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**APPROVED MINUTES OF CASTLE CARY TOWN COUNCIL ANNUAL MEETING**  
**held on Monday 18<sup>th</sup> May 2020**

**DUE TO THE CORONAVIRUS CRISIS, THIS MEETING WAS HELD USING ZOOM.**

**Present:** Judi Morison (Chair), Margaret Bebbington, Philippa Biddlecombe (from 19:08), Stephen Biddlecombe (from 19:08), Nick Crowley, Bob Gilbey, Pek Peppin, Sally Snook, Penny Steiner and Rob Worth

**Also present:** Deputy Town Clerk Claire Craner-Buckley, District Councillor Henry Hobhouse, County Councillor Mike Lewis and District Councillor Kevin Messenger

**Clerk:** Zöe Godden PSLCC

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

**The meeting started at 19:00.**

**2020**

**TC01 To nominate and elect a Chair of the Town Council for the 2020/21 municipal year and receive a completed declaration of acceptance of office.**

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

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

**TC03 Apologies for absence**

Apologies had been received from Julian de Bosdari and Nick Weeks.

**TC04 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.

**TC05 To nominate and elect a vice-Chair, committee membership and sub-group Chairs**

Penny Steiner was nominated by Nick Crowley and seconded by Margaret Bebbington. There being no further nominations, Penny Steiner was unanimously voted as the Vice-Chair of the Town Council.

**19:08** – Philippa Biddlecombe and Stephen Biddlecombe joined the meeting.

- Finance, Management & Human Resources

**RESOLVED: It was proposed and unanimously agreed that, subject to agreement by absent members nominated, the following councillors would sit on the Finance and Management Committee: Philippa Biddlecombe, Judi Morison, Pek Peppin, Penny Steiner and Nick Weeks.**

- Properties & Infrastructure

**RESOLVED:** It was proposed and unanimously agreed that, subject to agreement by absent members nominated, the following councillors would sit on the Properties and Infrastructure Committee: Stephen Biddlecombe, Nick Crowley, Bob Gilbey, Nick Weeks and Rob Worth.

- Planning

**RESOLVED:** It was proposed and unanimously agreed that the following councillors would sit on the Planning Committee: Margaret Bebbington, Pek Peppin, Sally Snook, Penny Steiner and Rob Worth.

- Marketing & Communications

**RESOLVED:** It was proposed and unanimously agreed that the following councillors would sit on the Marketing and Communications Committee: Margaret Bebbington, Philippa Biddlecombe, Nick Crowley, Sally Snook and Penny Steiner.

- Donald Pither Memorial Ground

This group was no longer needed as the Donald Pither Trust was dealt with separately, with all Town Council members as trustees.

- Market Steering group

Judi Morison explained that the Market Steering Group, which was a sub-group of the Marketing and Communications Committee, met regularly with the Market Manager to oversee management of the market and to support the Market Manager. Membership of the group was made up of councillors and lay members, although the Clerk pointed out that the group did not have any terms of reference.

*Action 200518/1: Town Clerk*

**RESOLVED:** It was proposed and unanimously agreed that the following councillors would sit on the Market Steering group: Stephen Biddlecombe, Nick Crowley, Judi Morison and Penny Steiner. It was further agreed that Laura Tilling would sit on the group as a lay member.

- Neighbourhood Plan group

Pek Peppin explained that membership of the Neighbourhood Plan group was mainly made up of members of the public but that she had been the Town Council's representative.

**RESOLVED:** It was proposed and unanimously agreed that Pek Peppin would continue to be the Town Council's representative to the Neighbourhood Plan group and that the public membership would remain unchanged.

- Market House group

**RESOLVED:** It was proposed and unanimously agreed that, subject to agreement by absent members nominated, the following councillors would sit on the Market House group: Stephen Biddlecombe, Bob Gilbey, Pek Peppin, Penny Steiner, Nick Weeks and Rob Worth.

**TC06** To consider forming a Big Christmas sub-committee and a Fairfield sub-committee to be overseen by the Marketing and Communications Committee and the Properties and Infrastructure Committee, respectively.

**RESOLVED:** It was proposed and unanimously agreed to form a Big Christmas sub-committee to be overseen by the Marketing and Communications Committee.

*Action 200518/2: Town Clerk*

It was **agreed** to defer the decision on a Fairfield sub-committee until a meeting could be set up with the volunteer group called Friends of Fairfield.

**TC07 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.**
- **Museum – Pek Peppin**
- **Friends of Cemetery Chapel – role to be shared between Margaret Bebbington and Sally Snook.**

The Clerk was instructed to add items to the next agenda to nominate representatives to the Friends of Castle Cary Community Library and the Dimmer Liaison Group.

*Action 200518/3: Town Clerk*

**19:50** – Nick Crowley left the meeting.

**TC08 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.**

**TC09 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.

**TC10 To approve the minutes of the Town Council Meeting held on Monday 20th April 2020 to be signed by the Chair**

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

**TC11 Community Safety and Security update**

The Clerk reported that there had been an increase in fly tipping and that PCSO John Winfield had asked for links to the relevant reporting websites to be added to the website. Sally Snook had added these links already. The Clerk also reminded councillors that she had forwarded a letter from the Police and Crime Commissioner and the Chief Constable of Avon and Somerset Police, outlining their approach to enforcing the latest coronavirus guidelines from the Government.

**TC12 To receive any reports/updates:**

- a) **Mike Lewis (County Councillor)** reported that Somerset County Council (SCC) was producing regular leaflets and updates on the coronavirus crisis. The main message was that there was a support helpline for contacting SCC with any queries relating to coronavirus in the county, which was 0300 790 6275. Many SCC staff had been seconded to different roles because of the crisis. Mike said that, although Highways staff had been seconded, the contractor, Skanska, was still operating and was taking the opportunity to make various repairs to roads while traffic volumes were low.
- b) **Henry Hobhouse (District Councillor)** reported that many staff at South Somerset District Council (SSDC) had been reallocated to deal with the coronavirus crisis. Nearly all of the Government funding provided to help local businesses had been distributed. Anyone finding themselves in need due to the crisis should contact SSDC.  
**Kevin Messenger (District Councillor)** said that he had received complaints about toxic fumes detected late at night. It was possible that this was due to the burning of rubbish in a private garden but Kevin was continuing to investigate.

**20:06** – Henry Hobhouse left the meeting.

- c) To receive a report from the Dimmer Liaison Group (SS) – Councillors noted the report submitted prior to the meeting. Sally Snook said that the Dimmer Liaison Group was still waiting to hear from Viridor about the possibility of organising a Zoom meeting.
- d) Update on Key Objectives/Projects – **Claire Craner-Buckley (Deputy Town Clerk)** had submitted a report prior to the meeting detailing the Town Council's progress in terms of Environmental and Sustainability targets. Claire told councillors that she had recently taken part in a Zoom meeting held by Frome Town Council and attended by representatives from several councils. Information was shared on different approaches to addressing environmental and sustainability issues and the meeting had been useful and inspiring. Claire recommended devising a positive vision for Castle Cary and suggested that projects from the two main areas of community and council could be chosen as a good way forward. Judi Morison thanked Claire for her hard work.
- e) To review action points from previous meetings – all significant action points had been completed. The Clerk was instructed to follow up the complaint referred to the Planning Ombudsman relating to planning application 19/02038/FUL.

**Action 200518/4: Town Clerk**

### **TC13 Chairs' Report:**

- a) To hear a report on the activities of Cary Cares.

Judi Morison reported that Cary Cares was busy with personal shopping for at-risk residents. The phone line that people could use to request help was open from 9.30am to 4pm. £15,000 had been raised to pay for food boxes for people in need. 120 volunteers had been recruited.

- b) To hear an update on the Wild East Partnership

Judi Morison reported that she had been meeting with representatives from Wincanton and Bruton Town Councils to talk about what they were doing during the coronavirus crisis.

- c) To consider a request from a resident that the Town Council allows the Cobbles to be used by customers of food and drink outlets as a place to sit.

Councillors discussed the implications of this suggestion in light of the current coronavirus crisis. It was felt that allowing the Cobbles to be used in such a way would encourage people to congregate. With no means of enforcing social distancing or ensuring the cleanliness of tables and chairs, it was **agreed** not to allow the Cobbles to be used by customers of food and drink outlets at this time. The Clerk was instructed to carry out a risk assessment to back up concerns.

**Action 200518/5: Town Clerk**

- d) To note that the Annual Town Meeting will be postponed.

**Noted.**

### **TC14 To note the resignation of Justin Birch and that the Clerk has prepared the relevant statutory notice to fill the resulting vacancy.**

**Noted.**

Judi Morison asked for thanks to Justin Birch for the work he did while he was a councillor to be formally minuted.

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

#### **TC15 Planning Committee & Neighbourhood Plan**

- a) To hear feedback from the recent SSDC Area East Committee meeting in relation to planning application 19/01840/OUT.

Pek Peppin reported that the Area East Committee had refused this application.

#### **TC16 Properties, Infrastructure, Pither Project & Fairfield-updates**

- a) Market House - To consider an offer from a member of the public to sell the butchers' blocks, currently in storage, for £60 each.

Councillors discussed the historic value of the butchers' blocks. The Clerk reported that the blocks needed to be removed from their current storage location by the end of the month.

**RESOLVED:** It was proposed and unanimously agreed not to accept the offer of selling the butchers' blocks to the member of the public.

*Action 200518/6: Town Clerk*

It was further agreed that Bob Gilbey and Rob Worth would relocate the butchers' blocks to Bob's property.

*Action 200518/7: Bob Gilbey and Rob Worth*

In addition, it was agreed to approach The Newt to find out if the butchers' blocks could be incorporated into any of their developments.

*Action 200518/8: Judi Morison and Pek Peppin*

- b) Market House - To consider a request from Paul Parsons to allow dance classes to resume, in line with social distancing guidelines.

**RESOLVED:** It as proposed and unanimously agreed not to allow dance classes to resume due to the coronavirus crisis but that this could be reviewed as restrictions were eased.

*Action 200518/9: Town Clerk*

- c) Fairfield - To note that planning permission is not required for the installation play or sports equipment at the Fairfield, as long as any installation does not exceed 4 metres in height or 200 cubic metres in capacity.

**Noted.**

- d) Fairfield - To note that Ansford Parish Council has agreed to hand over day-to-day management of the Fairfield to the Town Council and that all costs will continue to be split, with Ansford paying one third and the Town Council paying two thirds.

**Noted.**

e) Fairfield – To note that social distancing posters need to be put up at the Fairfield. Judi Morison reported that the posters had already been put up.

- f) Basketball hoop solicitor Donald Pither Field – To note that the Clerk has instructed the solicitor to contact the member of the public who complained about the proposed basketball hoop, saying that the boundary hedge will be allowed to grow to provide a screen and that the Council is happy to consider any other reasonable mitigating measures.

**Noted.**

### **TC17 Marketing & Communication**

- a) To hear an update on progress with the production of the Welcome Pack.

Penny Steiner reported that the Welcome Pack folders were ready to be printed but that the activity was on hold for the time being.

- b) To consider a draft marketing flyer to encourage people to shop locally.

The draft flyer had been distributed before the meeting. Penny Steiner said the flyer would be funded by savings made from the production of a digital newsletter rather than a print version. Sally Snook said it was important to make sure that all relevant businesses were included. It was **agreed** to go ahead with production and distribution of the flyer.

- c) To receive a Fairfield report.

Penny Steiner said that SLR had been awarded the maintenance contract. There was nothing further to report.

**TC18 Finance and Management**

- a) To agree that quotes for Town Council insurance can be considered by the Full Council rather than the Finance and Management Committee; to consider three quotes accordingly.

Councillors considered the quotes.

**RESOLVED:** It was proposed and unanimously agreed that the quotes could be considered by the Full Council rather than the Finance and Management Committee. It was further unanimously agreed to accept the quote from BHIB at a cost of £2098.42 and to enter into a three-year agreement to keep this cost for the coming three years.

*Action 200518/10: Town Clerk*

- b) To note that work on the Annual Governance and Accountability Return is progressing in line with the new Government deadlines.

**Noted.**

- c) To approve the cash book and bank reconciliations for the current account for April 2020 and the Donald Pither Trust for April 2020.

It was agreed to defer the approval of the April 2020 cashbook and bank reconciliation for the Donald Pither Trust because the Clerk had not been able to produce this as she was still in the process of finalising the 2019-20 financial year.

The bank reconciliation for the current account for April 2020 had been checked by Julian de Bosdari before the meeting and confirmed as correct.

**RESOLVED:** It was proposed and unanimously agreed to approve the bank reconciliation for the current account for April 2020.

- d) To approve the May 2020 payment schedule for the Town Council and the Donald Pither Trust and to nominate Councillors to verify and authorise payments.

Penny Steiner expressed concern over the cost of the installation of the basketball hoop. The Clerk confirmed that all expenditure had been incurred in line with Financial Regulations.

**RESOLVED:** It was proposed and unanimously agreed to approve all payments, that Philippa Biddlecombe would verify the payments and that Sally Snook would authorise the payments after verification. The Town Clerk would email copies of all invoices to Philippa and Sally.

*Action 200518/11: Philippa Biddlecombe, Sally Snook and Town Clerk*

*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 15<sup>th</sup> June 2020 in the Market House at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 4<sup>th</sup> June 2020.**

**The meeting ended at 21:33.**

**Approved as a correct record.....15<sup>th</sup> June 2020**