



APPROVED MINUTES OF CASTLE CARY TOWN COUNCIL MEETING
held on Monday 15th June 2020

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

Present: Judi Morison (Chair), Margaret Bebbington, Philippa Biddlecombe, Stephen Biddlecombe, Julian de Bosdari, Bob Gilbey, Pek Peppin, Sally Snook, Penny Steiner and Rob Worth.

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

Clerk: Zöe Godden

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

The meeting started at 19:00.

2020

TC19 Apologies for absence

Apologies had been received from Nick Crowley and Nick Weeks.

TC20 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.

TC21 To approve the minutes of the Annual Town Council Meeting held on Monday 18th May 2020 to be signed by the Chair at a later time.

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

TC22 To agree representatives for Friends of Castle Cary Community Library and Dimmer Liaison Groups.

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

- Friends of Castle Cary Community Library – Margaret Bebbington
- Dimmer Liaison Group – Sally Snook.

TC23 Community Safety and Security update

Rob Worth reported that he had been in communication with the Police about a break-in and anti-social behaviour at the Constitutional Club building. The Police said they would be addressing any criminal activity that might have been identified.

TC24 To receive any reports/updates:

- b) **Henry Hobhouse (District Councillor)** reported that work to deal with the CV-19 crisis was continuing

Kevin Messenger (District Councillor) reported that South Somerset District Council was making signage available to town and parish councils to cope with CV-19 and the re-opening of high streets.

- a) **Mike Lewis (County Councillor)** reported that Somerset County Council had spent more than £22million more on CV-19 services than it had received from the Government. The Chief Executive and Leader of the Council still had the ability to make certain decisions without referral to a committee due to CV-19 legislation. The first Audit Committee meeting since lockdown was due to take place on 18th June. Mike went on to say that there had been significant changes at Somerset Waste Partnership (SWP) due to SUEZ taking over the contract from KIER. There had been issues with green waste processes and IT systems had not performed as expected. Judi Morison noted that the Town Council received good updates from SWP, which were added to the Town Council's website. Judi also noted that traffic wardens were operating again across Somerset.
- c) To receive an update from the Dimmer Liaison Group – Sally Snook reported that Viridor had asked the group to submit any questions they would like answered. The current issues were noise, leachate, high number of HGVs, final destination of HGVs and when the landfill would be capped. The Clerk was instructed to add an item to the next Full Council agenda for Sally to report back once Viridor had responded to the questions. These would also be uploaded to the Town website.

Action 200615/1: Town Clerk

- e) To review action points from previous meetings – All actions points had been completed.
- d) Update on Key Objectives/Projects
Environment update – Claire Craner-Buckley reported that the Town Council was making progress with moving to green energy suppliers. A member of the public had started a community project to look after wildflowers and biodiversity. Claire had been in contact with Environment Officers from SSDC to discuss their Environment Strategy to promote biodiversity. Claire and Judi Morison were due to have a Zoom meeting to discuss how to encourage community groups to take on environmental projects. Judi added that the Horsepond group had added some tubs at the rear of the Horsepond to increase biodiversity.

TC25 Chairs' Report:

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

Judi Morison informed the Council that she was a trustee of the town charity, which was run by All Saints and St Andrews Churches. Over £18,000 had been raised to help those affected by the CV-19 crisis. This included a grant received from the Somerset Community Foundation, which had been used to pay for expenses and food boxes for residents who were struggling to feed themselves. Food boxes were being prepared by The George and distributed via the primary school. Approximately 20 boxes were being prepared each week but it was thought that this number would increase as and when people were made redundant further into the crisis. Cary Cares was still shopping for residents who were not able to get to the shops themselves.

- b) To note that the Chair will be attending the Caryford Hall AGM on 2nd July.

Noted. Margaret Bebbington, Philippa Biddlecombe and Pek Peppin were also going to attend.

- c) To hear an update on Greener Cary.

Judi Morison reported that the group had not been very active due to the CV-19 crisis. As previously reported, Judi was due to meet with Claire Craner-Buckley to discuss how Greener Cary and the Town Council could work together.

d) To hear an update on developments at the Drill Hall.

Judi Morison said that the Drill Hall should be ready for use as for Army Cadets by September, but that there may be restrictions due to the CV-19 crisis. Space could also be offered to Youth Matters to rent and to other local young people's groups.

e) To hear a report on progress with passing the Butchers' Blocks to The Newt.

Judi Morison reported that Pek Peppin had written to The Newt to offer the butchers' blocks to them for incorporation into one of their developments. The Newt had accepted the offer and would install them as part of the Creamery development. The blocks would be collected from Galhampton to be restored before installation. The Clerk was instructed to write to the person who had been storing the butchers' blocks to thank them for doing so.

Action 200615/2: Town Clerk

f) To hear an update regarding return to school at Castle Cary Primary.

Judi Morison referred to the report distributed before the meeting. Staff were still working hard. Key worker's children had been attending since lockdown. Home learning was being provided. School were delivering food boxes and visiting vulnerable children.

g) To note concern over availability of parking when the Constitutional Club site is developed and to agree any action to be taken.

Rob Worth said that at least 20 vehicles parked in the car park of the Constitutional Club every night. Rob asked if the owner of the lane close to Salisbury Terrace could be identified, as the lane could possibly be used for additional parking. Mike Lewis and Kevin Messenger said they would try to find out.

Action 200615/3: Mike Lewis and Kevin Messenger

Committees Reports, Recommendations & Progress on Major Projects

TC26 Planning Committee & Neighbourhood Plan

a) To note that SSDC has received the Town Council's request for enforcement investigation on possible unauthorised development at an address in Castle Cary.

Noted.

b) To hear an update on recently considered planning applications.

Pek Peppin reminded Councillors that two planning applications had been received to vary S106 agreements. Mike Lewis suggested that Neil Waddleton at SSDC might be able to help and Pek Peppin and Sally Snook said they would contact him.

Action 200615/4: Pek Peppin and Sally Snook

TC27 Properties, Infrastructure, Pither Project & Fairfield-updates

a) **PROPOSAL:** That the stairwell of the Market House is painted in magnolia and Market House blue.

Councillors discussed the proposed colour scheme. The Clerk was asked why magnolia had been chosen for the walls. Stephen Biddlecombe confirmed that it was the most common colour and so could easily be sourced. It was felt by some councillors that Market House blue would not be appropriate as it might obscure certain details, especially the decorative part of the pillar on the second floor. Stephen Biddlecombe, Bob Gilbey, Pek Peppin and Nick Weeks would carry out a test on the decorative pillar to ascertain if Market House blue was a satisfactory colour.

RESOLVED: It was agreed that the walls should be painted magnolia and that, subject to a satisfactory test, the detail could be painted in Market House blue. All in favour except Pek Peppin and Sally Snook, who abstained from voting and asked for this to be recorded in the minutes.

Penny Steiner said she would forward the exact pantone of Market House blue to the Clerk.

Action 200615/5: Penny Steiner

- b) To hear an update on works to Millbrook Toilets.

Bob Gilbey reported that all of the cubicles had been knocked out and a new doorway had been cut to link the ladies' side of the block to the disabled toilet in the centre. An inexpensive worktop and sink had been sourced. The Clerk was instructed to find out if the Caretaker had installed the door between the ladies' side of the block and the disabled toilet.

Action 200615/6: Town Clerk

- c) To hear an update on the installation of the basketball hoop on the Donald Pither Field and the associated complaint from a resident.

Bob Gilbey reported that the installation was almost finished. A lot of work had been done to level the site. Road planings and stone had been put down and levelled, with astroturf fixed to the top. The next step was to dig holes and concrete the equipment itself into the ground. It was hoped that the work would be finished at the weekend.

The Clerk reported that the Council's solicitor had written to the resident to say that the basketball hoop would be installed and that the boundary hedge at would be allowed to grow up to provide a screen between it and the resident's house.

Stephen Biddlecombe, Kevin Messenger and Rob Worth offered to help with the installation.

- d) Fairfield - To hear an update on activities at the Fairfield and a Friends of Fairfield meeting.

Penny Steiner reported that the grounds maintenance contractor had cut the grass twice and Fairfield was looking good. The pump track had been re-opened two weeks ago and safety signage had been put up on all gates. Some members of the public had been litter picking because there appeared to be an increase in littering. It was suggested that a message on social media might help to reduce this. Terms of Reference for the Friends of Fairfield (FoF) were being produced. It was likely that the FoF group would meet the following week. Penny confirmed that only the pump track was open. All other play equipment was closed as per Government guidelines due to the CV-19 crisis.

TC28 Marketing & Communication

- a) To hear a report on plans for the reopening of the Tuesday Market and to agree a date for the opening.

Penny Steiner reported that the Market Advisory Group had met the previous week at the Market House to mark out positions for market stalls. Penny thanked Stephen Biddlecombe for measuring and then producing a plan to show where stalls could safely be positioned when the market re-opened. The Clerk had produced a site risk assessment and the Market Manager had sourced a risk assessment for each stall holder to complete in relation to their own stalls. The Clerk had ordered signs from SSDC to remind customers of 2m distancing. A rota was being put together for marshals to help the public for at least the first two weeks after re-opening. A route for customers to access stalls would be strictly enforced to ensure 2m distancing. The toilet in the Market House would only be accessible for stall holders, not members of the public and a one-way system would be in place. Stall holders would also be able to access handwashing facilities in the Undercroft but no market stalls would be located in this covered area. The Clerk was instructed to ask the cleaners to clean all affected areas after the market had finished.

RESOLVED: It was proposed and unanimously agreed to re-open the market on Tuesday 7th July.

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

Penny Steiner reported that the Welcome Pack folders had been ordered.

- c) To hear an update on progress with the production and distribution of a flyer to encourage people to shop locally.

Penny Steiner reported that the flyers had been printed. Caryford Hall volunteers would not be able to deliver them due to the CV-19 crisis but some volunteers had been approached and the flyers would soon be delivered around Castle Cary and Ansford.

TC29 Finance and Management

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

Noted.

- b) To approve a list of direct payments for the 2020-21 financial year and agree two councillors to sign the list.

RESOLVED: It was proposed and unanimously agreed to approve the list of direct payments as presented and that Judi Morison and Penny Steiner would sign the sheet remotely.

Action 200615/7: Judi Morison and Penny Steiner

- c) To consider a recommendation from the Finance and Management Committee that the earmarked reserves are amended as per the list provided.

The Clerk had failed to provide the list in advance of the meeting so this matter was deferred to the next Full Council meeting.

- d) To note the budget comparison report to 31/05/2020.

Noted.

e) To approve the cash book and bank reconciliation for the current account for May 2020. It was agreed to defer this matter to the next Full Council meeting because the Clerk had been experiencing problems with the accounting software.

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

RESOLVED: It was proposed and unanimously agreed to approve the payment lists as presented.

- g) To note current Government guidance on working safely during the CV-19 crisis and that the Clerk has prepared risk assessments for the work that is currently being carried out by Town Council staff, councillors and volunteers.

Noted.

- h) **PROPOSAL:** That an addition is made to Standing Order 3 r to allow a secret ballot in the matter of co-option to the Council.

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

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 20th July 2020 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 9th July 2020.

The meeting ended at 20:37.

Approved as a correct record.....20th July 2020