



APPROVED MINUTES OF CASTLE CARY TOWN COUNCIL MEETING
held on Monday 16th March 2020 at the Market House, Castle Cary:

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

Clerk: Zöe Godden

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

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

A member of the public asked the Council to consider installing mesh around the bottom of the fence at Fairfield to prevent children and dogs from running into the road. A petition had been started and would be submitted to the Clerk in due course. Judi Morison explained that a decision could not be made because this matter was not on the agenda but that it would be referred to the next Properties and Infrastructure Committee meeting on 23rd March for consideration.

19:05 – The Chair brought the public open session to a close and one member of the public left the meeting.

2020

TC143 Apologies for absence

Apologies had been received from Pek Peppin, County Councillor Mike Lewis and District Councillors Henry Hobhouse and Kevin Messenger.

TC144 To approve the minutes of the Town Council meeting held on Monday 17th February 2020 to be signed by the Chair

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

TC145 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.

TC146 Co-option: To fill the vacant seat on the Council by voting on the two candidates by a show of hands.

Two eligible candidates had put their names forward for co-option, both of whom had submitted written personal statements and taken part in an informal interview prior to the meeting. The Chair asked councillors to vote for their preferred candidate. Julian de Bosdari received four votes; Kenneth Gray received three votes. Four councillors abstained from voting. Therefore, Julian de Bosdari was voted onto the Town Council with a clear majority. Julian took a seat with the Council.

TC147 Community Safety and Security update

There were no new matters to report.

TC148 To receive any reports/updates:

- a) **Mike Lewis (County Councillor)** had sent his apologies.
- b) **Henry Hobhouse and Kevin Messenger (District Councillors)** had sent their apologies.
- c) Update on Key Objectives/Projects – Judi Morison reminded Councillors that the joint Ansford and Castle Cary Councils meeting would take place on 16th April.
- d) To review the action points in the Environment Action Checklist – the check list was noted. No new actions had been completed.
- e) To review action points from previous meetings – **Noted**. No significant actions were outstanding.

TC149 Chairs' Report:

- a) To hear a report on homelessness figures from SSDC.

Judi Morison reported that a rough sleeper had twice been to Castle Cary in recent weeks. Judi went on to give details of homelessness figures for South Somerset and said that the Clerk had the relevant contact details to access assistance for any rough sleepers.

- b) To hear an update from Youth Matters.

Judi Morison reported that Youth Matters would no longer be using the Swainson Building as a venue for the youth club. Despite achieving an agreement with SCC to reduce the rent to the original amount, there was still no youth worker in post so it had been decided to rent the Undercroft to carry out consultation and engagement with young people and to offer some activities.

- c) To note that the joint Ansford and Castle Cary Annual meeting will take place on Tuesday 19th May at Caryford Hall and to agree who will present reports.

The correct date for the joint Ansford and Castle Cary meeting was 16th April, not 19th May as in the agenda. Nick Weeks agreed to give a report on use of the Market House and on opening up Millbrook toilet for use as a youth facility. Penny Steiner would give a report on the newsletter, welcome pack, website and Fairfield. Nick Crowley would give a report on the Chamber of Commerce. Sally Snook and Pek Peppin would give a report on planning matters. Judi Morison reminded councillors that local voluntary groups would be invited to attend and speak if they wished.

Nick Weeks referred to an announcement by SCC that they would be rolling out 20mph limits outside all schools and suggested that Ansford and Castle Cary councils could work together to ensure these are implemented at the schools in both parishes. Judi Morison said the two councils should liaise with County Councillor Mike Lewis on this.

- d) To hear an update on any relevant news relating to coronavirus.

The Clerk summarised plans to be implemented in the event that the Market House had to close. Judi Morison summarised what the Churches Together group was doing to help people who were self-isolating. Sally Snook said she would add a prominent banner to the home page of the website to make sure that any coronavirus information could be easily accessed.

Action 200316/1: Sally Snook

- e) To note all Councillors are invited to attend a presentation from David Fothergill, Leader of Somerset County Council, about proposals for a unitary authority at a meeting in Bruton on Tuesday 31st March at 7pm.

Judi Morison reported that the Clerk had already contacted David Fothergill to arrange a date for him to attend Castle Cary. The Clerk was instructed also to invite Val Keitch, Leader of South Somerset District Council to attend this meeting.

Action 200316/2: Town Clerk

- f) To consider a proposal that Standing Order 4b is changed from: “The members of a committee may only be made up of councillors. Any Working Groups may be made of Councillors and members of the public as determined by the terms of reference for the working group.” to “The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.”.

RESOLVED: It was proposed and unanimously agreed to amend Standing Order 4b as per the agenda item.

Action 200316/3: Town Clerk

- g) To approve required amendments to Standing Orders 11, 17, 18, 20 and 21.

RESOLVED: It was proposed and agreed to amend Standing Orders 11, 17, 18 20 and 21 as per the Clerk’s report. 10 votes in favour. Sally Snook and Nick Weeks abstained from voting and asked for this to be recorded in the minutes.

Action 200316/4: Town Clerk

TC150 Correspondence

- a) To note receipt of a letter from a resident objecting to the upcoming implementation of three-weekly waste collections; to agree any action to be taken.

The Clerk was instructed to refer the resident to the Somerset Waste Partnership for any guidance on any additional waste collection that may be required.

Action 220316/5: Town Clerk

- b) To note a response from Avon and Somerset Police to the Council’s enquiry relating to the use of Auto Speedwatch devices.

The Clerk reported that Avon and Somerset Police did not support the use of Auto Speedwatch devices because there were serious GDPR implications with the data collected as it included photographs of vehicles, meaning that individuals could be identified. Town and Parish councils would not be able to act as data controllers for this sort of information.

Committees Reports, Recommendations & Progress on Major Projects

TC151 Planning Committee & Neighbourhood Plan

- a) To hear a brief summary of current planning applications.

Sally Snook reported that there had been no news on the Foxes Run development (16/03447/FUL).

The BMI applications (18/01602/FUL & 18/01603/LBC) had gone to appeal.

Regarding the Torbay Road application (19/01871/REM), Sally reported that the developer had submitted amended plans that included the installation of bollards on the access road at the Torbay Road side of the site. These amended plans would be considered at the next Planning Committee meeting.

A consultant had been employed to produce a landscape survey in relation to the application for 200 dwellings near the railway station (19/01840/OUT). The consultant’s fee was to be paid for by jointly by the Town Council, Ansford Parish Council and SSDC. A draft report had been received but Pek Peppin had noted that the following points had been omitted:

There are three interesting phases of the history of the Nation’s transport infrastructure to be “read” on this site.

1) The footpath - now part of “the Monarch’s Way” which connects the Railway Station with Ansford Hill was the original road that, probably from at least the Bronze Age up to the 18th century, linked Ansford with Shepton Mallet.

2) With the coming of the Turnpike Trusts, the gradient of this section of road proved too steep for some horse-drawn vehicles and a new section of road, (which ran diagonally across the field - the line is still visible) replaced it. The date of the Somerton and Langport Turnpike that went via Ansford to Shepton Mallet was 1753.

3) The third phase – the one we have now – came with the introduction of the Railway around 1850.

Pek had forwarded this information to the Planning Officer for inclusion in the report as these points had been discussed at an initial meeting with the landscape architect.

Nick Weeks reported that Wessex Water was connecting the Torbay Road site to existing infrastructure, despite confirming that a new pumping station would be built within a year.

Finally, Sally reported that Pek had written a letter of complaint to SSDC regarding its handling of the application at The Park (19/02038/FUL).

- b) To note a response from SSDC regarding the Council's complaint at the handling of planning application 19/02038/FUL for the erection of a detached dwelling at The Park and to agree any further action to be taken.

RESOLVED: It was proposed and agreed that the Council was in favour of escalating the complaint by writing to the Planning Ombudsman. 11 votes in favour; one abstention.

Action 200316/6: Pek Peppin

- c) To note a request from SSDC for the submission of new sites for economic and development use; to agree a response.

Pek Peppin had asked Sally Snook to propose that the Clerk should respond to this request, saying that there should be no more building in Castle Cary and Ansford until the cumulative impact of all the ongoing developments could be assessed.

Action 200316/7: Town Clerk

TC152 Properties, Infrastructure, Pither Project & Fairfield-updates

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

Nick Weeks reported that some decorating work to the interior of the Museum windows had started and it was hoped this would be completed by the time the Museum opened in April. Regarding the new gateway signs, the Clerk was instructed to contact Gary Warren from County Highways to ask him to confirm the size of sign allowed.

Action 200316/8: Town Clerk

Nick said that cycle parking signs had been ordered and would be delivered soon.

Nick went on to report that the next Pavilion Group meeting was due to take place on 25th February. Amended plans for the proposed new Pavilion had been received from the quantity surveyor, which required the relocation of the cricket nets to facilitate additional parking spaces. The Clerk was instructed to contact the quantity surveyor to say that the cricket nets could not be moved and that additional parking could be facilitated between the vehicle track and the cricket nets and to ask for costings to be supplied as soon as possible so that grant applications could be submitted.

Action 200316/9: Town Clerk

Finally, Nick reported that he had met with Justin Birch, Bob Gilbey and the Clerk to discuss the proposed location of the basketball hoop and the complaint received from a resident. The Clerk would be contacting the Council's solicitor to find out the legal position.

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

Penny Steiner reported that work was continuing at the Fairfield. The sensory garden would be tidied up for the summer and a tree-trail would be set up across the Fairfield, to be accompanied by an activity sheet for children, available from the Information Office. Quotes had been obtained for the proposed climbing frame and shelter. SSDC had advised that a consultation exercise should take place before this new equipment was installed. The Clerk had contacted the Planning Department to ask if planning permission was required.

Regarding the maintenance contract, the Clerk had obtained three quotes, which would be considered at the Properties and Infrastructure Committee meeting on 23rd March.

- c) To hear an update on plans for a new Pavilion.

This matter was dealt with at item TC152 a) above.

- d) To note an upcoming temporary road closure at Station Road, Ansford and agree any action to be taken.

Sally Snook reported that County Highways were aware of local concerns about the possible diversion of HGVs through the High Street. Any issues should be reported to the Clerk for referral to County Highways.

- e) To receive a report on water quality monitoring in the River Cary and Cary Brook. Nick Weeks noted that there was no information regarding E-coli or other bacteria and that mineral levels were within acceptable parameters. The Clerk was instructed to forward the report to District Councillor Henry Hobhouse.

Action 200316/10: Town Clerk

TC153 Marketing & Communication

- a) Marketing and Communications.

Penny Steiner reported on the recent Marketing and Communications Committee meeting. There had been an increase in Market House bookings. A presentation had been received from a tourism organisation called Visit Somerset but it had been felt that the cost of subscribing to their service could not be justified.

Judi Morison said that MTIG was offering to promote two events for Market Town Councils. Suggestions might be Apple Day and another but this would be discussed at the next Marketing and Communications Committee meeting.

Penny went on to say that the new Museum sign had been signed off and passed to the Museum for ordering. The Welcome Pack covers would be ordered this week and the associated postcards had been received. The Signage Group was waiting for quotes for the new gateway signs. Quotes had been received for newsletter printing and Aurora had been chosen by the Marketing and Communications Committee. The British Legion would be holding a coffee morning for VE day. Pom poms would be used to decorate the town for this and other events.

- b) To consider a recommendation from the Marketing and Communications Committee to approve the updated Banner Policy.

Penny Steiner reported that the policy was due for review but there had been no changes.

RESOLVED: It was proposed and unanimously agreed to approve the Banner Policy as presented.

20:30 – One member of the public left the meeting.

TC154 Finance and Management

- a) To hear a recommendation from the Finance and Management Committee that the Council considers engaging in participatory budgeting activity and to agree any action to be taken.

It was **agreed** to defer this matter to the next Full Council meeting.

- b) To consider a recommendation from the Finance and Management Committee that the Council approves the risk management document as presented.

RESOLVED: It was proposed and unanimously agreed to approve the risk management document as presented.

- c) To approve the cash book and bank reconciliations for the current account for January and February 2020, the deposit account for October to December 2019 and the Donald Pither Trust for December 2019 and January 2020.

All bank reconciliations had been checked by Justin Birch before the meeting.

RESOLVED: It was proposed and agreed to approve the bank reconciliations for the current account for January and February 2020, the deposit account for October to December 2019 and the Donald Pither Trust for December 2019 and January 2020. 11 votes in favour; One abstention.

- d) To approve the March 2020 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 to approve the lists of payments as presented, that Margaret Bebbington would verify the payments on Tuesday 17th March and that Judi Morison would authorise the payments after verification. 11 votes in favour; One abstention.

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 20th April 2020 in the Market House at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 9th April 2020.

The meeting ended at 20:38

Approved as a correct record.....20th April 2020