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**APPROVED MINUTES OF CASTLE CARY TOWN COUNCIL MEETING**  
**held on Monday 19<sup>th</sup> August 2019 at the Market House, Castle Cary**

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

**Also present:** County Councillor Mike Lewis and District Councillors Henry Hobhouse and Kevin Messenger.

**Clerk:** Zöe Godden

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

**19:00 –** The Chair allowed a public open session.

Although no members of the public wanted to speak, Nick Weeks alerted Councillors to the proposed removal of residential places at St Margaret's Hospice in Yeovil. It was **agreed** that the Chair would write to St Margaret's Hospice to object to the removal of the residential places in Yeovil.

**Action 190819/1: Judi Morison**

**19:05 – The Chair brought the public open session to a close.**

**2019**

**TC51 Apologies for absence**

No apologies had been received. All Councillors were present.

**TC52 To approve the minutes of the Town Council Meeting held on Monday 15th July 2019 to be signed by the Chair**

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

**TC53 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.

**TC54 Community Safety and Security update**

Judi Morison informed Councillors that no new crime statistics were available. Hedge Burley reported that she had spoken with PCSO Emma Reeves who had said that very few crimes had been reported from Castle Cary of the summer.

**TC55 To receive any reports/updates:**

- a) **Mike Lewis (County Councillor)** reported that he had met with Judi Morison and Pek Peppin regarding planning application 19/01871/REM. This application was for 165 dwellings but it did not include any reference to the new primary school and employment land that were included on the associated outline application (15/02347/OUT). Mike said that he was of the view that the current application should also cover the primary school

and employment aspects of the outline application and that there were many outstanding questions in relation to the design of the housing, roads and the structure of the development that needed to be answered. Mike said that he would meet with Judi and Pek again to agree how to take this matter forward.

In response to a question from Nick Weeks, Mike said that he would investigate the issue of verge cutting and clarify if County Highways was responsible for 1.2meters of verges at all locations or if there was some variation to this rule.

**Action 190819/2: Mike Lewis**

- b) **Henry Hobhouse and Kevin Messenger (District Councillors):** Henry Hobhouse informed Councillors that planning application 18/01602/FUL (former BMI site) would be considered by SSDC's Regulation Committee on 20<sup>th</sup> August and urged as many members as possible to attend. Henry added that the Regulation Committee had recently turned down an application for 70 dwellings in Martock against the recommendation of the Planning Officer.

Henry informed Councillors that the regular Town and Parish Council meeting would be held by SSDC on 10<sup>th</sup> October. More information would be sent to Clerks in due course.

- c) Update on Key Objectives/Projects

Pek Peppin reported that the Neighbourhood Plan referendum had been a success and that the plan would be adopted. Pek reminded Councillors that SSDC's Local Plan was in the process of being amended and highlighted the importance of ensuring that the Castle Cary and Ansford Neighbourhood Plan aligned with any amendments to the SSDC plan.

Nick Weeks reported that plans for an extension to the Pavilion had been received and a meeting would be arranged with stakeholders to consider these.

- d) To review action points from previous meetings

**Action 190715/1** – Judi Morison said that she was in the process of arranging a meeting with the Carnival Club to discuss how the Town Council might be able to support the Carnival.

**Action 190715/2** – The Clerk confirmed that she would invite the PCSO to all future Full Council meetings - ongoing.

**Action 190715/3** – Nick Weeks had agreed to liaise with the Museum if any items of potential historic value were found in the Horsepond – ongoing.

**Action 190715/4** – The preparation of a Youth Strategy had not been started but would soon be underway.

**Action 190715/5** – A meeting had been arranged with County Councillor Mike Lewis to discuss pupil numbers at both the primary and secondary schools.

**Action 190715/6** – Judi Morison had given two dates to the Ambulance Service for a meeting to discuss the closure of their building in Castle Cary.

**Action 190715/7** – Philippa Biddlecombe said that she and Stephen Biddlecombe would attend the drop-in session at Yeovil library regarding proposed changes to Fire Service operations.

**Action 190715/8** – Judi Morison reported that she had spoken with the Greener Cary group and would soon meet with them to set some proposed climate targets.

**Action 190715/9** – The response to the Environment Agency regarding fish deterrents at Hinkley Point had been submitted.

**Action 190715/10** – Justin Birch had been unable to attend the SALC Finance training. The Clerk had attended the Council as an Employer training and reported that it had been aimed more at Councillors rather than Clerks but had been generally useful.

**Action 190715/11** – The Clerk reported that the Deputy Clerk had signed up for online alerts for new planning applications and that Councillors would all receive an email alerting them when a new planning application had been received.

**Action 190715/12** – A second quote for works to the Market House had not been obtained but the work was to go ahead. See minutes of Properties and Infrastructure meeting held on 22/07/19.

**Action 190715/13** – It had not been possible to raise the issue of the condition of the cemetery track edge at the recent meeting but this would be discussed soon.

**Action 190715/14** – An inspection of the trees in the cemetery that required attention was scheduled to take place in due course and any actions would be dealt with via the Properties and Infrastructure Committee.

**Action 190715/15** The Clerk would contact the new Clerk of Ansford Parish Council regarding maintenance and insurance issues for the Fairfield, once the new Clerk was in post.

**Action 190715/16** – Justin Birch reported that he would soon be obtaining a quote for the work to extend the footpath at the Fairfield.

**Action 190715/17** – The Clerk had added the General Terms of Reference, Complaints Policy, Equal Opportunities Policy and Lone Working Policy to this August agenda as instructed.

It was **agreed** to take item TC62 b) at this point in the meeting.

**TC62 b)** To hear feedback from a meeting with County Highways regarding road markings and agree any action to be taken.

Nick Weeks reported that he had met with Gary Warren from County Highways, who had agreed to arrange double yellow lines to be painted in Chapel Close, as per a request from a member of the public. Nick went on to report that the loading bay in Fore Street was to be moved further south to a wider part of the road. As a result, one parking place would be lost at the roadside. Double yellow lines would also be added at Priory Close. Nick had also discussed some improvements to road signage with Gary Warren and these would be brought before the Council in due course.

**Action 190715/18** – The cost of the insurance for Cary Runners had been added to the list of payments for this August meeting.

**TC56 To receive an update on the status of Castle Cary as a dementia-friendly town. (PB)**  
Philippa Biddlecombe informed Councillors that the drive to make Castle Cary a dementia-friendly town was gathering momentum. A steering committee had been set up with the GP surgery and local people had been invited to join. Castle Cary was working with Wincanton, Queen Camel, Milborne Port and Bruton. Training would soon be available and would be offered to residents, the Chamber of Commerce, volunteers from the Castle Cary Information Point and the Railway Station. Philippa agreed to inform the Town Council of the dates this training would take place.

**Action 190819/3: Philippa Biddlecombe**

Hedge Burley informed the Council that she had become a dementia friend and had found the experience to be worthwhile. Hedge went on to inform the Council that, following activities organised by young people on the National Citizens Scheme, one young person was volunteering at Carybook care home and two had secured paid employment.

**TC57 Chairs' Report:**

a) Youth Strategy – to consider a draft Youth Strategy

It was **agreed** to defer this matter to a future meeting.

- b) To note that the Chair has written a letter in support of a grant request made by the Church to Viridor towards the cost of roof repairs.

The Chair reminded members that she had sent an email to everyone, asking if they had any objections to the letter of support. It was **agreed** that there were no objections to the letter of support.

- c) To hear an update regarding Carnival funding and to agree any action to be taken.

The Chair confirmed that no funds had been given to the Carnival Committee in the 2018-19 financial year, although in-kind contributions had been made by waiving the fee for the use for The Shambles and Undercroft and agreeing to pay for 50% of the street clean-up costs.

It was **agreed** that Philippa Biddlecombe, Stephen Biddlecombe, Justin Birch, Nick Crowley and Judi Morison would meet with the Carnival Committee to discuss any possible funding, with any proposals to be brought before the Full Council for consideration.

**Action 190819/4: Judi Morison**

- d) To note receipt of the Councillors Guide for Handling Intimidation from the Local Government Association.

**Noted.** The Chair informed Councillors that they should report any instances of intimidation to her and the Clerk, in the first instance.

- e) To review S106 priorities and agree any action to be taken.

The Chair informed the Council that S106 monies could now be drawn down in relation to the Well Farm development.

#### **TC58 Clerk's Report**

- a) To note progress with the implementation of accounting software.

The Clerk said that she hoped to be able to present regular bank reconciliations to the Council from September onwards.

- b) To note progress with improvements to the filing system in the Town Council office.

The Clerk informed the Council that, while she had been away on annual leave, the Deputy Clerk and Bookings and Promotions Manager had done a large amount of filing and that, as a result, the office was running much more smoothly. There was still a lot of filing to complete but the situation was much improved.

#### **TC59 To agree membership of the following committees:**

- a) Finance, Management and Human Resources Committee – three additional members (Chair – Judi Morison; Vice-Chair – Justin Birch)

**RESOLVED:** It was proposed and agreed that Philippa Biddlecombe, Penny Steiner and Nick Weeks would form the remaining members of the Finance, Management and Human Resources Committee.

- b) Marketing and Communications Committee - four additional members (Chair – Penny Steiner)

**RESOLVED:** It was proposed and agreed that Margaret Bebbington, Philippa Biddlecombe, Stephen Biddlecombe, Justin Birch, Hedge Burley, Nick Crowley, Judi Morison and Sally Snook would form the remaining members of the Marketing and Communications Committee.

- c) Planning Committee – four additional members (Chair – Pek Peppin)

It was noted that Sally Snook was the Vice-Chair of the Planning Committee already.

**RESOLVED:** It was proposed and agreed that Margaret Bebbington, Stephen Biddlecombe, Justin Birch, Bob Gilbey, Penny Steiner, Nick Weeks and Rob Worth would form the remaining members of the Planning Committee.

- d) Properties and Infrastructure Committee – four additional members (Chair – Nick Weeks)

**RESOLVED:** It was proposed and agreed that Stephen Biddlecombe, Justin Birch, Hedge Burley, Nick Crowley, Bob Gilbey, Judi Morison, Penny Steiner and Rob Worth would form the remaining members of the Properties and Infrastructure Committee.

**TC60 To agree Town Council representatives to the following outside bodies:**

- a) Ansford Academy Council

**RESOLVED:** It was proposed and agreed that Hedge Burley would be the representative to Ansford Academy.

- b) Caryford Hall

Margaret Bebbington offered to take up this role but would need to check her diary to ensure that she was able to attend the meetings.

**Action 190819/5: Margaret Bebbington**

Sally Snook informed the Council that she was unable to attend the next Dimmer Liaison meeting on 19<sup>th</sup> September. Henry Hobhouse said he would be attending and agreed to report back to the Council.

**Action 190819/6: Henry Hobhouse**

### **Committees Reports, Recommendations & Progress on Major Projects**

#### **TC61 Planning Committee & Neighbourhood Plan**

- a) To note that the BMI site application has been referred to the Regulation Committee and will be considered on 20<sup>th</sup> August; to agree any action to be taken.

It was **agreed** that Pek Peppin would attend the meeting on behalf of the Council. Pek asked for as many Councillors as possible to attend to show support for the Council's position.

- b) To note the comments of the Planning Committee in relation to planning applications 19/01871/REM and 19/01840/OUT.

**Noted.**

- c) To consider allocating a budget line for the Planning Committee in the financial year 2020-21.

Pek Peppin said that a new budget line for the Planning Committee would be used for legal fees associated with specific planning applications. It was **agreed** that the Council approved of this idea but that the actual amount would need to be agreed during the budget setting process.

- d) To note that the proposed revisions to SSDC's Local Plan will be discussed at the next Planning Committee meeting on 2<sup>nd</sup> September and to request that Councillors familiarise themselves with the proposals in advance of this meeting.

**Noted.**

#### **TC62 Properties, Infrastructure, Pither Project & Fairfield-updates**

- a) Market House – to hear an update on work to be started.

Nick Weeks informed the Council that he would be meeting with the Clerk the following day to schedule the works and the erection of the required scaffolding.

- b) To hear feedback from a meeting with County Highways regarding road markings and agree any action to be taken.

This matter was dealt with after during item TC55 above.

- c) To hear an update on work to the Horsepond and agree any action to be taken.

Justin Birch reported that work to the Horsepond had ceased due to a disagreement between volunteers and a member of the public. This had been resolved with a compromise between the two parties. There was still some work to do at the Horsepond but both parties were happy.

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

Penny Steiner reported that a successful meeting had been held and that, as a result, the Friends of Fairfield group was now established. Work to form a wildflower area and to improve the sensory garden would begin soon. A volunteers' day would be held on Sunday 15<sup>th</sup> September from 10am onwards. Penny noted that the sensory garden needed more compost. Nick Crowley said that this might be available from Dimmer and Penny said she would write to the Dimmer site operators to see if some could be obtained either free or at a good price.

### **TC63 Marketing & Communication**

- a) Marketing and Communications update

Penny Steiner reported that the wedding held on 10<sup>th</sup> August had been a success.

- b) To receive an update from the Signage Group and to consider a recommendation to respray the new Town Council notice board in blue to match other Market House signage.

It was **agreed** that the Council was in favour of respraying the notice board in blue. Nick Weeks said he would be able to get a price for this work.

**Action 190819/7: Nick Weeks**

Penny went on to say that the gateway sign project was ongoing and that it might be necessary to add an amount to the 2020-21 budget to fund any changes required.

- c) To hear an update on the work of the Newsletter Working Group and agree any action to be taken.

There was nothing new to report.

- d) To hear a report on the installation of the commemorative blue plaque for Douglas Macmillan.

Penny Steiner reported that at least 14 members of the Macmillan family had attended the unveiling of the blue plaque to commemorate Douglas Macmillan. There had been lots of good TV and press publicity and Penny thanked all those involved.

- e) To hear an update on information from the Eat Festival organisers for another event in 2020 and agree any action to be taken.

Penny Steiner reported that she and Judi Morison had met with the organisers of the Eat festival. They had shared feedback from the 2019 event, which had been overwhelmingly positive. The organisers had said that they would like to put on another Eat festival in Castle Cary on 2<sup>nd</sup> May 2020 and that the Chamber of Commerce would be taking the lead. The Eat organisers would retain responsibility for organising all licences, road closures and for consulting the public and businesses.

**RESOLVED: It was proposed and agreed that the Town Council had no objections to an Eat festival taking place on 2<sup>nd</sup> May 2020 and that it was understood that the event would be facilitated by the Chamber of Commerce and the Eat festival organisers.**

- f) To hear an update on the Chamber of Commerce.

Penny Steiner reported that the Chamber of Commerce AGM would be held in October and would look at how to operate in the next 12 months. Membership was gradually increasing.

- g) To readopt the following policies: General Terms of Reference, Complaints Policy, Equal Opportunities Policy and Lone Working Policy.

Penny Steiner noted that an incorrect version of the General Terms of Reference was on the Castle Cary website. The Clerk was instructed to ensure that the correct version was uploaded.

**Action 190819/8: Town Clerk**

**RESOLVED: It was proposed and agreed to readopt the General Terms of Reference, Complaints Policy, Equal Opportunities Policy and Lone Working Policy without amendment and that the Clerk would arrange for updated versions of these documents to be sent to Sally Snook for upload to the website.**

**Action 190819/9: Town Clerk & Sally Snook.**

**20:13 – District Councillor Kevin Messenger left the meeting.**

**TC64 Finance and Management**

- a) To note receipt of a letter of thanks from South Somerset Community Accessible Transport in relation to the grant of £2000 given by the Town Council.

**Noted.** Henry Hobhouse agreed to ask SSCAT to send a recent report received at SSDC to all Town and Parish Councils for information.

***Action 190819/10: Henry Hobhouse***

- b) To consider a grant request from Castle Cary Playfest.

**RESOLVED: It was proposed and agreed to award a grant of £100 to Castle Cary Playfest.**

***Action 190819/11: Town Clerk***

- c) To approve the August payment schedule and to nominate Councillors to verify and authorise payments.

**RESOLVED: It was proposed and agreed to approve the payments as presented. It was further agreed that Hedge Burley would verify the payments on Wednesday 21<sup>st</sup> August and that Judi Morison and Penny Steiner would authorise the payments after that.**

***Action 190819/12: Hedge Burley, Judi Morison and Penny Steiner.***

**The next meeting of the Town Council will be held on Monday 16th September in the Market House at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 5<sup>th</sup> September.**

**The meeting ended at 20:20**

**Approved as a correct record ..... J Morison 16<sup>th</sup> September 2019**