



Castle Cary Town Council

The Market House

Market Place

Castle Cary

BA7 7AH

Telephone: 01963 359631

Email: town.clerk@castle-cary.gov.uk

Website: www.castle-cary.co.uk

MINUTES OF CASTLE CARY TOWN COUNCIL MEETING

held on Monday 15th December 2025 at 7.00pm

Present: Trevor Oats (Chair), Frances Alden, Linda Ball, Margaret Bebbington, Philippa Biddlecombe, Robert Brown, Gavin Crisp, David Gill, Judi Morison, Pek Peppin and Angela Piggott

In attendance: Lisa Davis (Clerk)
Cllr. Kevin Messenger
Zoe Young – The Newt
3 members of the public

Before the meeting started, Trevor Oats reminded all Councillors of the Civility and Respect pledge that has been approved by CCTC.

Open session

A resident reported that as he had not received a response to the four questions sent to the Town Clerk regarding the Pavilion he had submitted a complaint to the ICO and advised that many more questions would be submitted in the new year.

The meeting started at 19:01

2025

TC94 Apologies for absence

Cllr Henry Hobhouse had sent his apologies.

TC95 Declarations of personal or pecuniary interests

None

TC96 To approve the minutes of the Town Council Meeting held on Monday 17th November to be signed by the Chair

RESOLVED: it was proposed and agreed (9 – for, 2 -abstained, 0 – against) to approve the minutes of the Town Council Meeting held on Monday 17th November.

TC97 Co-option – To fill vacant seat on the Council

RESOLVED: It was proposed and unanimously agreed that David Bright be co-opted onto the Council.

David Bright joined the meeting

TC98 Community Safety and Security update No report had been received

TC99 To receive reports, updates and correspondence:

- a) **Henry Hobhouse and Kevin Messenger (Somerset Councillors)** Kevin Messenger thanked Town Councillors for the work that they do for the community and expressed his disappointment that people are always too keen to criticise the voluntary work that they do. Henry Hobhouse has worked extremely hard to get Almsford Close on the priority list but unfortunately this has been set back by a huge increase in costs along with the works to the sinkhole that have also been delayed due to a machinery breakdown. Kevin stressed that he and Henry are trying hard to achieve their goals but finances at Somerset Council are very difficult.
- b) **To receive a report from the Town Council representative for Caryford Hall (DG)** There was no update.
- c) **To receive a report from the Town Council representative for Castle Cary Museum (PP)** Pek Peppin reported that the Museum held a very successful first talk of the winter.
- d) **To receive an update on Local Community Network (LCN) (JM)** The next LCN meeting would be held on 21st January.
- e) **To receive an update on youth provision** and to note letter from Youth Connect Southwest regarding annual review of charges **(JM)** Judi Morison reported that the next review meeting would take place in January and the letter from Youth Connect Southwest was noted.
- f) **To review action points from previous meetings** Philippa Biddlecombe reported that she had met with the complainant and further investigation would be undertaken to mitigate some of the concerns raised where possible.
- g) **To approve updates following a review of the CCTC Strategic Objectives for 2022 – 2027**
RESOLVED: it was proposed and agreed (10 – for, 1 – abstained, 1 – against) to approve updates to the CCTC Strategic Objectives

TC100 Chairs' Report

- a) **General update and observations** Trevor Oats reported that a meeting had taken place with MP Sarah Dyke and an update would be provided to Town Councillors
- b) **Correspondence**
 - i. **Election costs briefing note from Somerset Council – to note** Noted
 - ii. **Letter from resident regarding traffic lights on Station Road – to note** Noted

Committee Reports, Recommendations & Progress on Major Projects

TC101 Planning Committee & Neighbourhood Plan

- a) **Planning Committee update report** Trevor Oats reported that the planning development off South Street has been granted by appeal. Concerns were raised about the lack of impact local voices have but Councillors felt that it was important to continue to fight inappropriate planning developments, although consideration must continue to be given to the costs associated with this.
- b) **To note completion of street naming and numbering process for development off Torbay Road** Noted
- c) **To consider the list of applications received detailed below**

Application No	Proposal	Applicant details	Observation Expiry Date for Town Council
25/02731/HOU	Raising the roof on the north side of the annex and then converting this annex roof space to create an additional room and bathroom. In addition add wood burning stove flue and balcony	The Hayloft, Upper High Street, Castle Cary, BA7 7AT	29 th December 2025
No objections were raised RESOLVED: it was proposed and agreed (10 – for, 2 – abstained, 0 – against) to support this planning application			
25/00226/LBC	Approval of details reserved by a condition - submission of details in relation to conditions 4 and 7	Chinns / Angel Flats, Market Place, Castle Cary BA7 7AL	N/A
No objections were raised RESOLVED: it was proposed and agreed (10 – for, 2 – abstained, 0 – against) to support this planning application			

TC102 Properties and Infrastructure Committee

- a) **Properties and Infrastructure Committee update report** a report had been circulated in advance of the meeting. Philippa Biddlecombe reported that Millbrook toilet had been vandalised so it had to be closed to enable repairs to be completed.
- b) **Update on Market House project (PP)** there was no update.
- c) **Update on Pavilion project (PB)** there was no update.
- d) **To consider proposal from Market House project group regarding project stages (JM)** Judi Morison reported that a positive meeting had taken place regarding the potential fundraiser who proposed that funding is accessed in two stages.

TC103 Marketing and Communications

- a) **Marketing and Communications Committee update report** there was no report
- b) **To agree recommendation from Marketing and Communications Committee regarding bookings charges for 2026/27**
RESOLVED: it was proposed and agreed (11 – for, 1 – abstained, 0 – against) to agree the recommendation from Marketing and Communications Committee regarding booking charges for 2026/27
- c) **To agree recommendation from Marketing and Communications Committee regarding Tuesday market pitch fees for 2026/27**
RESOLVED: it was proposed and agreed (11 – for, 1 – abstained, 0 – against) to agree the recommendation from Marketing and Communications Committee regarding Tuesday market pitch fees for 2026/27

- d) To agree recommendation from Marketing and Communications Committee regarding Vintage Market booking charges
RESOLVED: it was proposed and agreed (10 – for, 2 – abstained, 0 – against) to agree the recommendation from Marketing and Communications Committee regarding Vintage Market booking charges for 2026/27
- e) To agree recommendation from Marketing and Communications Committee to re-adopt the Safeguarding Policy
RESOLVED: it was proposed and agreed (9 – for, 3 – abstained, 0 – against) to re-adopt the Safeguarding Policy
- f) To agree recommendation from Marketing and Communications Committee to re-adopt the Social Media Policy
RESOLVED: it was proposed and agreed (9 – for, 3 – abstained, 0 – against) to re-adopt the Social Media Policy
- g) To agree recommendation from Marketing and Communications Committee to approve the SLA between Castle Cary Town Council and Ansford Parish Council to supply copies of the newsletter for 2026 and beyond
RESOLVED: it was proposed and agreed (10 – for, 1 – abstained, 1 – against) to agree the recommendation from Marketing and Communications Committee to approve the SLA between Castle Cary Town Council and Ansford Parish Council to supply copies of the newsletter for 2026 and beyond
- h) To discuss communications to raise awareness of the role and achievements of the Town Council Angela Piggott proposed that a regular bulletin is published to raise awareness of the work and achievements of the Town Council.
RESOLVED: it was proposed and agreed (11 – for, 0 – abstained, 1 – against) that a round up of the year would be circulated before Christmas and that a Working Group would be setup to look at the social media page.

TC104 Finance and Management

- a) Budget year to date summary Noted
- b) To agree recommendation from Finance and Management Committee to approve a grant request from Citizens Advice Somerset
RESOLVED: it was proposed and agreed (10 – for, 2 – abstained, 0 – against) to approve a grant of £150
- c) To agree recommendation from Finance and Management Committee to approve request from Brue Valley Rotary for support towards Prostate Cancer testing at Caryford Hall
RESOLVED: it was proposed and agreed (10 – for, 2 – abstained, 0 – against) to approve a grant of £150
- d) To agree recommendation from Finance and Management Committee to accept quotes for works at the Cemetery
RESOLVED: it was proposed and agreed (10 – for, 2 – abstained, 0 – against) that the works need to be completed as soon as possible and that the best quote would be accepted
- e) Payments - to approve the December 2025 payment schedule for the Town Council and the Donald Pither Trust and to nominate Councillors to verify and authorise payments

Robert Brown suggested that staff should provide detailed timesheets before Councillors authorised salary payments.

RESOLVED: It was proposed and agreed (10 – for, 2 – abstained, 0 – against) that the December 2025 payment schedule for the Town Council be approved.

RESOLVED: It was proposed and agreed (10 – for, 2 – abstained, 0 – against) that the December 2025 payment schedule for the Donald Pither Trust be approved.

It was agreed that Margaret Bebbington would check the invoices against the payments and that Philippa Biddlecombe would execute the payments.

TC105 To receive an update following meeting with complainant about fun fair at Fairfield and to agree any actions Philippa Biddlecombe gave an update following the meeting with the complainant and APC and agreed to look into any possible actions

TC106 Policies

a) **To review Freedom of Information Policy**

RESOLVED: it was proposed and agreed (10 – for, 2- abstained, 0 – against) to re-adopt the Freedom of Information Policy

TC107 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. Agreed

TC108 Staffing matters

a) **Request regarding staffing**

RESOLVED: it was proposed and unanimously agreed that a Staffing Sub Committee (Linda Ball, Philippa Biddlecombe, David Bright, Robert Brown and Judi Morison) was formed to review staffing.

The meeting concluded at 21:10 hours.

The next meeting of the Town Council will be held on Monday 19th January 2026 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 1st January 2026.