



**Castle Cary Town Council**

The Market House

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**APPROVED MINUTES OF CASTLE CARY TOWN COUNCIL MEETING**

**held at 7.00pm on Monday 17<sup>th</sup> June 2019 at the Market House, Castle Cary**

**Present:** Judi Morison (Chair), Philippa Biddlecombe, Stephen Biddlecombe, Justin Birch, Bob Gibley, Pek Peppin, Sally Snook, Penny Steiner, Nick Weeks and Robert Worth.

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

**Clerk:** Zöe Godden

**There was one member of the public present at the start of the meeting.**

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

The President and Treasurer of Castle Cary British Legion informed the Council that nobody was able to organise poppy sales and wreath distribution. Poppies needed to be ordered and distributed to shops and donations needed to be counted after Remembrance Day. The British Legion had already advertised for help but none had been forthcoming.

The Chair agreed to refer this matter to the Marketing and Communications Committee who would decide how best to help.

**19:07 – The Chair brought the public open session to a close.**

**The meeting started at 19:07**

**2019**

**TC18 Apologies for absence**

Apologies had been received from Margaret Bebbington.

**TC19 To receive any outstanding declarations of acceptance of office forms.**

Forms for Justin Birch and Nick Weeks were to be completed at the end of the meeting.

**TC20 To approve the minutes of the Town Council Meeting held on Monday 13th May 2019 to be signed by the Chair**

**RESOLVED It was proposed and unanimously agreed to approve the minutes as presented and these were signed by the Chair.**

**TC21 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.

**TC22 Community Safety and Security update**

Judi Morison reported that there had been vandalism and graffiti in the Catherines Close area. PCSO Thelma Mead confirmed that patrols of this area did take place.

**TC23 To receive any reports/items of information from Councillors  
(not listed separately on the agenda)**

**Mike Lewis (County Councillor)** reported that Somerset County Council's finances were in a better condition than expected and that there would be a surplus of £5million at the end of the financial year due to changes in financial structuring. Mike referred to a television documentary about SCC's Social Care system. Filming had taken place over 10 months and the programmes had been shown at the House of Commons to emphasise the problems faced in Shire counties in terms of the provision of child and adult social care.

**Henry Hobhouse and Kevin Messenger (District Councillors)** reported that the Area East committee had deferred a decision on the BMI site applications (18/01602/FUL and 18/01603/LBC) to enable planning officers to resolve several issues with the developer, including parking and highways access. In response to a question, the Clerk confirmed that she and the office staff were having difficulties accessing information about upcoming planning applications and decisions since the removal of the weekly email from SSDC.

**Update on Key Objectives/Projects** - Judi Morison noted that a Climate Change Emergency motion would be brought before the Council at the July meeting.

**To review action points from previous meetings**  
Progress against action points was noted.

**TC24 To nominate & approve a Vice Chair for Full Council**

Justin Birch was nominated by Penny Steiner and seconded by Sally Snook. There were no other nominations.

**RESOLVED: It was proposed and unanimously agreed that Justin Birch be elected as Vice-Chairman and a declaration of acceptance of office was signed accordingly.**

**TC25 To approve a representative to the Dimmer Liaison Group.**

Sally Snook was nominated by Pek Peppin and seconded by Justin Birch.

**RESOLVED: It was proposed and unanimously agreed that Sally Snook would be the representative to the Dimmer Liaison Group.**

**TC26 To receive a report from the B3153 Traffic Management Group**

Sally Snook reported that she had been in contact with Mike Lewis as there was a problem with County Highways wishing to put up mobile Speed Indicator Devices. Councillors felt that it was important to have SIDs that collected data that could be downloaded and used. Mike Lewis said that Nick Crowley was the officer at SCC dealing with SIDs and that Sparkford and West Camel Parish Councils were in the process of selecting SIDs to purchase for their areas. It was felt that it was important to have some co-ordination in terms of the SIDs that were purchased by neighbouring parishes and towns.

It was **agreed** to try to work with Ansford Parish Council as they were looking to purchase a mobile SID.

***Action 190617/1: Sally Snook***

**TC27 To consider nominating up to two representatives to the South Somerset Market Towns Investment Group.**

Nick Weeks was nominated by Rob Worth and seconded by Penny Steiner.

**RESOLVED: It was proposed and agreed to nominate Nick Weeks and that the second person would rotate between Justin Birch and Judi Morison.**

**TC28 To note difficulties experienced by councillors and members of the public making contact with SSDC and to agree any action to be taken. (NW)**

Members noted that the removal of the weekly planning email from SSDC meant that there was uncertainty over whether the Council was in receipt of all relevant planning information, which has led to the requirement for the Council to hold additional Planning meetings in order to meet deadlines for comments. It was also noted that the search facility on the SSDC website was very complicated and did not always produce accurate results. It was **agreed** that the Council wanted the weekly email from SSDC to be reinstated. Judi Morison asked when SSDC would be rolling-out the previously mentioned terminals to assist members of the public wishing to interact with SSDC online but who may not have a computer at home. Henry Hobhouse said he would find out about this.

**Action 190617/2: Henry Hobhouse**

**TC29 To agree to carry out an internal review of the Council's decision not to disclose the postal address of the Eat Festival organisers to a member of the public in relation to a freedom of information request.**

**RESOLVED:** It was proposed by Judi Morison, seconded by Justin Birch and unanimously agreed that the Clerk should carry out the review as requested.

**Action 190617/3: Town Clerk**

19:48 – PCSO Thelma Mead left the meeting.

**TC30 Chairs' Report:**

- a) **Blue plaque – To approve the installation of a blue plaque to mark the birthplace of Douglas Macmillan and to agree that the Town Council should apply for listed building consent from SSDC to enable this.**

The Chair reported that, although the building in question was not listed, the Council was still required to apply for listed building consent so that the plaque could be installed. There were no other blue plaques in Castle Cary.

**RESOLVED:** It was proposed and unanimously agreed that the Council approved the installation of the blue plaque and that it would deal with the listed building planning application. The matter was referred to the Marketing and Communications Committee for implementation.

**Action 190617/4: Penny Steiner**

- b) **To note receipt of a letter from the Carnival Society requesting financial assistance and to agree how to respond.**

**RESOLVED:** It was proposed and agreed that the Council would waive the fee for the use of the Market House on the day of the carnival and that the Clerk should contact SSDC's Streetscene department to find out how much they would charge for clean-up work after the carnival, with a view to the Council paying for this, depending on the cost.

**Action 190617/5: Town Clerk**

**TC31 Clerk's Report**

- a) Clerk to report on the email handover to Milborne Port Computers

The Clerk reported that the handover was nearly completed. Some Councillors were having difficulty setting up their new email addresses on their secondary devices and were advised to contact Milborne Port Computers directly.

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

**TC32 Planning Committee & Neighbourhood Plan**

- a) Neighbourhood Plan update

Pek Peppin reported that the Neighbourhood Plan had been approved by the independent examiner and that the next stage was to hold a referendum on 31<sup>st</sup> July. Voting would take place in Caryford Hall and the Market House. Pek extended thanks to the Neighbourhood Plan group.

In response to a question, Henry Hobhouse said that the applicants of the BMI site planning applications (18/01602/FUL and 18/01603/LBC) had quoted the Neighbourhood Plan because it

specified that development on brownfield sites was preferable to the loss of greenfield sites. It was noted that, since the Neighbourhood Plan process had begun, some 600 more dwellings had been built in Castle Cary and Ansford, meaning that there was no need for any additional housing, whether on brownfield or greenfield sites.

- b) Foxes Run – to hear advice from Carbon Law Partners regarding the appeal decision for the Foxes Run application (16/03447/FUL)

Pek Peppin reported that Carbon Law Partners had advised the group not to take this matter to a statutory review. Local people had agreed to continue to oppose this application on a private basis.

- c) Proposal that the Town Council will support the community action to continue to challenge the Foxes Run decision by ensuring that the stipulated conditions are adhered to

Pek Peppin reported that Carbon Law Partners had been asked to write a letter to SSDC (copied to other stakeholders), insisting that the Town Council is kept informed of all procedural matters contained in the Planning Inspector's report.

**RESOLVED: It was proposed by Pek Peppin, seconded by Justin Birch and unanimously agreed that the Council would support the community action to continue to challenge the Foxes Run decision and to hold the developers to account in terms of the conditions associated with the application.**

- d) Proposal that the Town Council should act as banker for funds raised by the community in order to send a letter from the planning solicitor up to the maximum value of £1000

**RESOLVED: It was proposed by Pek Peppin, seconded by Sally Snook and unanimously agreed that the Council's bank account could be used to process payments for the community group opposing the Foxes Run development.**

The Clerk was instructed to alert the Council if any associated traffic regulation orders were received.

***Action 190617/6: Town Clerk***

The Chair thanked everyone involved for all their hard work.

- e) PP to report on the outcome of the meeting at SSDC regarding the BMI development  
There was nothing further to report.

### **TC33 Properties, Infrastructure, Pither Project & Fairfield-updates**

- a) Market House – to hear an update on suppliers and work to be started  
Nick Weeks reported that the quote from Reeves was still outstanding.

- b) Cemetery Chapel Report  
Nick Weeks reported that the electricity system at the Chapel was not functioning. A new battery had been ordered but, if this did not resolve the problem, Nick said that Solarsense would need to be contacted to arrange repairs.

- f) Donald Pither Memorial field report  
Nick Weeks reported that the topographical study had been completed and the plans from the surveyor were expected to arrive very soon. Judi Morison informed the Council that the bill for the surveyor could be paid from S106 funds but that an application to access the S106 funding must be made before the bill was paid.

Judi Morison reported that a recent fun run had been a success.

Nick Weeks reported that the toilets at the Pavilion had become blocked. It was **agreed** that the Clerk should look to source signs asking that wet wipes were not put in the toilets and that she should locate any agreement between the Town Council and the users of the Pavilion.

***Action 190617/7: Town Clerk***

Nick Weeks reported that astroturf to be fitted below the basketball hoop had been sourced.

- g) To receive a report on the condition of the Horsepond wall and to consider a proposal to deal with any required repairs.

Nick Weeks reported that there was a crack in the wall at the Horsepond but that there was no money in this year's budget to pay for any repairs. A local builder was due to carry out a survey to assess the extent of the work required and the cost of this work should be factored in to the 2020-21 budget setting exercise.

Rob Worth said he would inspect the wall as he was a builder.

**Action 190617/8: Rob Worth**

**20:23** – Rob Worth left the meeting.

Penny Steiner said that the culvert that brought water to the Horsepond was blocked. There was some discussion about ownership of the wall and Henry Hobhouse said that it was still in the ownership of the developer of the properties behind the Horsepond.

Nick Weeks agreed to keep the Horsepond Group informed of any relevant information.

**Action 190617/9: Nick Weeks**

- h) Fairfield – To receive an update on management arrangements with Ansford Parish Council and on-going maintenance issues.

**20:29** – One member of the public left the meeting.

There was some discussion about issues relating to the transfer of responsibility for the maintenance and insurance of the Fairfield to Ansford Parish Council. It was **agreed** that Judi Morison would arrange a meeting with Ansford Parish Council to help to resolve any difficulties and enable Ansford Parish Council to take over their responsibilities as per the document previously agreed by Castle Cary Town Council.

**Action 190617/10: Judi Morison**

- i) To note that the Parish Paths Liaison Officer has resigned and to consider how to fill the role.

**20:40** – District Councillors Henry Hobhouse and Kevin Messenger left the meeting.

Councillors recorded their thanks to the previous volunteer for all the work he had carried out. It was suggested that Cary Ramblers might be able to take on the role en masse or that perhaps Margaret Bebbington's husband might be willing to volunteer. Judi Morison agreed to approach both parties and to report back to a future meeting.

**Action 190617/10: Judi Morison**

### **TC34 Marketing & Communication**

- a) Marketing and Communication update

Penny Steiner reported that the issue of notice boards and other boards on the front of the Market House would be discussed at the next Marketing and Communications meeting.

- b) To review prices for a refrigerator to be installed in the Shambles and agree which to accept.

Penny Steiner explained that the prices obtained were comparable but that the price obtained from A. Bishop included fitting. This could be paid for from the Marketing and Communication earmarked reserves. Also, Penny pointed out that A. Bishop was a local company.

**RESOLVED:** It was proposed by Penny Steiner, seconded by Pek Peppin and unanimously agreed to accept the price from A. Bishop.

**Action 190617/11: Town Clerk**

### **TC35 Finance and Management**

- a) To consider quotes for accounting software and agree which to choose.

The Clerk explained that she had obtained three quotes for accounting software from Scribe, Edge IT and RBS. She recommended choosing Edge IT because they were able to provide separate modules for the Town Council and Donald Pither Trust. They were also able to provide a bookings module that integrated with the main financial module. Scribe was not able to provide a bookings module. RBS was able to provide this but was more than three times as expensive as Edge IT.

**RESOLVED: It was proposed by Judi Morison, seconded by Sally Snook and unanimously agreed that the quote for a five-year license from Edge IT should be selected at a cost of £686.30 excluding VAT.**

***Action 190617/12: Town Clerk***

- b) To note that the changes to the bank mandate for the Scottish Widows accounts has been implemented.

**Noted.**

- c) To agree to pay a grant to the Donald Pither Trust of £5550.

**RESOLVED: It was proposed by Judi Morison, seconded by Nick Weeks and unanimously agreed to pay the grant of £5550 as requested.**

- d) To approve June Payment Schedule (circulated) and to nominate Councillors to verify and authorise payments.

Councillors reviewed the payment list. It was not clear which councillor had attended the SALC training on 5<sup>th</sup> June and Pek Peppin queried the amount for the payment to Carbon Law Partnerships. The Clerk was instructed to clarify these points.

***Action 190617/13: Town Clerk***

**RESOLVED: It was proposed by Judi Morison, seconded by Penny Steiner and unanimously agreed that the June payment schedule was approved, with the exception of the payments to SALC and Carbon Law Partnerships, that were approved provisionally pending the Clerk's investigations.**

**RESOLVED: It was proposed and agreed that Philippa Biddlecombe would check the invoices at the Market House on the morning of Wednesday 19<sup>th</sup> June and that Judi Morison would authorise the payments later that week.**

- e) To approve section 1 of the Annual Governance and Accountability Return.

**RESOLVED: It was proposed by Judi Morison, seconded by Justin Birch and unanimously agreed to approve section 1 of the Annual Governance and Accountability Return.**

- f) To approve section 2 of the Annual Governance and Accountability Return.

It was noted that the 2017/18 figures submitted in March 2018 were different to the 2017/18 figures shown on the AGAR as presented. The Clerk was instructed to find out the reasons for these differences.

It was **agreed** to defer to a future meeting and it was noted that this would need to take place in time for the AGAR to be submitted to the external auditor by 1st July.

***Action 190617/14: Town Clerk***

**TC36 Human Resources**

- a) To agree who shall sit on the recruitment panel to deal with the recruitment of a new cleaner for the Market House.

Judi Morison declared a personal interest in this item as she was acquainted with one of the applicants.

**RESOLVED: It was proposed and agreed that Philippa Biddlecombe, the Town Clerk and the Bookings and Promotions Manager would deal with the recruitment of a new Cleaner.**

Judi Morison asked for thanks to be recorded to the Deputy Town Clerk and the Bookings and Marketing Manager as well as all of the Councillors who had helped to keep the Town Council running while the new Town Clerk was working out her notice period at her previous jobs.

**The next meeting of the Town Council will be held on Monday 15th July in the Market House at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 4<sup>th</sup> July.**

**The meeting ended at 21:18.**

A handwritten signature in black ink, appearing to read 'Zöe Godden'.

Zöe Godden  
Town Clerk