Marketing & Communication update (PS)

Penny Steiner reported that the new notice board had been painted and put up at the Post Office and the sign and cork board had been put on. A notice board for the side of the Market House had been ordered.

- b) To note that the Annual Town Meeting will take place on Tuesday 21st May and to remind Chairs that they need to produce reports.

Penny reported that the Annual Town Meeting would be a joint meeting with Ansford Parish Council and reminded the Chairs of all Committees that they would need to produce a report for the public.

The next Marketing and Communications Committee meeting would be held on 29th April.

TC056 Fairfield

- a) To agree to move responsibility for maintenance of Fairfield to Ansford Parish Council, on receipt of the signed terms of reference and to hear an update.

It was **agreed** to defer this matter until matters had been finalised with Ansford Parish Council.

- b) To agree that Ansford Parish Council will manage the Friends of Fairfield group, with the Group reporting to both Councils.

It was **agreed** to defer this matter until matters had been finalised with Ansford Parish Council.

- c) To hear an update on the retrieval of money from SSE and to agree any action to be taken should the payment for digging the trench not be forthcoming.

Penny reported that the Town Council's solicitor land agent had written to Elan Homes to request payment for the work to dig the trench but that no reply had been received because the addressee had left Elan Homes.

It was **agreed** that Penny would ask the Land agent to write again to the managing director of Elan Homes to try and resolve this issue.

Action 190415/16: Penny Steiner

TC057 Properties & Infrastructure

- a) Friends of the Cemetery Chapel update (SS)

Sally Snook reported that she had attended a Cemetery Chapel meeting at the end of March. It was felt that the current contractor was doing a good job with the planting. A tree needed some lower branches removed and Nick Weeks said he would attend to this.

Action 190415/17: Nick Weeks

The Clerk was instructed to find out about the issue of selling space for plaques underneath the new tapestries.

Action 190415/18: Town Clerk

- b) To consider three quotes for the installation of a storage container at the Pavilion for use by the Football and Cricket clubs.

Nick Weeks handed three prices for containers to the Clerk. Two of these were from local businesses who were able to sell second hand containers to the Town Council and one was a price for a similar container taken from the Internet. The prices for the two second hand containers were both £2000 but one of these prices included transport and siting of the container to the site. The new container cost £2050.00 and did not include delivery.

20:42 – Martin Atkins left the meeting due to his previously declared disclosable pecuniary interest.

Nick Weeks explained that a new store for the pavilion had been budgeted for but that this could not be built until the results of a topographical survey had been received. In the meantime, the cricket and football clubs needed storage space, so a container was thought to be a good temporary solution. The Chair confirmed that £20,000 had been ringfenced from last year's budget to cover this cost.

RESOLVED: It was proposed and agreed that the Town Council would purchase the second hand storage container from Martin Atkins at a cost of £2000 to included delivery to the pavilion.

Seven votes for; 2 abstentions

Action 190415/19: Nick Weeks

20:46 – Martin Atkins returned to the meeting.

- c) To note receipt of a letter from the Cricket Club regarding the condition of the grass and to agree any action to be taken.

Nick Weeks said that he would ask the cricket club not to cut the grass so short for a time to allow the grass to recover and would speak to them about overseeding.

Action 190415/20: Nick Weeks

- d) To consider three quotes for a topographical survey for the Donald Pither field.

The Town Council considered the quotes as presented.

RESOLVED: It was proposed and agreed to accept the quote from Levett Surveying, amounting to £750 for the larger of the two areas being considered and that Judi Morison would contact the solicitors to take this forward.

Action 190415/21: Judi Morison

- e) To receive an update on the condition of the Market House and agree any action to be taken.

Nick Weeks explained that he was waiting to receive a quote from F J Reeve and Sons Ltd for the erection of scaffolding, general painting, moving the museum sign to the front of the building and the replacement of some rainwater goods, including the downpipe near the front door. Once the scaffolding had been erected, F J Reeves and Sons Ltd would be able to provide a quote for the exterior painting that will be required and will also be able to assess any work that might be needed to the roof. While the scaffolding was up, Stonecroft Stained Glass Ltd would assess any work that might be required to the windows. Repairs to the museum windows would be included in the quote. Nick Weeks said he would send the specifications for this work to the Clerk.

Action 190415/21: Nick Weeks

There was some discussion about the idea of nominating preferred contractors for works to the Market House because it is a Grade II listed building.

Quotes were also needed for repairs to the floor boards in the Shambles. Nails needed to be knocked in and the floor boards needed to be oiled.

Action 190415/22: Nick Weeks

- f) To agree to adopt the footpath at the Two Swans as per the plans received.

RESOLVED: It was proposed and agreed to adopt the footpath as per the plans received.

Action 190415/23: Town Clerk

21:04 – County Councillor Mike Lewis left the meeting.

RESOLVED: It was proposed and agreed to exclude the press and public for the remainder of the meeting.

TC058 In Camera HR

- a) To approve the recruitment of the new Clerk and the terms of employment.

RESOLVED: It was proposed and agreed to offer the post of Town Clerk to the recommended candidate and to approve the terms of employment as per the recruitment panel's recommendation.

The meeting ended at 21:05.

The May 2019 meeting of the Town Council will be held on Monday 13th May in the Market House at 7:00pm

Approved as a correct record.....J Morison 13th May
2019

Transaction/Itemised Account/Reference	Transaction/Itemised Date	Transaction/Itemised Description	Transaction/Itemised Amount/Net	Transaction/Itemised VAT/Code	Transaction/Itemised Amount/VAT	Column1
File Name: TRANS REPORT						
HOB LAKE	1	Locum Clerk salary March 2019	246.50 T9		£	246.50
HOB LAKE	2	Locum Clerk travelling expenses - 150 miles @0.45p per mile	67.50 T9		£	67.50
FIRSTIMA	3	Gateway signs and noticeboard	290.00 T1		£	58.00 £ 348.00
EMMA CRAI	4	Teaching Fiction Factory Sprint Term	600.00 T9		£	- £ 600.00
BATTENS	5	Legal fees re Market House lease	1,323.00 T1		£	256.00 £ 1,579.00
MILBORNE	6	Refurbished desktop, hard disk swap and installations	200.00 T1		£	40.00 £ 240.00
STAFF	7	Expenses - mileage and refreshments for meetings	29.94 T9		£	- £ 29.94
SAGE	8	Sage accounts software March 2019	81.40 T1		£	16.28 £ 97.68
VIKINGPA	9	Office stationery	66.50 T1		£	10.16 £ 76.66
DAVENMARS	10	Bin liners	4.16 T1		£	0.83 £ 4.99
A BISHOP	11	2 x kettles	54.17 T1		£	10.83 £ 65.00
NICKWEEK	12	Topping Fairfield x 2	120.00 T1		£	24.00 £ 144.00
ORCHARDF	13	Allotment land rent 2019-20	450.00 T9		£	- £ 450.00
VIIRDOR	14	Wasted journey to empty bin	9.00 T1		£	1.80 £ 10.80
SSDC	15	Water, sewage and cleaning recharge Jan to March 2019	1,333.27 T1		£	252.65 £ 1,585.92
STAFF	16	April 2019 salary	690.88 T9		£	- £ 690.88
STAFF	17	April 2019 salary	451.13 T9		£	- £ 451.13
STAFF	18	April 2019 salary	218.98 T9		£	- £ 218.98
STAFF	19	April 2019 salary	787.53 T9		£	- £ 787.53
STAFF	20	April 2019 salary	72.57 T9		£	- £ 72.57
HMRC	21	April 2019 income tax & EE NIC	190.18 T9		£	- £ 190.18
HMRC	22	April 2019 ER NIC	19.99 T9		£	- £ 19.99
FCCL	23	Grant 2019-20	3,000.00 T9		£	- £ 3,000.00
WARMMWELC	24	Pavilion - Gas service	50.00 T9		£	- £ 50.00
WARMMWELC	25	Market House - Gas service	50.00 T9		£	- £ 50.00
BARCLAYS	26	CCTC bank charges	29.58 T9		£	- £ 29.58
BARCLAYS	27	Donald Pither bank charges	7.40 T9		£	- £ 7.40
BRITISHG	28	Milbrook Gdn's toilet - electricity bill Dec - Feb	54.87 T5		£	2.74 £ 57.61
OPUS	29	Pavilion - Gas	17.00 T5		£	0.85 £ 17.85
BARCLAYS	30	Barclaycard payment	162.60 T9		£	- £ 162.60
CNG	31	Market House gas	132.71 T5		£	6.64 £ 139.35
WATER2BU	32	Market House ground floor water bill 2019-20	121.95 T9		£	- £ 121.95
WATER2BU	33	Pavilion water 2019-20	521.11 T9		£	- £ 521.11
ICO	34	ICO 2019-20	40.00 T9		£	- £ 40.00
SSDC	35	Market House - non-domestic rates	4,664.50 T9		£	- £ 4,664.50
SSDC	36	Cemetery - non-domestic rates	1,550.10 T9		£	- £ 1,550.10
SSDC	37	Millbrook toilets - non-domestic rates	1,276.60 T9		£	- £ 1,276.60
SSDC	38	Pavilion - non-domestic rates	234.36 T9		£	- £ 234.36
SSDC	39	Catherines Close toilets - non-domestic rates	491.00 T9		£	- £ 491.00
VIKING	40	Office Stationery	9.36 T1		£	1.87 £ 11.23