



**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 15<sup>th</sup> July 2019 at the Market House, Castle Cary**

**Present:** Judi Morison (Chair), Justin Birch, Nick Crowley, Bob Gilbey, Pek Peppin, Sally Snook, Penny Steiner, Nick Weeks and Rob Worth.

**Also present:** District Councillor Kevin Messenger (from 19:11)

**Clerk:** Zöe Godden

**There were four members of the public present at the start of the meeting.**

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

Members of the Castle Cary and Ansford Carnival Society gave information about funding for the 2019 carnival. It was noted that, at the Full Council meeting in June 2019, the Council had agreed to allow the Carnival Society to use The Shambles free of charge on the day of the Carnival and that the Council would look to cover the cost of any additional clean-up required in the streets after the event. It was **agreed** that the Chair, Justin Birch and Penny Steiner would arrange a meeting with the Carnival Society to discuss any possible support that could be offered in addition to the use of The Shambles and the street cleaning contribution.

***Action 190715/1: Judi Morison***

**19:11 – District Councillor Kevin Messenger arrived at the meeting.**

**19:16 – Three members of the public left the meeting.**

A representative from Greener Cary informed the Council that he was in support of the motion to declare a Climate Emergency that would be dealt with at item TC43 e).

**The meeting started at 19:18.**

**2019**

**TC37 Apologies for absence**

Apologies had been received from Margaret Bebbington, Philippa Biddlecombe, Stephen Biddlecombe, Hedge Burley and District Councillor Henry Hobhouse.

**TC38 To approve the minutes of the Town Council Meeting held on Monday 17th June 2019 to be signed by the Chair**

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

**TC39 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.

#### **TC40 Community Safety and Security update**

**Noted.** The Clerk was instructed to invite PCSOs to all future Full Council meetings.

**Action 190715/2: Town Clerk**

#### **TC41 To receive any reports/items of information from Councillors (not listed separately on the agenda)**

- a) **Mike Lewis (County Councillor)** was not present.
- b) **Kevin Messenger (District Councillor)** reported that the BMI planning application (18/01602/FUL) would be considered by SSDC's Regulation Committee on 20<sup>th</sup> August.
- c) Update on Key Objectives/Projects – The Chair said that any updates were contained in items to be dealt with later in the meeting.
- d) To review action points from previous meetings:

**Action 190617/1**- Sally Snook reported that she had spoken with the Chair of Ansford Parish Council who had confirmed that they were planning to buy a mobile speed indicator device.

**Action 190617/2** – It was noted that District Councillor Henry Hobhouse had agreed to find out when public access computer terminals would be rolled out to assist residents to access SSDC's website.

**Action 190617/3** – The Clerk had carried out the review of the handling of a recent Freedom of Information request.

**Action 190617/4** – The Marketing and Communications Committee had dealt with the installation of a blue plaque to mark the birthplace of Douglas Macmillan and would give a report later in the meeting.

**Action 190617/5** – The Clerk had made contact with SSDC to arrange additional street cleaning on the weekend of the carnival and was waiting to hear back with more details.

**Action 190617/6** – The Clerk confirmed that no traffic regulation orders had been received in the office in relation to the Foxes Run site (16/03447/FUL) to date.

**Action 190617/7** – The Clerk had located an agreement between the Sports Clubs and the Town Council relating to the use of the Pavilion.

**Action 190617/8** - Rob Worth had met with the Horsepond group and it had been established that a culvert feeding the Horsepond was blocked. The Clerk had been asked to contact Dynorod to ask them to carry out exploratory work to locate the blockage. Pek Peppin asked that any historical finds should be brought to the Museum and Nick Weeks agreed to liaise with the Horsepond group to ensure this happened.

**Action 190715/3: Nick Weeks**

**Action 190617/9** - Nick Weeks would continue to liaise with the Horsepond Group to keep them up to date with any relevant information.

**Action 190617/10** - Judi Morison had arranged a meeting with Ansford Parish Council to discuss responsibilities at the Fairfield and this was discussed later in the meeting.

**Action 190617/11** – The Clerk reported that the new refrigerator had been ordered from A. Bishop and would be installed in due course.

**Action 190617/12** – Accounting software from Edge IT Systems had been ordered.

**Action 190617/13** – The Clerk had resolved the two queries relating to payments from the last meeting.

**Action 190617/14** – An additional meeting to deal with the Annual Governance and Accountability Review had been held.

**TC42 To receive feedback from the Dimmer Liaison Group meeting held on 20<sup>th</sup> June.**

**Management Group. (SS)**

Sally Snook reported that Viridor had expressed concern about the impact of their HGVs on the lanes surrounding the Dimmer site, including the junction with the B3153 and other nearby junctions. Viridor would be investigating possible measures to reduce the impact. Sally also reported that there would be an increase in vehicles transporting sludge for the anaerobic digestion process. Finally, Sally had spoken with Viridor following reports of a fly infestation at the Avonmouth site. Sally had been assured that the waste at the Dimmer site would be covered so there would not be a problem with flies.

**TC43 Chairs' Report:**

- a) Youth Strategy – to consider a draft Youth Strategy

The Chair reported that two volunteers who had been working at the Youth Club had resigned, meaning that a Youth Strategy was urgently required. The current youth building did not provide enough space. A temporary building had been sourced but local residents had objected to this being located near the Pavilion.

The Chair confirmed that funds were available in the Council's budget to pay for any staff training that might be required.

It was **agreed** that the Chair, Justin Birch, Hedge Burley and Nick Weeks would work together to form a Youth Strategy, to be brought before the Council at a future meeting for approval.

**Action 190715/4: Judi Morison**

- b) To note that both the primary and secondary schools are at capacity and agree any action to be taken.

It was **agreed** that the Chair would arrange a meeting between the headteachers of the primary and secondary schools, the Council and County Councillor Mike Lewis to explore ways to support both schools and that David Warburton MP should be made aware of the situation.

**Action 190715/5: Judi Morison**

- c) To note that Castle Cary Ambulance Station will soon close and to agree any action to be taken.

It was **agreed** that the Chair would arrange a date for a meeting with South Western Ambulance Service to discuss the impact of the closure.

**Action 190715/6: Judi Morison**

- d) To note that Devon and Somerset Fire and Rescue Service are consulting on changes to their operation and to agree any action to be taken.

It was noted that none of the proposed options for changes to the Fire and Rescue Service included Castle Cary Fire Station. The Chair said she would ask Philippa and Stephen Biddlecombe if they would attend the drop-in session at Yeovil Library on 28<sup>th</sup> August.

**Action 190715/7: Judi Morison**

- e) To note a request from SSDC for information on any activities surrounding environmental issues and opportunities, to note the response sent and to agree to declare a Climate Emergency.

Councillors were in favour of taking steps to address the climate emergency and it was **agreed** that the Chair would arrange a meeting of a small group of councillors to set some targets.

**Action 190715/8: Judi Morison**

**RESOLVED:** It was proposed and agreed that the Council approved the response to SSDC as presented.

- f) To note a consultation from the Environment Agency regarding Hinkley Point (the operating company no longer wishes to include an Acoustic Fish Deterrent to its cooling system) and to agree how to respond.

**RESOLVED:** It was proposed and agreed that the Council was in favour of asking the Environment Agency to ensure that the Acoustic Fish Deterrent was installed and that the response should be copied to County Councillor David Hall, David Warburton MP and Liddell Grainger MP. The Clerk was instructed to ask if Ansford and Pitcombe Parish Council would like to co-sign the letter.

*Action 190715/9: Town Clerk*

- g) To note the availability of training provided by SALC and to agree any councillors to attend.

**RESOLVED:** It was proposed and agreed that Justin Birch could attend the Finance training on 17<sup>th</sup> July and that the Clerk could attend the Council as an Employer training on 24<sup>th</sup> July.

*Action 190715/10: Justin Birch & Town Clerk*

#### **TC44 Clerk's Report**

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

The Clerk reported that the software had been installed onto all three of the office computers and that training sessions for staff had been scheduled for the afternoons of 16<sup>th</sup> and 17<sup>th</sup> July.

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

##### **TC45 Planning Committee & Neighbourhood Plan**

- a) Neighbourhood Plan update including arrangements for the referendum

Pek Peppin reminded Councillors that the referendum for the Neighbourhood Plan was taking place on 30<sup>th</sup> July. Pek said that the Neighbourhood Plan was especially important as the Council had received a remaining matters application for the site in Torbay Road (19/01871/REM). The design of the dwellings was generic and the adoption of the Neighbourhood Plan would ensure that weight was given to design that was suitable for Castle Cary.

Councillors raised the issue of the difficulty experienced in accessing planning applications on the SSDC website. The Clerk was instructed to put a process in place for alerting Councillors by email when planning applications were received at the office.

*Action 190715/11: Town Clerk*

##### **TC46 Properties, Infrastructure, Pither Project & Fairfield-updates**

- a) Market House – to hear an update on suppliers and work to be started and consider a quote for the erection of scaffolding and completion of works.

Nick Weeks reported that a quote had been received in two parts for the erection of scaffolding at the Market House and for some repair and maintenance work. A second quote would be obtained by Nick Weeks and Rob Worth and it was hoped that this would be ready to present at the next Properties and Infrastructure Committee meeting on 22<sup>nd</sup> July.

*Action 190715/12: Nick Weeks and Rob Worth*

- b) Cemetery Chapel Report – to hear an update on the solar panel system and agree any action to be taken.

Nick Weeks reported that a major fuse had blown and a replacement had been ordered. If replacement of the fuse did not resolve the problem, a new inverter may be required at a cost of approximately £1000. Nick also advised that a rechargeable vacuum cleaner may be more suitable for the Chapel.

Regarding a recent complaint about the condition of the track edges, Nick reminded Councillors that the Friends of the Cemetery Chapel group was responsible for this area. Sally Snook said that this issue would be discussed with the Friends at the next meeting on 3<sup>rd</sup> August.

*Action 190715/13: Sally Snook*

Nick Weeks went on to report that one of the trees in the cemetery might be in need of attention. Nick said that he and Bob Gilbey would inspect the tree and decide what action was needed.

*Action 190715/14: Bob Gilbey & Nick Weeks*

- c) Donald Pither Memorial Field report.

There were no matters to report.

- d) To note receipt of drawings for proposals for a new Pavilion and plans for consulting stakeholders.

**Noted.**

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

Penny Steiner reported that she had met with Ansford Parish Council. It had been agreed that Ansford would take on responsibility for maintenance of the Fairfield but that, at this stage in the season, it would be difficult to find a contractor for mowing and strimming. Therefore, it had been agreed that Nick Weeks would continue to mow Fairfield and that Ansford Parish Council would ask a local person to do the strimming. Ansford Parish Council would go through the tender process to find a contractor for the mowing and strimming for the 2020-21 financial year. Ansford Parish Council was also happy to take on responsibility for equipment inspections and insurance but Ansford's Clerk had handed in his resignation, so Castle Cary Town Council would continue to deal with these aspects of Fairfield in the meantime. The Clerk was instructed to liaise with the new Clerk at Ansford Parish Council once they were in post.

**Action 190715/15: Town Clerk**

Justin Birch noted that the final stretch of footpath from Fairfield towards Station Road needed to be properly surfaced as it became very muddy in wet weather. Justin agreed to obtain a quote from contractors. It was noted that the cost of the works could be met from S106 funding and that Ansford Parish Council should be able to contribute.

**Action 190715/16: Justin Birch**

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

Penny Steiner reported that a recent meeting of the Friends of Fairfield group had been very successful with approximately 10 new people volunteering to help. Different aspects of work had been divided between a number of task and finish groups. The Friends group would meet every two or three months.

#### **TC47 Marketing & Communication**

- a) Marketing and Communications update

Penny Steiner reported that bookings were steady and that two weddings were scheduled in August and September. Some exhibitions had been booked at the Market House and it was possible that a new street-food trader may attend the Tuesday Markets. Holly Callow (Bookings and Promotions Manager) had these issues in hand.

- b) To receive an update on noticeboards, welcome pack and newsletter.

Penny Steiner reported that, at a recent meeting of the Signage group, it had been agreed that the new Town Council notice board should stay on the front of the building but would be resprayed blue, in line with the Market House colour scheme. The Market House sign would also stay at the front of the building. A design for a proposed new museum sign would soon be shared with the museum for their approval. The old Town Council notice board would be removed from the side of the Market House. Should the dance studio want to have assign, this would be located next to the museum sign. Banners would be no bigger than the banner frame. The Somerset sign at the other end of the Market House would be sprayed blue and a new map would be installed. The notice board at the Post Office would have replacement cork installed and this would be made of one large sheet of cork. Penny reported that Cooper and Tanner Estate Agents would possibly sponsor the new welcome pack. Some final photographs were being sourced. The Tourist Office volunteers would be responsible for putting the relevant leaflets inside the packs.

At a recent meeting regarding the newsletter, it had been agreed that some changes would be made to its presentation but that these changes could not take place until 2020 as there was no budget for changes in 2019-20 budget.

- c) To hear an update on arrangements for the installation of a blue plaque to commemorate Douglas Macmillan.

Penny Steiner reported that the blue plaque would be installed on 12<sup>th</sup> August. She and Judi Morison had become involved in arrangements for the event and a list of invitees had been drawn up. A Listed Building Consent application had been submitted and the blue plaque itself was due to be delivered during the week commencing 5<sup>th</sup> August.

- d) To readopt the following policies: General Terms of Reference, Complaints Policy, Equal Opportunities Policy and Lone Working Policy.

It was **agreed** to defer this matter until the August meeting.

**Action 190715/17: Town Clerk**

#### **TC48 Finance and Management**

- a) To note that the Town Council's insurance has been amended to account for Ansford Parish Council's interest in the Fairfield and to record the play equipment and outdoor gym amounts separately for ease of recharge to Ansford Parish Council.

**Noted.**

- b) To consider a grant request from the Cary Fun Run group.

**RESOLVED:** It was proposed and agreed to refund the Cary Runners for the cost of their preferred insurance premium.

**Action 190715/18: Town Clerk**

- c) To approve the July payment schedule and to nominate Councillors to verify and authorize payments.

**Nick Weeks declared a Disclosable Pecuniary Interest as he was the recipient of two payments on the payments schedule.**

The Clerk informed the Council that payment number 128 to Parish Online Mapping would not be made as Pek Peppin had confirmed that this subscription, that had been used by the Neighbourhood Plan group, would no longer be required.

**RESOLVED:** It was proposed by Rob Worth, seconded by Penny Steiner and unanimously agreed to approve the payments as presented. It was further agreed that Bob Gilbey would verify the payments on Wednesday 17<sup>th</sup> July and that Judi Morison would authorize them the next day.

**20:59 – District Councillor Kevin Messenger and one member of the public left the meeting.**

#### **TC 49 Exclusion of Press and Public**

To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information relating to the engagement of an employee.

**RESOLVED:** It was proposed and agreed to approve the exclusion of the press and public for the remainder of the meeting.

#### **TC50 Human Resources**

- a) To consider the recruitment panel's recommendation for the selection of a new Cleaner for the Market House and Shambles.

**RESOLVED:** It was proposed by Justin Birch, seconded by Rob Worth and unanimously agreed to offer the post of Cleaner for the Market House and Shambles to Di Pinnions.

- b) To approve the terms and conditions of employment detailed in the draft contract of employment, including the starting salary.

**RESOLVED: It was proposed and unanimously agreed to approve the conditions of employment, including the starting salary, as presented.**

**The next meeting of the Town Council will be held on Monday 19th August in the Market House at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 8<sup>th</sup> August.**

**The meeting ended at 21:02.**

**Approved as a correct record ..... J Morison 19<sup>th</sup> August 2019**