



APPROVED MINUTES OF CASTLE CARY ANNUAL TOWN COUNCIL MEETING

held at 7.00pm on Monday 13th May 2019 at the Market House, Castle Cary

Present: Judi Morison (Chair), Margaret Bebbington, Hedge Burley, Pek Peppin, Sally Snook, Penny Steiner and Bob Worth

Clerk: Zöe Godden

Also Present: District Councillors Henry Hobhouse and Kevin Messenger

The meeting started at 19:00.

TC01 To nominate and elect a Chair of the Town Council for the 2019/20 municipal year and receive a completed declaration of acceptance of office.

Judi Morison was nominated by Pek Peppin and seconded by Sally Snook. There were no other nominations.

RESOLVED: It was proposed and unanimously agreed that Judi Morison be elected as Chairman and a declaration of acceptance of office was signed accordingly.

TC02 To agree that declarations of acceptance of office for absent councillors can be received at a future meeting

RESOLVED: It was proposed and unanimously agreed that declarations of acceptance of office from any absent members could be received at a future meeting.

TC03 To nominate and elect a vice-Chair, committee membership and sub-group Chairs

- Vice Chairman

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

- Finance, Management & Human Resources

It was **agreed** that this item would be dealt with at item TC17.

- Properties & Infrastructure

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

- Planning

Pek Peppin was nominated by Penny Steiner and seconded by Hedge Burley. There were no other nominations.

RESOLVED: It was proposed and unanimously agreed that Pek Peppin be elected as Chairman of the Planning Committee and a declaration of acceptance of office was signed accordingly.

- Donald Pither Memorial Ground

This group was no longer in existence, so no representatives were chosen.

- Marketing & Communications

Penny Steiner was nominated by Margaret Bebbington and seconded by Sally Snook. There were no other nominations.

RESOLVED: It was proposed and unanimously agreed that Penny Steiner be elected as Chairman of the Marketing and Communications Committee and a declaration of acceptance of office was signed accordingly.

- Market Steering group

Penny Steiner was nominated by Margaret Bebbington and seconded by Sally Snook. There were no other nominations.

RESOLVED: It was proposed and unanimously agreed that Penny Steiner be elected as Chairman of the Marketing and Communications Committee and a declaration of acceptance of office was signed accordingly.

- Neighbourhood Plan group

RESOLVED: It was proposed and unanimously agreed that Pek Peppin would represent the Town Council on the Neighbourhood Plan Group.

- Market House group

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

TC04 To agree representatives to external groups

- Caryford Hall

No nominations received.

- Museum

RESOLVED: It was proposed and unanimously agreed that Pek Peppin would represent the Town Council on the Museum Group.

- Friends of Cemetery Chapel

RESOLVED: It was proposed and unanimously agreed that Sally Snook and Margaret Bebbington would represent the Town Council on the Friends of the Cemetery Chapel Group.

The Clerk was instructed to add an item to the next agenda to select a member to sit on the Dimmer Liaison Group.

Action 190513/1: Town Clerk

Sally Snook noted that she sat on a Traffic Management Group that collated data on near misses that are not of interest to the Police. It was **agreed** that Sally would continue to sit on that group.

TC05 Co-option: To co-opt new members to the Town Council (voting to be by a show of hands) and to receive declarations of acceptance of office accordingly.

Judi Morison explained that, after the election on 2nd May, there had been four Town Councillor vacancies. Four people had put their names forward for co-option and had met with Judi, Margaret Bebbington and Pep Peppin prior to the meeting.

Philippa Biddlecombe, Steve Biddlecombe, Nick Crowley and Rob Worth were nominated en bloc by Judi Morison. Members voted unanimously to co-opt all four nominees to the Town Council and declarations of acceptance of office were signed.

TC06 To review Registers of Interest and note that new members and members needing to make changes, must submit completed forms to the Clerk within 28 days.

Noted.

TC07 To re-adopt the Standing Orders, Financial Regulations and Code of Conduct.

RESOLVED: It was proposed and unanimously agreed to re-adopt all three documents without amendment.

TC08 Apologies for absence

Apologies had been received from Justin Birch, Nick Weeks and County Councillor Mike Lewis.

TC09 To approve the minutes of the Town Council Meeting held on Monday 15th April 2019 to be signed by the Chair

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

District Councillor Kevin Messenger reported that part of the Horsepond was not owned by the Town Council but was in the ownership of a development company. Arrangements had been made for it to be gifted back to the Town Council and any progress would be reported back to a future meeting.

District Councillor Henry Hobhouse reported that he had previously approached Somerset County Council to request that they adopted the footpath at Two Swans. Henry offered to chase this up and the Town Council said they would be grateful if he did.

TC10 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.

TC11 To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)

No items on the agenda required the removal of press and public.

TC12 Community Safety and Security update

Judi Morison reported that, due to the change to the meeting date, the usual crime statistics were not yet available.

TC13 To receive any reports/items of information from Councillors (not listed separately on the agenda)

Mike Lewis (County Councillor) had sent his apologies.

Henry Hobhouse and Kevin Messenger (District Councillors) – reported that all District Councillors would officially be taking office at the SSDC Annual Meeting on 21st May.

Update on Key Objectives/Projects

There was nothing to report at this stage.

TC13 Chairs' Report:

a) Youth Matters - Wild East Partnership

Hedge Burley reported that the Youth Club was going well and that young people had requested an additional session each week. A youth matters meeting would soon be called to address this and other matters. The Youth Club was looking for more volunteers.

Judi Morison reported that the next Wild East Partnership meeting would be held in Wincanton. Wild East Partnership was a group of Town and Parish Councils and other youth groups, that met quarterly to share information pertaining to youth matters in the area.

b) Eat:Castle Cary feedback from the event

A report on the East Festival would be received at item TC17 b).

c) Vision for Castle Cary date agreement

Judi Morison explained that this meeting would be based on the Town Council's key objectives. The idea of the meeting was to sharpen and review the objectives and to discuss any required changes. Judi said that this was important, especially in terms of the impact of local changes. Judi said she would forward some dates to members and staff.

TC14 Clerk's Report

The Clerk reported that the office staff were being very helpful during the transition period and should be congratulated for their hard work.

In response to a question, the Clerk reported that the change of email accounts to a different server was in hand and should be finalised within two weeks.

Committees Reports, Recommendations & Progress on Major Projects

TC01 TC 15 Planning Committee & Neighbourhood Plan

a) Neighbourhood Plan update:

Pep Peppin reported that the June meeting of the SSDC Area East Committee would consider approving the Castle Cary and Ansford Neighbourhood Plan. Once approved, SSDC would set up a referendum. Pek said that it was important that this was done as quickly as possible because of the number of new planning applications being received in the Neighbourhood Plan area. Pek also said that the Neighbourhood Plan needed to reflect the SSDC Local Plan, so some amendments might be required at a later date. Pek said that one advantage of having an adopted Neighbourhood Plan was that the Town and Parish Councils

would be entitled to 25% of Community Infrastructure Levy payments rather than 15% if a Neighbourhood Plan was not in place. It was noted that most of the new developments were taking place in the Parish of Ansford but that the Neighbourhood Plan covered both Castle Cary and Ansford.

- b) **RECOMMENDATION:** That the Town Council should support a challenge to the Foxes Run (18/00005/REF) appeal and commit up to £500 towards this to be taken from reserves.

Pek Peppin explained that the appeal relating to the planning application for 27 new dwellings plus the refurbishment of a bungalow at Foxes Run (16/03447/FUL) had been granted. Having met with a Planning Lawyer, it was thought that there may be grounds to challenge the Appeal Inspector's report. Pek and Judi Morison explained the process and added the Care for Cary group would likely offer some funding. A local resident was going to raise funds too. Simon Fox, Development Manager at SSDC was going to seek legal advice from SSDC's Solicitor. Pek noted that, if the case was won, the appeal would be passed to another Appeal Inspector for consideration. Henry Hobhouse said that the removal of Foxes Run from SSDC's Local Plan would only have weight after the revised Local Plan had been approved by the Planning Inspector. Henry agreed to find out when this would take place.

Action 190513/2: Henry Hobhouse

RESOLVED: It was proposed and agreed that the Town Council would commit up to £500 from reserves to contribute towards the legal costs of challenging the Foxes Run appeal decision.

- c) To note that a meeting will take place on 15th May regarding a planning application request for the land to the north of A371 and to encourage people to attend.

It was noted that this meeting would be open to the public. Pek Peppin reported that she had met with the developers and told them that more development was not required in the area.

TC15 Properties, Infrastructure, Pither Project & Fairfield-updates

- a) Market House - suppliers and work to be started

For the benefit of the new members, Judi Morison explained the maintenance issues that were going to be addressed at the Market House. No update was available at this time.

- b) Cemetery Chapel Report

Sally Snook reported that the collapsed building had been removed from the land adjacent to the cemetery entrance track. There had been a power problem with the solar panels and wind turbine, which had failed shortly before they had been due to be used. A meeting would be arranged between the Friends of the Chapel and the Town Council to agree protocol for dealing with any future problems.

21:10 – Henry Hobhouse and Kevin Messenger left the meeting.

- c) Donald Pither Memorial field

- Update on request from the Cricket Club regarding the condition of grass

Nothing to report

- Storage unit update

Nothing new to report

- To consider a request from the family of a young person from the Primary School to hold for a charity mini-run on Sunday 9th June

Judi Morison reported that the organisers would ensure that all participants were supervised by their parents and that a first aider would be in attendance. The Cricket Club had been consulted and were happy for the event to go ahead, as long as it was over by 13:15.

RESOLVED: It was proposed and unanimously agreed to allow the mini-run to take place.

- d) Millbrook Toilets – To note that planning permission is needed to change the use of part of the to an office and to hear an update

Noted. For the benefit of the new members, Judi Morison explained that the toilets may be converted into office space or a youth café, although nothing had been decided yet.

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

Penny Steiner reported that day to day running of Fairfield had been handed to Ansford Parish Council, which had arranged to meet with the grass cutting contractor to discuss the quality of a recent cut. Penny added that the Town Council would still need to support Ansford Parish Council going forward.

- f) To note receipt of an email from the solicitor regarding the outstanding invoice to SSE and to agree any action to be taken.

Penny Steiner noted that the email had been received from the Land Agent not the Solicitor. It was **agreed** to refer this matter to the next Property and Infrastructure meeting.

- g) To note receipt of plans for a small improvement scheme on the A371 and to agree any comments to make.

RESOLVED: It was proposed and agreed that a group should meet to examine the plans with a view to feeding back to the Full Council. The group members would be Hedge Burley, Pek Peppin, Judi Morison, Sally Snook and Rob Worth and that Judi would circulate some dates for the meeting.

Action 190513/3: Judi Morison

TC16 Marketing & Communication

- a) To hear an update on a meeting held on 24 April

Penny Steiner referred members to the draft minutes from the recent Marketing and Communications meeting.

- b) To hear an update from the Eat Festival and Cary Regatta

Penny Steiner reported that the Eat Festival had been well received in the town. Some local businesses had made suggestions for improvements. The organisers were keen to receive feedback from any interested parties. The organisers were keen to hold another Eat Cary festival in 2020 and would attend the Annual Town Meeting on 21st May.

Penny went on to report that the Regatta, held at the Horsepond on 6th May, had been a success and had raised money for the RNLI.

- c) To hear an update on the Vintage Market refreshments

Penny Steiner reported that there had been some concerns regarding health and safety and the use of cafetières and kettles at the Vintage Market. This would be monitored and no action was required at present.

- d) **RECOMMENDATION:** That a refrigerator is purchased for the Shambles, to consider prices and approve a supplier.

Penny Steiner explained that A Bishop had provided a quote of £200 for the provision and fitting of a refrigerator to be installed in the kitchen unit in the Shambles. This price was made up of £165 for the refrigerator and £35 for fitting. Members **agreed** that the installation of a refrigerator was a good idea and Penny agreed to find some prices for comparison.

Action 190513/4: Penny Steiner

- e) **RECOMMENDATION:** That the Town Council adopts a Grant Policy, Freedom of Information Policy and Vexatious Behaviour Policy as presented.

RESOLVED: It was proposed and agreed to approve the Grants Policy, Freedom of Information Policy and Vexatious Behaviour Policy as presented. Four members abstained from voting.

The Clerk was instructed to ask the Deputy Town Clerk to format the policies and forward them to Sally Snook for inclusion onto the website.

Action 190513/5: Town Clerk

TC17 Finance and Management

Judi Morison noted that there had been no nominations for the role of Chair to the Finance, Management and Human Resources Committee. Judi said that it may be possible to separate the Management and Human resources functions from the Finance and Management Committee and deal with these by forming a new Human Resources Committee. No decisions were made but this matter would be brought to a future meeting.

- a) To review the bank mandate

The bank mandate was reviewed.

RESOLVED: It was proposed and unanimously agreed to remove Terry Philpot from the mandate and to add Margaret Bebbington.

Action 190513/6: Town Clerk

- b) To nominate Councillors to verify and authorise payments

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

RESOLVED: It was proposed and agreed that Hedge Burley would check the invoices at the Market House on the morning of Thursday 16th May and that Sally Snook would authorise the payments later that week.

Action 190415/7: Hedge Burley & Sally Snook

- c) To note receipt of the end of year bank reconciliation

Noted.

- d) To note receipt of the Internal Auditor's report and to instruct the Clerk to ensure approval and filing of the stated minutes takes place.

Noted. The Clerk was instructed to ensure that all of the minutes were filed correctly in the office folder.

Action 190415/8: Town Clerk

Judi Morison reported that the end of year accounts for 2018-19 would be ready by 20th May.

- e) Proposal to agree a new finance system from three submitted quotes

It was agreed to **defer** this matter to a future meeting.

TC18 Human Resources

- a) To note the availability of training for Councillors from SALC and agree members to attend.

It was **agreed** that Margaret Bebbington, Philippa Biddlecombe, Steve Biddlecombe, Hedge Burley, Nick Crowley and Rob Worth would attend the Essential Councillor training on 5th June 2019.

- b) To note that Louise Coombes has handed in her notice and to agree any action to be taken in terms of filling her role.

Noted. The Clerk was instructed to advertise the post in the Post Office, on the Town Council website and on Facebook.

The meeting ended at 21:14.

The June 2019 meeting of the Town Council will be held on Monday 17th June in the Market House at 7:00pm

Approved as a correct record.....J Morison 17th June 2019