



**Castle Cary Town Council**

The Market House

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

**held on Monday 17<sup>th</sup> May 2021 at 7pm**

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

**In attendance:** Lisa Davis (Clerk)  
Henry Hobhouse (District Councillor)  
Mike Lewis (County Councillor)

There were no members of the public present at the start of the meeting

**19:00 – Open session**

**The meeting started at 7.00pm**

**2021**

**TC08 To nominate and elect a Chair of the Town Council for the 2021/22 municipal year and receive a completed declaration of acceptance of office.**

Judi Morison was nominated by Philippa Biddlecombe and seconded by Rob Worth. There being no further nominations, Judi Morison was unanimously voted as Chair of the Town Council.

**TC09 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 any declarations of acceptance of office could be received at a future meeting.**

**TC10 Apologies for absence**

Apologies had been received from Kevin Messenger.

**TC11 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)**

Judi Morison declared an interest in Item TC21.

**TC12 To nominate and elect a vice-Chair, committee membership and sub-group Chairs**

There being no nominations for vice-chair it was agreed to defer this for further discussion.

- Finance, Management & Human Resources

**RESOLVED: It was proposed and unanimously agreed that Judi Morison would be Chair of the Finance, Management and Human Resources Committee**

- Properties & Infrastructure

**RESOLVED: It was proposed and unanimously agreed that Philippa Biddlecombe would be Chair of the Properties and Infrastructure Committee**

- Planning  
**RESOLVED:** It was proposed and unanimously agreed that Sally Snook would be Chair of the Planning Committee
- Marketing & Communications  
**RESOLVED:** It was proposed and unanimously agreed that Penny Steiner would be Chair of the Marketing and Communications Committee
- Donald Pither Memorial Ground  
**RESOLVED:** It was proposed and unanimously agreed that Rob Worth would be Chair of the Donald Pither Memorial Ground
- Market Steering group  
**RESOLVED:** It was proposed and unanimously agreed that Penny Steiner would be Chair of the Market Steering Group
- Neighbourhood Plan group  
**RESOLVED:** It was proposed and unanimously agreed that Pek Peppin would be Chair of the Neighbourhood Plan Group
- Market House group  
**RESOLVED:** It was proposed and unanimously agreed that Pek Peppin would be Chair of the Market House Group

**TC13 To agree representatives to external groups**

**RESOLVED:** It was proposed and unanimously agreed that the following councillors would act as representatives:

- Caryford Hall – role to be shared between Margaret Bebbington and Philippa Biddlecombe with other Councillors to attend and support as appropriate
- Museum – Pek Peppin
- Friends of Cemetery Chapel – role to be shared between Margaret Bebbington and Sally Snook.

**TC14 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

**TC15 To re-adopt the Standing Orders, Financial Regulations and Code of Conduct.**

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

**TC16 To approve the minutes of the Town Council Meeting held on Monday 26th April 2021, the Extraordinary Town Council meeting held on Tuesday 4<sup>th</sup> May 2021 and the Extraordinary Town Council meeting held on Monday 10<sup>th</sup> May 2021 to be signed by the Chair**

**RESOLVED:** It was proposed and agreed to approve the minutes of the Town Council Meeting held on Monday 26th April 2021, the Extraordinary Town Council meeting held on Tuesday 4<sup>th</sup> May 2021 and the Extraordinary Town Council meeting held on Monday 10<sup>th</sup> May 2021 as presented.

**TC17 Community Safety and Security update**

An update report was circulated from the PSCO. It was noted that crime had reduced but domestic violence had increased and was a particular issue in Somerset.

**TC18 To receive any reports/updates:**

- a) **County Councillor** Mike Lewis congratulated Judi Morison following her election as Chair. He provided an update on the SCC COVID response and reported a £6.6 million underspend in SCC budgets, although it was noted they had received a large amount of funding from Central Government for COVID. The outcome of the Climate Change funding had been disappointing for some applicants, including Caryford Hall but would be another opportunity to apply again in the future.
- b) **District Councillors** Henry Hobhouse updated the Council on the phosphate issue and the work being undertaken to try and find a solution which is having a huge impact on Planning and employment in South Somerset. Henry reported that 90% of SSDC staff wish to continue to work from home. In response to a question from Sally Snook, Henry advised that the Stronger Somerset poll is not binding and the Secretary of State would make his decision based on the results of the consultation.
- c) **To receive a report from the Dimmer Liaison Group** There was no update, although Sally Snook advised that the next meeting should be held in June.
- d) **Update on Key Objectives/Projects**  
Judi Morison reported that the path at Fairfield had been completed.  
Philippa Biddlecombe reported that she had submitted the report for Castle Cary to become a Dementia Friendly Town.
- e) **To review action points from previous meetings**  
Mike Lewis agreed to contact Gary Warren at SCC about the bollard outside The Market Garden

**Action 210517/1: Mike Lewis**

**TC19 Chairs' Report:**

- a) **Strategic objectives**  
**RESOLVED:** It was proposed and unanimously agreed to adopt the CCTC Strategic Objectives for 2021/22. The Deputy Clerk would be asked to publish them on the website.  

**Action 210517/2: Deputy Clerk**
- b) **To note the date of the Castle Cary Town Council and Ansford Parish Council Joint Council Meeting**  
Noted that the Joint Council meeting would be held on Tuesday 8<sup>th</sup> June 2021.
- c) **To note the date of the Annual Town Meeting**  
Noted that the Annual Town Meeting would be held on Tuesday 6<sup>th</sup> July 2021
- d) **Correspondence**
  - i. It was noted that two emails had been received regarding access issues on the pavement outside The Market Garden

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

**TC8 TC20 Planning Committee & Neighbourhood Plan** - the Council received a report of the Planning Committee meeting of 10<sup>th</sup> May, the draft minutes of which have been published.

**TC21 Planning applications - to consider application received**

<b>Application No.</b>	<b>Proposal</b>	<b>Applicant details</b>	<b>Observation expiry date for Town Council</b>
21/00387/ADV	The display of 4 No. non illuminated fascia signs	Judi Morison	2 <sup>nd</sup> June 2021

Sally Snook explained the proposals and then a vote was taken with a unanimous vote in support of this application.

**TC22 Properties and Infrastructure Committee** – the Council received a report from Properties and Infrastructure Committee.

**TC23 Marketing and Communications** – the Council received a report from the Marketing and Communications Committee.

**TC24 Finance and Management**

a) Insurance

**RESOLVED:** It was agreed to accept the renewal quote for 2021/22 subject to the Town Clerk checking the indemnity/Public Liability amounts.

**Action 210517/3: Town Clerk**

b) Payments

**RESOLVED:** It was proposed and unanimously agreed that the May 2021 payment schedule for the Town Council be approved.

**RESOLVED:** It was proposed and unanimously agreed that the May 2021 payment schedule for the Donald Pither Trust be approved.

It was agreed that Philippa Biddlecombe would check the invoices against the payments and that Judi Morison would execute the payments.

**RESOLVED:** It was agreed the Philippa Biddlecombe would be added as an additional signatory for the bank account.

**Action 210517/4: Town Clerk/Judi Morison**

**TC25 Allotments Association Tenancy agreement**

To review updated tenancy agreement between Castle Cary Town Council and Castle Cary Allotment Association relating to allotment land at Cockhill and to agree two councillors to sign it on behalf of the Town Council.

**RESOLVED:** It was proposed and unanimously agreed to approve the tenancy agreement. Judi Morison and Philippa Biddlecombe would sign the agreement on behalf of CCTC.

**Action 210517/5: Judi Morison/Philippa Biddlecombe**

**TC26 Exclusion of Press and Public**

To consider exclusion of press and public for remainder of the 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.

**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.

**TC27 Complaints Panel**

Update on consideration of recommendations from Complaints Panel

**RESOLVED:** it was proposed and unanimously agreed to acknowledge the complaint and to approve the recommendations from the Complaints Panel at the next Full Council meeting.

The meeting concluded at 20:45 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 21<sup>st</sup> June 2021 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 10<sup>th</sup> June 2021.**