



**Castle Cary Town Council**

The Market House

Market Place

Castle Cary

BA7 7AH

Telephone: 01963 359631

Email: [town.clerk@castle-cary.co.uk](mailto:town.clerk@castle-cary.co.uk)

Website: [www.castle-cary.co.uk](http://www.castle-cary.co.uk)

**MINUTES OF CASTLE CARY TOWN COUNCIL MEETING**

**held on Monday 26<sup>th</sup> April 2021 at 7pm**

**DUE TO THE CORONAVIRUS CRISIS, THIS MEETING WAS HELD USING ZOOM**

**Present:** Judi Morison (Chair), Margaret Bebbington, Philippa Biddlecombe, Stephen Biddlecombe, Nick Crowley, Bob Gilbey, Kenneth Gray, Pek Peppin, Sally Snook, Penny Steiner, Rob Worth, Farès K Moussa

**In attendance:** Lisa Davis (Clerk)  
Kevin Messenger (District Councillor)  
Mike Lewis (County Councillor)  
Three members of the public

**19:00 – Open session**

**The meeting started at 7.00pm**

**2021**

**TC151 Apologies for absence**

Henry Hobhouse had sent his apologies for being unable to attend.

**TC152 Declarations of personal or pecuniary interests** - no Councillors had interests to declare.

**TC153 To approve the minutes of the Town Council Meeting held on Monday 15<sup>th</sup> March to be signed by the Chair at a later time.**

**RESOLVED: It was proposed and unanimously agreed that the minutes of the meeting on Monday 15<sup>th</sup> March are approved.**

**TC154 Co-option – to fill the vacant seat on the Council**

**RESOLVED:** It was proposed and unanimously agreed that George Cronk be co-opted onto the Council.

**TC155 Community Safety and Security update** – no update report had been received from the PSCO.

**TC156 To receive reports, updates and correspondence:**

- a) **County Councillor:** Mike Lewis reported that the SCC AGM would be held the following week. The Secretary of State consultation on the Local Government Reform closed on 19 April. The District Council's are considering a poll but the Secretary of State decision would be based on the results of the consultation as the poll would end after the decision.
- b) **District Councillors:** Kevin Messenger reported that 775 trees were given out by SSDC during the Parish Tree Giveaway. Alex Parmley, SSDC Chief Executive is leaving to take up a new role in New Zealand.
- c) **Dimmer Liaison Group** There had been no further update report. Sally Snook reported that she had been made aware of issues at Avonmouth that were impacting on the amount of waste at Dimmer.

- d) **Environmental & Sustainability Update** Claire Craner-Buckley, Deputy Clerk had circulated a report in advance of the meeting. Judi Morison reported that stickers had been provided by SSDC to put on the bins to encourage people to take their rubbish home. Posters were also being printed to be displayed around the town.
- e) **Update on Key Objectives/Projects**  
No updates reported.
- f) **To review action points from previous meetings**  
No updates reported.

#### TC157 Chairs' Report

- a) **Strategic Objectives – to consider proposal to adopt the CCTC strategic objectives as discussed at meeting on 14<sup>th</sup> April**  
**RESOLVED: it was agreed to defer until the Full Council meeting in May**
- b) **Post Office update** – a Post Office service will be offered at The Market Garden when the Post Office closes. Concerns were raised about parking in front of the shop and it was noted that issues concerning restricted access on the pavement had been reported. It was agreed to contact SCC Highways regarding the bollards and access issues.  
*Action 210426/1: Town Clerk*
- c) **Pavilion Project – update following meeting on 20<sup>th</sup> April** – Rob Worth and Phillipa Biddlecombe provided a summary of the meeting. Details would be discussed further at the next Properties & Infrastructure Committee meeting. Judi Morison advised that Rob Worth had agreed to chair future meetings.  
*Action 210426/2: Town Clerk*
- d) **Return to face to face Council meetings** – discussions are ongoing but the government decision is that Council's must return to face to face meetings from 7 May. Full Council and Planning Committee meetings would be held at Caryford Hall whilst social distancing requirements are still in place.
- e) **Appointment of the new Vicar of the Castle Cary Parish** – Judi Morison reported that the new Vicar had been appointed.
- f) **To hear a report from Youth Matters** – Judi Morison had circulated a report in advance of the meeting.

#### Committee Reports, Recommendations & Progress on Major Projects

**TC158 Planning Committee & Neighbourhood Plan** – the Council received a report of the Planning Committee meeting of 12<sup>th</sup> April, the draft minutes of which have been published.

#### TC159 Planning application – to consider applications received

Application No.	Proposal	Applicant details	Observation expiry date for Town Council
21/00879/HOU	Erection of extension and alterations to form kitchen	Mr Mike Pitman	4 <sup>th</sup> May 2021
Sally Snook explained the proposals and then a vote was taken with a unanimous vote in support of this application.			
18/01156/FUL	Retention of mobile home to provide accommodation for stockman to attend animals	Mr Rodney Drake	29 <sup>th</sup> April 2021
Sally Snook explained the proposals and then a vote was taken with a unanimous vote in support of this application.			

21/00074/HOU	Replacement front doors (amended plans)	Mr Paul Greenwood	30 <sup>th</sup> April 2021
The application was discussed by the Committee and a vote was taken with 10 Councillors in support, none against and 1 abstention.			

#### TC145 Properties and Infrastructure Committee:

##### a) Infrastructure

- i. **Fulford Cross – update on flooding issues** – Kevin Messenger reported that he had met with SCC Highways and the Environment Agency. Works are required that require a road closure, this would take at least three months to put in place but it is hoped that the works would be completed before next winter.
- ii. **Pavours** – Philippa Biddlecombe would arrange a Working Group meeting to look at the paving slabs and SCC Highways would then be invited to attend a meeting to discuss further.

**Action 210426/3: Philippa Biddlecombe**

- iii. **Dog mess** – spray chalk is being used to sprat dog mess in the town and positive comments have been received from dog walkers and others. SSSDC are keen to help address issues where they can.
- iv. **Wildflowers** – Spencer Sanderson has been in touch with Laura Tilling and a meeting will be arranged to progress the planting arrangements. Nick Crowley offered to assist with seeds.

**Action 210426/4: Philippa Biddlecombe**

- b) **CCTV upgrade** – it was agreed to get three quotes for the upgrade of the CCTV at the Market House.
- c) **Donald Pither Field and Play Area**
  - i. **Update on recent inspection report** – Philippa Biddlecombe reported that an inspection had recently been completed and the outcome was re-assuring with only a few items to be resolved.
  - ii. **Basketball pitch** – SLR would be completing the fencing works within the next few weeks.
- d) **Cemetery**
  - i. **Vandalism** – a camera had now been installed which would hopefully pick up any further issues
  - ii. **Re-opening of Chapel** – it is hoped to be able to re-open the Chapel on 17 May.
  - iii. **Repairs to drive** – a further quote is needed
  - iv. **Owl boxes** – Owl boxes are being provided by Pitcombe Falconry
- e) **Wild flowers project** – see item TC160 a) iv.
- f) **Market House project**
  - i. **Emergency lighting** – Philippa Biddlecombe reported that the works would be completed by the end of May. Pek Peppin requested that the detector in the Assembly Room is moved.

**Action 210426/5: Philippa Biddlecombe**

  - ii. **Market House project update** – Pek Peppin thanked Philippa and Steve for all their work. A zoom meeting had taken place with Historic England but a date to visit the Market House had not yet been confirmed. The project cannot be progressed until Historic England have given their approval.
- g) **Fairfield** – Penny Steiner would be meeting GJS Landscapes with a view to them starting works on the path in the next two weeks.
- h) **Milbrook Hub**
  - i. **Community Larder** – the Change of Use application has now been validated and it is hoped to be able to open in May.
  - ii. **Milbrook Car Park fencing** – SSSDC have agreed to complete the works to replace the damaged fence.
- i) **Health and Safety update** – the Health and Safety Policy is ready to be signed and a

draft handbook has been produced.

#### **TC146 Marketing & Communication Committee**

- a) **Tourist leaflet** – the Council received an update on the tourist leaflet that is now in circulation. Penny Steiner thanked the Working Group and volunteers.
- b) **EAT Festival** – Penny Steiner reported that the EAT Festival is taking place on 1<sup>st</sup> May.
- c) **Cary in Bloom** – the Council received an update on the arrangements for Cary in Bloom this year.
- d) **Expansion of market** – the Council received an update on new artisan traders. Tuesday 11<sup>th</sup> May is Somerset Day, so traders are being encouraged to provide samples of Somerset food/drink.
- e) **Street food trader – to consider proposal for the Hidden Pizza street food trader to use The Undercroft and Cobbles from mid-May on a Thursday.**  
**RESOLVED: It was proposed and agreed to allow Hidden Pizza to trade from The Undercroft subject to formal confirmation of lawful use from SSDC Licensing.**  
**Action 210426/6: Town Clerk**
- f) **Town flyer** – Penny Steiner agreed to circulate the sample of the flyer as soon as it is received.  
**Action: 210426/7: Penny Steiner**
- g) **Market House lettings and bookings** – Penny Steiner reported that Market House bookings are starting to pick up and the Coffee mornings will re-start on 15<sup>th</sup> May.

#### **TC147 Human Resources Committee**

- a) **Marketing and Communications Administrator** – Judi Morison reported that the interviews for the Marketing and Communications Administrator were taking place on 27<sup>th</sup> April.

#### **TC148 Finance and Management Committee**

- a) **Budget year to date summary** - noted
- b) **Earmarked funds – to consider recommendation to approve earmarked funds for 2021/22**  
**RESOLVED: it was proposed and unanimously agreed to approve the earmarked funds**
- c) **Grant application from Radio Ninesprings – to consider recommendation from Finance and Management Committee to award £300 towards the radio transmitter project**  
**RESOLVED: it was proposed and unanimously agreed to award £300 to Radio Ninesprings**
- d) **Grant application from Cary Carers – to consider grant application**  
**RESOLVED: it was proposed and unanimously agreed to award £150 to Cary Carers**
- e) **Payments**  
**RESOLVED: It was proposed and unanimously agreed that the April 2021 payment schedule for the Town Council be approved.**  
**RESOLVED: It was proposed and unanimously agreed that the April 2021 payment schedule for the Donald Pither Trust be approved.**  
It was agreed that Margaret Bebbington would check the invoices against the payments and that Judi Morison would execute the payments.

#### **TC149 Exclusion of Press and Public.**

**RESOLVED: It was proposed and agreed unanimously that in accordance with the *Public Bodies Admissions To Meetings Act 1960, Section 1 (2)*, the press and public be excluded on the grounds that discussion of the following business would disclose confidential information.**

### **TC150 Complaints Panel**

The Council received an update from the Complaints Panel.

**RESOLVED: it was proposed and unanimously agreed to consider the recommendations and report received and to dissolve the complaints panel.**

There was a vote of thanks to the Complaints Panel.

The meeting concluded at 21:33 hours.

*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 17<sup>th</sup> May 2021 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 6<sup>th</sup> May 2021.**