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**APPROVED MINUTES OF CASTLE CARY TOWN COUNCIL MEETING**  
**held on Monday 16<sup>th</sup> September 2019 at the Market House, Castle Cary**

**Present:** Judi Morison (Chair), Philippa Biddlecombe, Stephen Biddlecombe, Justin Birch, Bob Gilbey, Sally Snook, Nick Weeks and Rob Worth

**Also present:** District Councillor 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.**

In response to a question, a member of the public was informed that amended plans for application 19/01552/HOU would be considered by the Town Council on Monday 7<sup>th</sup> October and that he would be welcome to attend the meeting, which would begin at 6.30pm.

**19:06 – The Chair brought the public open session to a close.**

**The meeting started at 19:06.**

**2019**

**TC65 Apologies for absence**

Apologies had been received from Margaret Bebbington, Hedge Burley, Nick Crowley, Pek Peppin, Penny Steiner and Henry Hobhouse.

**TC66 To approve the minutes of the Town Council Meeting held on Monday 19<sup>th</sup> August 2019 to be signed by the Chair**

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

**TC67 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.

**TC68 Community Safety and Security update**

Crime figures had been distributed by the Clerk prior to the meeting.

The Chair noted that PCSO Emma Reeves was leaving Avon and Somerset Police and asked the Clerk to minute the Town Council's thanks for her commitment to Castle Cary.

**TC69 To receive any reports/updates:**

- a) **Mike Lewis (County Councillor)** was not present.
- b) **Kevin Messenger (District Councillors)** reported that SSDC was holding a session for Clerks on 24<sup>th</sup> September to help them familiarise themselves with the new SSDC Planning website. Kevin went on to report that SSDC was working with developers in Wincanton to encourage engagement before planning applications were submitted and

suggested that perhaps Castle Cary might benefit from a similar approach. Judi Morison agreed to take this up with Pek Peppin, Chair of the Planning Committee, with a view to contacting Simon Fox, SSDC's Development Manager.

**Action 190916/1: Judi Morison**

Nick Weeks informed Councillors that a recent road closure that had affected various large businesses in the area, had not been communicated adequately to enable the businesses concerned to make contingency plans. The Clerk was instructed to contact County Highways to ask them to describe the process for informing local businesses of road closures.

**Action 190916/2: Town Clerk**

c) Update on Key Objectives/Projects

Nick Weeks reported that new drawings of a new Pavilion, that incorporated the current building, had been received and that a meeting to share this with stakeholders would be arranged soon.

**Action 190916/3: Town Clerk**

d) To review action points from previous meetings

All action points were reviewed. Outstanding actions were as follows:

**Action 190819/3** – Dementia-friendly training had not yet been arranged but Philippa Biddlecombe would inform the Council when it had.

**Action 190819/4** – Judi Morison was still trying to arrange a meeting with the Carnival Committee but, in the meantime, she had informed the Carnival Committee that the Finance and Management Committee had agreed to waive the fee for Shambles hire (£158), to cover half of the cost of the street clean-up (£260) and that the Carnival Committee could also apply for a grant of up to £150.

**Action 190819/6** – The Dimmer Liaison meeting was due to take place on 19<sup>th</sup> September and Henry Hobhouse had agreed to feedback to the Town Council.

**Action 190819/7** – Nick Weeks had not been able to obtain a price for the respraying of the notice boards but said he would follow this up.

**Action 190819/9** - The newly readopted policies (General Terms of Reference, Complaints Policy, Equal Opportunities Policy and Lone Working Policy) had not yet been sent to Sally Snook for uploading to the website. The Clerk would follow this up.

**TC70 Chairs' Report:**

a) To note that the Chair has arranged a meeting with South West Ambulance Service to hear information about the forthcoming closure of the ambulance building in Castle Cary. The Chair reported that she had arranged the meeting to take place on 3<sup>rd</sup> October at 6.30pm and had invited neighbouring Town and Parish Councils to send representatives.

b) To hear a report on the Youth Matters AGM. The AGM had not been well attended but the Chair reported that a representative from Young Somerset had spoken about the dire need for a youth club building in Castle Cary. The Chair informed Councillors that Bob Gilbey had offered the use of a temporary building that could possibly be located at the site of the old Drill Hall. It was **agreed** that Bob Gilbey, Judi Morison and Nick Weeks would look into this.

**Action 190916/4: Bob Gilbey, Judi Morison & Nick Weeks**

c) To note that Councillor Essentials training, provided by SALC, is taking place at 7pm in The Shambles on Thursday 19<sup>th</sup> September.  
Noted. Any Councillors wishing to attend could book a place via the Town Clerk.

- d) To hear an update on discussions with the Vintage Market organisers regarding the possible opportunity to work with Coffee Morning charities.

The Chair reported that the Vintage Market had not been making a profit recently and, as a result, the organisers had requested that the Market be moved from Sundays to Saturdays. This would clash with Coffee Mornings, so all Coffee Morning organisers had been contacted to find out if they would be willing to share the Undercroft with the Vintage Market. The idea of moving Coffee Mornings to Sundays would not be workable. The Chair said that there would be an extraordinary meeting before the next Properties and Infrastructure Committee meeting on 23<sup>rd</sup> September to make final decisions on this issue. In the meantime, the Chair had asked the Market Organisers to confirm with SSDC that they had permission to site market stalls on the Cobbles.

- e) To note a revised S106 statement received from SSDC and to agree that the sums attributed to community buildings can be allocated to Caryford Hall.

**RESOLVED: It was proposed and unanimously agreed that the S106 funds detailed on the current statement should be allocated to Caryford Hall.**

***Action 190916/5: Town Clerk***

#### **TC71 Clerk's Report**

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

The Clerk reported that all transactions to the end of August were now on the Town Council module of the accounting software, enabling the production of the bank reconciliations at item TC79f). In the process of producing the bank reconciliations, five payments had been found that had been made but not approved at a full council meeting. The Council would be asked to approve these retrospectively at item TC79 g). Two were for items from Dave Marsh and three were for Sage accounting software. The Clerk had been unable to access the Sage account online until late July so had not been able to add these invoices to the payments list until now. Reports would be available to assist with budget setting.

#### **TC72 Correspondence**

- a) To hear a request from young people working on the National Citizen Service for the Council to nominate a representative to their Fund the Flow Steering Group.

It was **agreed** that Hedge Burley and Philippa Biddlecombe would act as representatives.

***Action 190916/6: Town Clerk***

- b) To hear complaints from a member of the public relating to the reduction in the time allowed for disabled parking at the front of the Market House from three to two hours, difficulty experienced by disabled drivers using the disabled parking space behind the Market House and a final complaint about market stall holders parking outside the Market House on Market days; to consider a response.

Councillors instructed the Clerk to respond as follows:

- The reduction in the time allowed for parking in the disabled bays outside the Market House was felt to increase the number of disabled drivers who could park there.
- Disabled drivers could also park in any other parking space in the town.
- Further advice on disabled parking was available from the Citizens Advice Bureau website.
- The issue of the disabled bay behind the Market House was referred to the Properties and Infrastructure Committee.

***Action 190916/7: Town Clerk***

- c) To consider a request from a resident that the Town Council contacts Great Western Railways to ask them to maintain the railway station car park to a higher standard.

The Clerk was instructed to send details of planning application 19/02230/FUL as it was thought this would improve the look of the site considerably.

***Action 190916/8: Town Clerk***

#### **TC73 To agree a Town Council representative to Caryford Hall.**

It was **agreed** that Margaret Bebbington would act as the Town Council representative to Caryford Hall.

**TC74 To hear feedback on proposals from Devon and Somerset Fire and Rescue Service operational proposals. (PB & SB)**

Stephen Biddlecombe reported that there would be very few changes in Somerset. The overall Fire Service system was 50 years old and in need of updating. The event reassured Stephen and Philippa that the proposals would not cause any problems, although Philippa stated that the success of the proposals was dependent on the ability of the Fire Service to recruit enough retained fire fighters.

**TC75 To consider and approve meeting dates for 2020.**

It was **agreed** to defer this matter to the next meeting to enable the Chair of the Planning Committee to be consulted about the suggestion that the January 2020 Planning Meeting should be swapped with the January 2020 Marketing and Communications meeting. It was further suggested that all Committee meetings should start at 7pm rather than 6.30pm. This matter would be referred to the Marketing and Communications Committee for consideration, with final agreement on this matter to be made by the Full Council.

*Action 190916/9: Town Clerk*

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

**TC76 Planning Committee & Neighbourhood Plan**

- a) Planning update

There was nothing to report.

**TC77 Properties, Infrastructure, Pither Project & Fairfield-updates**

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

Nick Weeks reported that scaffolding would be erected on the Pitchings on 30<sup>th</sup> September to enable works to windows, roof, guttering etc to take place at the Market House. The scaffolding would be in place for between six and seven weeks.

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

Justin Birch reported that the volunteer's day, that had taken place on Sunday 15<sup>th</sup> September, had been a success. Clearance work had taken place and a digger had been used to clear an area of topsoil in preparation for the planting of wildflowers. Nick Weeks noted that there was a quantity of subsoil available at the cemetery that could be used at the Fairfield if needed.

Philippa Biddlecombe reported that she had collected a lot of litter from the Fairfield recently. Justin Birch said that the installation of litter bins was not favoured as they would probably discourage people from taking their litter home and also, the bins would need to be emptied at the Town Council's expense.

Nick Weeks reported that garden waste was being dumped in an area of the Fairfield. Justin Birch agreed to take this matter up with a local resident.

*Action 190916/10: Justin Birch*

**TC78 Marketing & Communication**

- a) Marketing and Communications update

There was nothing to report.

**TC79 Finance and Management**

- a) To approve a list of regular payments to be made by direct debit, BACS or Standing Order.

**RESOLVED: It was proposed and unanimously agreed to approve the list of regular payments and that Justin Birch and Judi Morison would sign the authorisation sheet.**

- b) To agree to apply for a business debit card from Barclays and to complete the relevant form accordingly.

**RESOLVED: It was proposed and unanimously agreed that the Town Council would apply for a debit card and that Judi Morison, Sally Snook and Penny Steiner would sign the application form accordingly.**

- c) To note the Budget/Precept schedule to 2020-21, as approved by the Finance and Management Committee.

**Noted.**

- d) To note that, in conjunction with the Chair of the Properties and Infrastructure Committee and on receipt of three quotes, the Clerk has authorised the installation of a replacement extractor fan in the toilet at the Market House at a cost of £300.00, this being in line with Financial Regulation 4.1.

**Noted.**

- e) To consider a request from Castle Cary Cricket Club for a grant of £3600 towards the cost of a new gang mower.

Councillors discussed the grant request. It was noted that the Town Council had not budgeted for this expenditure in the 2019-20 budget setting period, so there were no spare funds available to pay for this grant at the present time. However, the Town Council felt that they did want to support the Cricket Club and recognised the good work that the club carries out in keeping the grass in such good condition. District Councillor Kevin Messenger suggested that the Cricket Club could apply to SSDC for a grant of up to £1000 via Tim Cook. The Clerk was instructed to contact the Cricket Club with this suggestion and to offer to help with finding any other sources of grant funding that might be available.

**Action 190916/11: Town Clerk**

**20:32** – Rob Worth, District Councillor Kevin Messenger and two members of the public left the meeting.

The Chair informed Councillors that there would be a Donald Pither Trust meeting on 21<sup>st</sup> October.

- f) To approve the cash books and bank reconciliations for April, May, June, July and August 2019.

**RESOLVED:** It was proposed and unanimously agreed to approve the bank reconciliations for April, May, June, July and August 2019, as presented.

- g) To approve a list of retrospective payments discovered when completing the above bank reconciliations.

**RESOLVED:** It was proposed and unanimously agreed to approve the retrospective payments as presented.

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

The Clerk was instructed to find out if the grounds maintenance contract included the supply and planting of the hanging baskets at the Market House.

**Action 190916/12: Town Clerk**

**RESOLVED:** It was proposed and unanimously agreed to approve the lists of payments as presented and that Philippa Biddlecombe would verify the payments on Tuesday 17<sup>th</sup> September at 9am and that Judi Morison would authorise the payments after verification.

**Action 190916/12: Philippa Biddlecombe and Judi Morison**

The next meeting of the Town Council will be held on Monday 21<sup>st</sup> October in the Market House at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 10<sup>th</sup> October.

The meeting ended at 20:46.

Approved as a correct record ..... J Morison 21<sup>st</sup> October 2019