



APPROVED MINUTES OF CASTLE CARY TOWN COUNCIL MEETING
held on Monday 21st October 2019 at the Market House, Castle Cary

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

Also present: District Councillor Henry Hobhouse, County Councillor Mike Lewis and Ansford Parish Councillor Di Pinnions

Clerk: Zöe Godden

There were no members of the public present at the start of the meeting.

The meeting started at 19:00

2019

TC80 Apologies for absence

Apologies had been received from Nick Crowley, Sally Snook and District Councillor Kevin Messenger.

TC81 To approve the minutes of the Town Council Meeting held on Monday 16th September 2019 to be signed by the Chair

RESOLVED: It was proposed and agreed to approve the minutes as presented. 10 votes for; One abstention.

TC82 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.

TC83 Community Safety and Security update

The Chair reported that PCSO John Winfield had replaced PCSO Emma Reeves and would cover Castle Cary and the surrounding villages.

The Clerk reported that, following instances of broken glass at the play area, she had arranged for the caretaker and office staff to check the play area every weekday morning. No broken glass had been found since this arrangement had been implemented, although there was sometimes litter to pick up.

TC84 To receive any reports/updates:

- a) **Mike Lewis (County Councillor)** reported that Somerset County Council would be increasing its precautionary gritting route from approximately 720 miles to 900 miles. In addition, SCC would now be refilling grit bins owned by Town and Parish Councils. Mike went on to report that SCC was offering Healthy Living grants of up to £2000 and that each County Councillor could nominate up to four projects between 1st September and 30th November 2019.

In response to a question from Pek Peppin in relation to the planning application for 165 homes off Station Road (19/01871/REM), Mike said that he had spoken with the planning officer but that he had not been able to find out why the school site and the spine road to

the employment land were not being dealt with, nor why Persimmon Homes was being allowed to build the dwellings. The planning officer had confirmed that access to the site from Torbay Road would be closed with the only access to the dwellings being via Station Road.

- b) **Henry Hobhouse (District Councillors)** reported that he and District Councillor Kevin Messenger had spoken with planning officers and the ex-Head of Planning to try to determine why so many of the conditions imposed on the Torbay Road site (19/01871/REM) had not been implemented. It had been established that the school site would be dealt with completely separately as this was in the ownership of SCC, not Persimmon. Pek Peppin pointed out that the Castle Cary and Ansford Neighbourhood Plan had been ignored and Henry said he would bring this up with the Planning Department. Henry went on to say that he would arrange a meeting between the planning officer, Judi Morison, Pek Peppin and himself to discuss these issues. Regarding the application for dwellings at Foxes Run (16/03447/FUL), Henry confirmed that Yarlinton Housing Group had put the land up for sale so it was unclear how the site would now be developed. Henry was due to meet with Yarlinton within the next two weeks.

19:14 – One member of the public entered the meeting.

Finally, Henry Hobhouse reported that he, Kevin Messenger, Judi Morison and Pek Peppin were scheduled to meet to discuss the Stonewater Developments Ltd application for variations to the section 106 agreement relating to the Wayside Farm development (14/02906/OUT and 18/02986/REM). The variations would result in a significant reduction in the contributions required in the community to off-set the increase in population that would be incurred.

- c) **To hear feedback from the recent Dimmer Liaison Group meeting** – District Councillor Henry Hobhouse reported that Viridor Waste Management had decided to install traffic lights at the end of the access road to the site so that the junction was safer. There was some discussion about a waste pipe at the Wessex Water sewage station and it was **agreed** that the Clerk should arrange to have water quality tested in the River Cary to find out if pollution was taking place. The cost of this would need to be shared with Carymoor and Bab Cary Parish Councils and the Clerk was instructed to confirm that these two parishes were able to make a financial contribution.

Action 191021/1: Town Clerk

- d) Update on Key Objectives/Projects

Philippa Biddlecombe reported that a meeting to take forward the Dementia Town project was scheduled for the coming week.

19:24 – District Councillor Henry Hobhouse left the meeting.

- e) To review action points from previous meetings

Action 190819/7 – Nick Weeks reported that he would be approaching a different contractor for a price for respraying the notice board outside the Market House. Hedge Burley also offered to ask her husband if he could provide a price.

Action 190916/1 – The Clerk had spoken with the Town Clerk at Wincanton Town Council to ask for more information on meetings that it had been reported were taking place with developers. It had been confirmed that these meetings had been between SSDC and developers, rather than between Wincanton Town Council and developers. No further action was required.

Action 190916/4 – The offer of a temporary building for the youth club, possibly to be sited on land near the Drill Hall was ongoing.

Action 190916/10 – Justin Birch had addressed the issue of garden waste being dumped at Fairfield and this seemed to have stopped. However, there was still a large pile of waste near the fence.

TC85 Chairs' Report:

- a) To note a revised S106 statement received from SSDC and to agree that the sums attributed to changing rooms can be allocated to the Pavilion on the Donald Pither Field.

RESOLVED: It was proposed and unanimously agreed that all S106 monies on the current list pertaining to changing rooms should be put towards the new Pavilion project at the Donald Pither Memorial Field. The Clerk was instructed to inform SSDC and Ansford Parish Council that this resolution had been made and to ask Ansford to make the same resolution.

Action 191021/2: Town Clerk

TC86 To hear feedback from the recent Market Towns Investment Group Meeting and agree any action to be taken. (JB & NW)

Nick Weeks reported that the meeting had been productive and that he had asked for the SSDC information boards in Castle Cary and Ansford to be updated. There was also a possible opportunity for apply for funding for gateway signs. The Town Council would have to put together a proposal and have this approved by County Highways, then an application could be made to MTIG for funding. There had been an opportunity to view some digital signage units that Justin Birch said were impressive. The Clerk was instructed to contact the Clerk of Chard Town Council to find out how these might be obtained free of charge.

Action 191021/3: Town Clerk

TC87 To consider changing the start time of Committee meetings to 7pm and to approve meeting dates for 2020, including a proposal to move the January 2020 Planning Committee meeting to 13th January and the Marketing and Communications Committee meeting to 6th January.

The Chair explained that some councillors who worked during the day found it difficult to get to committee meetings by 6.30pm. Also, in previous years, it had been found that planning applications were not available from SSDC in time for a meeting in early January, hence the idea of swapping the Planning Committee meeting with Marketing and Communications.

RESOLVED: It was proposed and agreed to approve the change of start time for all committee meetings in 2020 from 6.30pm to 7pm; it was further agreed to swap the Planning Committee and Marketing and Communications Committee meeting dates in January 2020. Nine votes for; two votes against.

TC88 Correspondence – To note receipt of information from SCC confirming that the precautionary gritting route has been increased from 720 to 900 miles (approx) and that SCC will refill grit bins this year.

Noted.

Committees Reports, Recommendations & Progress on Major Projects

TC89 Planning Committee & Neighbourhood Plan

- a) To note the draft minutes of the previous Planning Committee meeting held on 7th October.

Noted.

- b) To note receipt of an application to vary the section 106 agreement in respect of the Wayside Farm development (application numbers 14/05623/OUT and 18/02986/REM) Pek Peppin reiterated concerns about the application to vary the S106 agreement and noted again that a meeting was due to take place on 24th October between Town Council, Ansford Parish Council and District Councillors to discuss this.

- c) To note the comments submitted by the Planning Committee in relation to the application for 200 dwellings at land north of Ansford Hill (application number 19/01840/OUT) and two letters from CPRE to SSDC commenting on the application.

Noted. County Councillor Mike Lewis suggested that the Town Council might like to request a meeting with SSDC's Chief Executive to express concern over the treatment of Castle Cary and Ansford in relation to the many developments in the area and the possible variations to S106 agreements. Mike also noted that Wincanton and Chard were benefitting from a high level of investment and that Castle Cary, being a significant Market Town, was not in receipt of any investment that would assist in offsetting the impact of the many developments in the area and that this could also be raised with the Chief Executive. It was **agreed** that Judi Morison would set up this meeting.

Action 191021/4: Judi Morison

TC90 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 erected and work had commenced on gutterings, downpipes and the roof. Several windows had been removed for refurbishment. The roof had been found to be in a better condition than feared. Some tiles would have to be removed and replaced properly. One length of downpipe had been found to be made of plastic rather than metal, as required on a Grade 2 star listed building such as the Market House and this would be replaced with metal. The museum sign would be repainted and put back up in the new position towards the front of the Market House. As a result of the works, the museum had had to close two weeks early and would re-open in spring 2020.

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

Penny Steiner reported that the ground had been left in a muddy condition after the fair had left but that representatives from the fair had come back and flattened the land. They had also offered to return later to help put the land back into a better condition. It was felt that the damage could be made good with help from Town Councillors and members of the Friends of Fairfield group. The Council was very grateful to the members of the public who had hosed the muddy road clean. The wildflower meadow area had been prepared and seeded and a barrier had been put up to keep people away. The wildflower seeds had been provided free of charge. The trees required to be planted in the orchard area had been identified and could be sourced locally. Some plants had been stripped out of the sensory garden and would be replanted soon.

Justin Birch reported that Ansford Parish Council were going to approach Elan Homes to ask them to install the extension to the footpath. Justin had obtained a quote from a contractor for this work too. It would not be possible to install the new path until the spring. In the meantime, to keep the path from becoming too muddy, Justin and Nick Weeks would put down bark chippings. It was noted that the Town Council would need to be consulted regarding the price for the path extension as the cost would be split between Castle Cary and Ansford (2:1) and Justin agreed to email the Clerk of Ansford to let her know about this.

Action 191021/5: Justin Birch

Finally, Penny informed councillors that a volunteer day had been arranged for 16th November.

TC91 Marketing & Communication

- a) Marketing and Communications update

Penny Steiner reported that an Apple Day had been arranged for 27th October. This would include nine or ten food and drink stalls, two live bands, children's activities and apple identification.

A meeting had been arranged for 12th November to talk to local groups about communication between them and the Town Council and to discuss a new format for the newsletter.

Big Christmas would take place on the evening of 5th December. Penny asked for help to decorate the Market House on 30th November. Rather than having one large Christmas tree in the Horsepond, six brackets would be attached to the wall at the back to hold smaller trees.

Penny thanked Stephen Biddlecombe for refurbishing the public noticeboards located near the Library.

Finally, Penny reported that the Chamber of Commerce was interested in working with the Town Council to improve the gateway signs and would interact with the signage group to achieve this.

20:07 – One member of the public left the meeting.

TC92 Finance and Management

- a) To consider renewing the annual intruder alarm maintenance agreement for the Pavilion at a cost of £80.00 + VAT.

RESOLVED: It was proposed and unanimously agreed to renew the intruder alarm contract as requested.

Action 191021/6: Town Clerk

- b) To approve the addition of a direct debit payment to EDF Energy (Pavilion electricity provider) to the list of regular payments to be made by direct debit, BACS or Standing Order.

RESOLVED: It was proposed and unanimously agreed to add EDF to the list of regular payments as requested.

Action 191021/7: Town Clerk

- c) To consider a recommendation from the Finance and Management Committee that Rosie Darkin-Miller should be appointed as the Internal Auditor for the Town Council and the Donald Pither Trust for the 2019-20 financial year.

RESOLVED: It was proposed and unanimously agreed that Rosie Darkin-Miller should be appointed as the internal auditor for 2019-20 for both the Town Council and Donald Pither Trust.

Action 191021/8: Town Clerk

- d) To consider a recommendation from the Finance and Management Committee that the Council should adopt the Financial Risk Management document.

RESOLVED: It was proposed and unanimously agreed to approve the Financial Risk Management document as presented.

Action 191021/9: Town Clerk

- e) To consider a recommendation from the Finance and Management Committee (meeting date 11/02/2019) that the Council should award a grant of £160 to Cary Carers.

RESOLVED: It was proposed and unanimously agreed to approve the grant payment as requested.

Action 191021/10: Town Clerk

- f) To note that the contract with Sage for accounting software has been cancelled and that the contract will cease in December 2019.

Noted.

- g) To approve the cash book and bank reconciliation for September 2019.

The cash book and bank reconciliation had been checked by Justin Birch before the start of the meeting.

RESOLVED: It was proposed and unanimously agreed to approve the cash book and bank reconciliation as presented.

Penny Steiner declared a disclosable pecuniary interest in this item as she was the recipient on one of the payments. Penny took no part in discussions or voting.

- h) To approve the October payment schedule and to nominate Councillors to verify and authorise payments.

The Clerk was instructed to check with Dave Marsh that only specific people could purchase items through the Town Council's account and to ensure that all people authorised to make purchases knew that they must sign and print their names on the receipt.

Action 191021/11: Town Clerk

RESOLVED: It was proposed and unanimously agreed to approve the payments as presented and that Philippa Biddlecombe would verify the payments on Tuesday 22nd October at 9am and that Judi Morison would authorise the payments after verification.

TC93 Exclusion of Press and Public: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.

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

20:19 - County Councillor Mike Lewis and Ansford Parish Councillor Di Pinnions left the meeting.

TC94 To consider recommendations from the Finance and Management Committee in relation to lease and tenancy arrangements for tenants at the Market House.

Councillors heard information on informal discussions on a way forward for tenants and **agreed** that formal negotiations could take place along the same lines.

Action 191021/12: Judi Morison, Nick Weeks and Town Clerk

The Clerk was instructed to add a new budget heading to the 2020-21 budget to cover the Market House and to include an amount for redecoration, in consultation with Nick Weeks.

Action 191021/13: Nick Weeks and Town Clerk

The meeting ended at 20:27.

The next meeting of the Town Council will be held on Monday 18th November in the Market House at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 7th November.

Approved as a correct record J Morison 18th November 2019