



Castle Cary Town Council

The Market House

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APPROVED MINUTES OF CASTLE CARY TOWN COUNCIL MEETING
held on Monday 20th January 2020 at the Market House, Castle Cary

Present: Judi Morison (Chair), Margaret Bebbington, Philippa Biddlecombe, Stephen Biddlecombe, Justin Birch, Nick Crowley, Bob Gilbey, Pek Peppin, Sally Snook, Penny Steiner, Nick Weeks and Rob Worth.

Also present: District Councillors Henry Hobhouse and Kevin Messenger, County Councillor Mike Lewis and Deputy Town Clerk Claire Craner-Buckley.

Clerk: Zöe Godden

There were two members of the public present at the start of the meeting.

The meeting started at 19:00

2020

TC121 Apologies for absence

There were no apologies for absence.

TC122 To approve the minutes of the Town Council Meetings held on Monday 24th June 2019 and Monday 9th December 2019 to be signed by the Chair

The Clerk explained that, following an examination of the minutes by the Internal Auditor, it had been found that the minutes for the meeting on 24th June had been mistakenly approved by the Finance Committee, rather than the Full Council, meaning that they needed to be approved at a Full Council meeting.

RESOLVED: It was proposed and agreed to approve both sets of minutes as presents.

TC123 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*)

There were no declarations of interest.

TC124 Community Safety and Security update

Nick Weeks asked if it had been possible to identify any of the individuals who were suspected of vandalising Catherine's Close toilets from the CCTV footage retrieved. The Clerk said that local Police had not recognised any of the individuals and that the footage had been forwarded to Avon and Somerset Police via their website, as instructed by the officer dealing with the case.

Judi Morison offered to view the footage to see if she could recognise any of the individuals.

Action 200120/1: Judi Morison

TC125 To receive any reports/updates:

- a) **Mike Lewis (County Councillor)** reported that he had secured funding from the Improving Lives Scheme to enable mental health awareness and first aid courses to take place in Castle Cary.

Mike informed the Council that road gritting had started and said that, if any grit bins had not been filled, he would ensure that the relevant department was informed.

Mike noted that Castle Cary and Ansford had already been consulted on a highways small improvement scheme but asked if any additional schemes were needed. No suggestions were made.

Finally, Mike informed Councillors that there would be a Full Council meeting at Somerset County Council on Wednesday 22nd January.

Judi Morison thanked Mike for making funding available for the Improving Lives training. The Deputy Town Clerk confirmed that spaces were still available on the First Aid training on 20th February and the Mental Health Awareness training on 28th February.

- b) **Henry Hobhouse (District Councillor)** told Councillors about a recent letter from the Leader of Somerset County Council regarding the future of Local Government in Somerset. Henry said that the County Council was in favour of introducing a unitary authority but that the five District Councils were not. Henry felt that the introduction of unitary authorities in other counties had not demonstrated any significant savings.

Kevin Messenger (District Councillor) told Councillors that a presentation had been heard at the last SSDC Full Council meeting from the Somerset Rivers Authority. SRA had said that they would prefer to be involved much earlier as a statutory consultee in planning applications. Kevin suggested that the Town Council should ask the SRA to be involved in planning applications but Councillors agreed that this should be done by SSDC.

Both Henry Hobhouse and Kevin Messenger apologised for not having referred a recent planning application to the Area East Committee.

- c) To receive a report from the Dimmer Liaison Group (SS)
Sally Snook summarised her report, which is attached to these minutes.

- d) To receive a report from the B3153 Traffic Working Group (SS)
Sally Snook summarised her report, which is attached to these minutes.

The Clerk was instructed to speak with Avon and Somerset Police about the possibility of using Auto Speedwatch devices.

Action 200120/2: Town Clerk

- e) To hear an update on progress with the Dementia Friendly Town project. (PB)
Philippa Biddlecombe reported that Castle Cary had been accredited as “working towards” becoming a dementia friendly town. Training would soon be delivered to various groups in the Town. Once this had been completed, the Alzheimer’s Society would be informed and the next step would be to become a fully accredited Dementia Friendly town.

- f) Update on Key Objectives/Projects
There were no updates to report.

- g) To review action points from previous meetings
All action points had been completed except the following:

191118/9 – Speak to the Fairfield Group about planting native species trees at the Fairfield – Penny Steiner – this would be done at the next Friends of Fairfield meeting because the trees had only just been sourced – see item TC129 d).

191209/5 – Speak to Babcary and Carymoor Parish Councils about sharing the cost of leachate testing in Cary Brook and the River Cary – Nick Weeks - this would happen soon.

191209/8 – Ask if a leaflet about the museum can be included in the Welcome Pack – Pek Peppin said this would be done soon.

TC126 Chairs' Report:

- a) To note that the Town Clerk has produced a statement for the website in response to the many anti-foxhunting correspondence and that emails or letters will not receive an individual response.

Noted.

- b) To hear an update on issues with the provision of a youth building and agree action to be taken.

Judi Morison reported that the proposed shared use of the Drill Hall for youth work would not now go ahead as the Army was not willing to enter into an agreement at this stage. Judi went on to say that the rent at the Swainson Building, currently used by the Youth Club, had been doubled by Somerset County Council and youth club televisions had been removed. As a result, youth club was not running at present. The Youth Matters group was due to meet in February to try to resolve matters. In addition, Judi reported that Hedge Burley had resigned from her post as volunteer Youth Worker and from the Town Council.

TC127 Correspondence

- a) To note receipt of information from Somerset County Council regarding the future of Local Government in Somerset.

Noted.

- b) To note receipt of an enquiry from a Castle Cary resident regarding the number of new developments in the area and to agree any action to be taken.

Noted.

Committees Reports, Recommendations & Progress on Major Projects

TC128 Planning Committee & Neighbourhood Plan

- a) To hear feedback from the recent Planning Committee meeting.

It was **agreed** to take items TC128 a) and b) together.

- b) To hear brief updates on the status of current planning applications.

Pek Peppin reported that a meeting was due to take place between the Town Council, South Somerset District Council and Persimmon Homes on 30th January to discuss problems with the S73 application relating to planning applications 15/02347/OUT and 19/01871/REM. There were also some problems with ownership of the land earmarked for a new primary school.

An extension for Town Council comments had been granted in relation to planning application 19/02353/DPO (Wayside Farm) as additional information needed to make comments had not been received.

The Town Council had agreed to share the cost of employing a consultant with SSDC and Ansford Parish Council, whose remit would be to provide advice on objecting to planning application 19/01840/OUT (200 dwellings at Ansford Hill), on the basis of its impact on visual amenity.

The Town Council had written a letter to Alex Parmley, SSDC's Chief Executive, to request clarification on the process of referring planning applications to the Area East Committee. This was as a result of planning application 19/02038/FUL, which was recommended for refusal by the Town Council but was not referred to the Area East Committee. The letter had been referred to Simon Fox to be dealt with as a complaint. A response was due by 29th January. If the response from Simon Fox was not satisfactory, the Town Council would be

able to escalate the complaint to the next stage of the complaints procedure and also to refer the matter to the Planning Ombudsman

19:48 – District Councillors Henry Hobhouse and Kevin Messenger left the meeting.

TC129 Properties, Infrastructure, Pither Project & Fairfield-updates

a) Market House – to hear an update on progress with works.

Nick Weeks reported that the scaffolding had been taken down and that he and the Clerk had signed off the work carried out to the windows, which had been completed to a high standard. Some down-pipes and a section of guttering still needed to be finished by the other contractor. Some additional work was required to a window in the clock tower that was open to the elements. There would be no additional charge to the Town Council for the extended length of time the scaffolding had been in place.

Nick reported that the person who had been looking after the clock tower was no longer able to carry out the work so the Town Council would need to look for someone new. An advert would be placed in the newsletter to try and find someone. A new loft hatch would be required to improve access to the clock tower and Nick would approach a contractor for a quote. Following on from a fire safety survey, it had been found that additional smoke detectors would need to be installed in the clock tower. Finally, Nick said that the clock would need to be serviced annually by a qualified technician.

b) To agree councillors to sit on the Market House task and finish group and to agree meeting dates.

RESOLVED: It was proposed and agreed that Stephen Biddlecombe, Justin Birch, Bob Gilbey, Nick Weeks and Rob Worth would sit on the Market House task and finish group, with Nick Weeks acting as Chair.

The Bookings and Promotions Manager had suggested some minor improvements that could be made to the Dance Studio to make it suitable for a wedding reception venue. These were noted.

It was **agreed** that future uses of the second-floor rooms would be agreed at the next Town Council Strategy meeting.

Nick Weeks added that he wanted to progress with the installation of an exterior stairlift.

c) To note that a meeting will be held on Wednesday 22nd January with stakeholders to agree the latest set of proposed plans for a new Pavilion.

Noted.

d) To hear an update on the Friends of Fairfield group.

Penny Steiner reported that the Friends of Fairfield group had met on 14th January. Installation of the water butt would take place soon. The wildflower patch was growing and would be inspected before any weeding took place to make sure the wildflowers themselves were not removed by mistake. Apple trees would also be planted soon. This had not taken place because the ground had been too wet. Ashridge Trees had agreed to donate 40 trees of native species (silver birch, rowan, hazel and wild cherry) to be planted along the zig zag path. Planting of these trees take place on 21st and 22nd February. Stakes and tree guards would also be provided by Ashridge Trees.

Penny reported that the Town Clerk and the Clerk of Ansford Parish Council were working to find a contractor for maintenance work to the Fairfield.

The extension to the zig zag path would be installed in May and Penny informed the Council that she had received an email from Sport England to say that there was an outstanding sum of £7500 available to the Town Council from the grant awarded for the pump track. Penny had asked if this sum could be used to pay for the extension to the zig zag path and was awaiting Sport England's decision.

Finally, Penny reported that she and the Town Clerk had met with a contractor who would provide a quote for the installation for a climbing frame and youth shelter. The youth shelter would be located so that it was visible and safe.

20:06 – Two members of the public left the meeting.

- e) To consider agreeing in principle to install a climbing frame and tower plus a youth shelter at the Fairfield, with final decisions being based on quotations to be sought.

RESOLVED: It was proposed and unanimously agreed that the Town Council approve the principle of installing a climbing frame and youth shelter at the Fairfield, subject to the consideration of at least three quotes.

- f) To consider sourcing up to 50 trees for planting along the zig zag path at the Fairfield and agree any action to be taken.

This matter was covered at item TC129 d) above.

TC130 Marketing & Communication

- a) Marketing and Communications update including bookings, signage and welcome pack.

Penny Steiner reported that four weddings had been booked for the coming year. The Signage working group had met the previous week and it had been agreed to approach a graphic designer to produce some alternative designs for new gateway signs and these would be considered at the next Marketing and Communications Committee meeting. Regarding the new cover for the Welcome Pack, the Bookings and Promotions manager was still waiting to hear from Cooper and Tanner about possible sponsorship.

- b) To consider increasing the rental charges for stalls at the Tuesday Market from April 2020, as follows: increase from £8 per table in the Undercroft to £10 per table; from £10 for a gazebo space to £13; casual rates go up to £12 a table and £16 a gazebo.

RESOLVED: It was proposed and unanimously agreed to approve the increase in Market pitch payments as presented.

- c) To consider a recommendation from the Marketing and Communications Committee that the Full Council adopts the Debt Policy as presented.

RESOLVED: It was proposed and unanimously agreed to adopt the Debt Policy as presented.

- d) To consider a recommendation from the Marketing and Communications Committee that the Full Council adopts the Environment Policy as presented.

RESOLVED: It was proposed and unanimously agreed to adopt the Environment Policy as presented.

- e) To consider a draft Environmental Strategy, Action Plan and Measurements and Targets document and agree any amendments.

RESOLVED: It was proposed and unanimously agreed to adopt the Environmental Strategy, Action Plan and Measurements and Targets document as presented.

The Town Council asked for their thanks to the Deputy Town Clerk to be recorded for all the work she had put in to producing the environment documents.

The Clerk was instructed to forward a recent email about an environment event to all Councillors.

Action 200120/3: Town Clerk

TC131 Finance and Management

- a) To approve the Financial Regulations as recommended by the Finance Committee.

RESOLVED: It was proposed and unanimously agreed to adopt the Financial Regulations as presented.

- b) To note and approve that, since the last Full Council meeting, a payment was made to Amanda Bee of £500 from LAMP funds and to SLCC of £282 for the Town Clerk's annual membership.

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

- c) To consider making a financial contribution towards the 2020 Play Day and agree an amount.

RESOLVED: It was proposed and unanimously agreed to fund the Snakes and Bugs session at £125.

Action 200120/4: Town Clerk

d) To note the quarter 3 budget position and agree any action to be taken.
Noted.

- e) To review the position of the earmarked reserves and agree any action to be taken.

Councillors discussed the earmarked reserves. The Clerk was instructed to find out if a dowry payment from SSDC towards the Market House was included in the balance of the relevant earmarked reserve.

Action 200120/5: Town Clerk

- f) To approve the cash book and bank reconciliations for the current account for November and December 2019.

The cash book and bank reconciliations had been checked by Justin Birch before the meeting.

RESOLVED: It was proposed and unanimously agreed to approve the bank reconciliations for November and December 2019, as presented.

- g) To approve the cash books and bank reconciliations for the deposit account to September 2019 and the two Scottish Widows accounts to November 2019.

The cash book and bank reconciliations had been checked by Justin Birch before the meeting.

RESOLVED: It was proposed and unanimously agreed to approve the bank reconciliations for the deposit account to September 2019 and the two Scottish Widows accounts to November 2019.

- h) To approve the January payment schedule for the Town Council and the Donald Pither Trust and to nominate Councillors to verify and authorise payments.

RESOLVED: It was proposed and unanimously agreed to approve the lists of payments as presented, that Margaret Bebbington would verify the payments on Thursday 23rd January and that Judi Morison would authorise the payments after verification.

Action 200120/6: Margaret Bebbington and Judi Morison

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 next meeting of the Town Council will be held on Monday 17th February 2020 in the Market House at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 6th February 2020.

The meeting ended at 20:46.

Approved as a correct record.....17th February 2020